

## The Destination Tab

Use the options from the Destination tab to set the output location of a PDF document.

A destination can be a local folder or mail recipient.

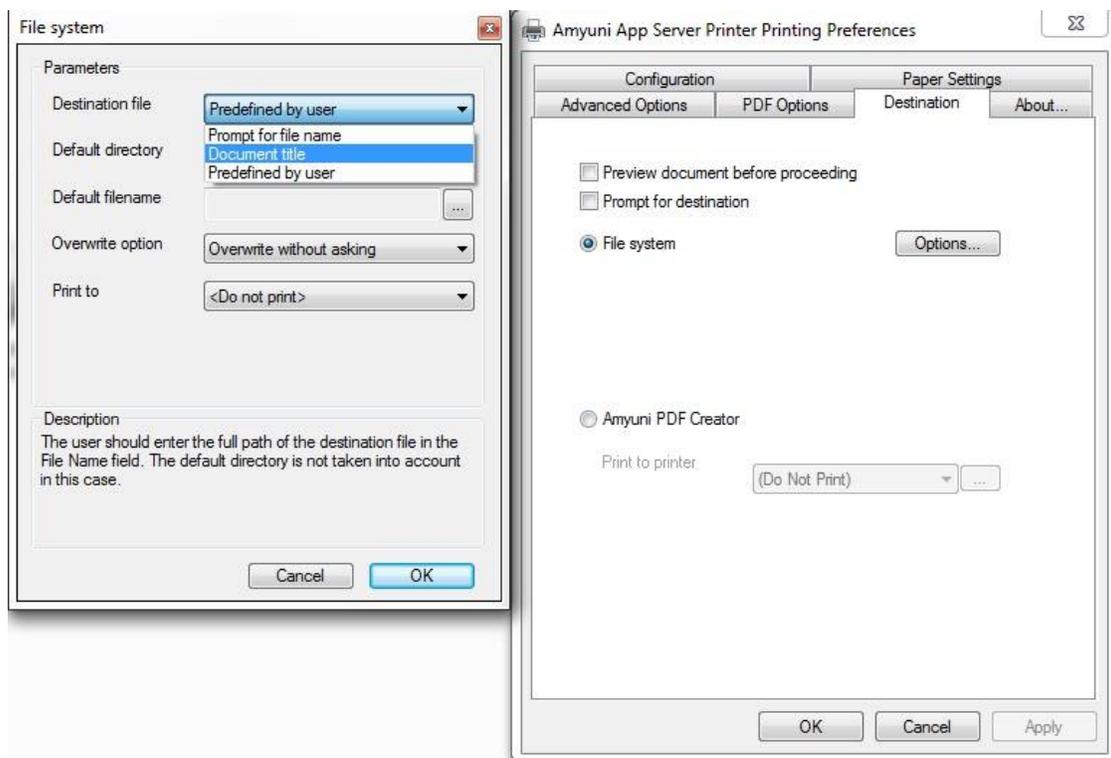
### To Select the Destination:

1. Click the Destination tab.
2. Select File System and click Options.

The File System dialog box displays.

3. Select the following options:

Option:	Function:
<b>Destination File:</b>	<p>To send a document to a local or network destination folder.</p> <p><b>To Use:</b></p> <p>Select an option from the Destination file list. Options include:</p> <ul style="list-style-type: none"><li>• Prompt for file name: <b>This feature not available in the Application Server Edition</b></li><li>• Document title: To set the output file name automatically by PDF Converter by concatenating the default directory, the document title, and the .PDF extension. The document title depends on the client application. No additional user prompt is required and the default file name is not used.</li><li>• <b>Predefined by user: To predefine the file name in the Default filename</b> text field. The same file name is then used for all future (generated) PDF documents.</li></ul>



Option:	Function:
<p><b>Overwrite option</b></p>	<p>To define PDF Converter's overwrite behavior if the output file already exists.</p> <p><b>To Use:</b></p> <p>Select an option from the Overwrite option list, then select the following:</p> <ul style="list-style-type: none"> <li>• <b>Overwrite without asking:</b> To overwrite an existing file with the new one without confirmation. This is the default value that is compatible with previous versions of the product.</li> <li>• <b>Confirm before overwriting:</b> If the file already exists, a dialog box will ask you to overwrite the file or cancel the action.</li> <li>• <b>Append to existing file:</b> If the file already exists, the new document is automatically appended to it.</li> <li>• <b>Add date-time to file name:</b> To append the date and time to the name of a file. For example, if you enter test.pdf as a file name, the file is appended as testddmmyyhhmmss.pdf, where ddmmyyhhmmss is the current day, month, year, hour, minutes, and seconds.</li> <li>• <b>Add ID number to file name:</b> To append an incremental ID number to the name of a file. For example, if you enter invoice.pdf as file name, the file is appended as invoiceN.pdf, where N is an automatically generated ID number.</li> </ul>

