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# How can I set up a permanent application settings template?

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The application settings can be made permanent to prevent accidental editing. It is recommended that this action be performed by someone familiar with your network and computer set-up. Users unfamiliar with Windows User Accounts may have difficulty finding the correct directories.

Once the settings for a particular workstation have been set up, they can be made permanent by copying the settings file into in the Templates area of the GoFiler program directory. When GoFiler starts, it looks in the Templates folder for a file called "Default Settings.ini", if not found, GoFiler will load the settings from the normal application area.

To copy your settings to the Templates folder:

1. Go to the user's application data directory. This can be found using the environment string "%AppData%" using the Windows **Run** command.
2. There is a folder called "Novaworks" in this directory. The Novaworks folder contains all of GoFiler's settings. Browse this folder.
3. Find **GoFiler Complete Settings.ini**. (Note that the name of the file will differ depending on which product you are using, for example Go16 Settings.ini for Go16). The settings file stores the options set using the **Preferences** function, the second ini file stores other information like the file history list and application appearance.
4. Copy the settings file to the Templates folder in the GoFiler installation directory. This is usually C:\Program Files\GoFiler\Templates. Rename the file to "Default Settings.ini".
5. By repeating step 4 this file can be copied from workstation to workstation to ensure uniform settings. If the GoFiler installation directory is located on a network, the file needs to be copied to the network installation templates folder only once. When GoFiler is run from the network it will load the "Default Settings.ini" from the network location.

Each time you wish to make changes to the preferences you must make the appropriate settings changes on a single workstation. Then follow these steps again.

Again, if you cannot find your settings files, contact an IT professional at your company or firm for help in locating the user application data and Novaworks folders.