# How do I save a record, document, note or other file to my Desktop?

Your Recruit Studio desktop works in a similar way to your Window's desktop except that instead of showing shortcuts to programs, it shows shortcuts to:

- *Records – clients, companies, candidates and vacancies*

- *Files such as CVs stored within the CV database, or files stored elsewhere on your PC*

- *Notes*

- *Saved searches*

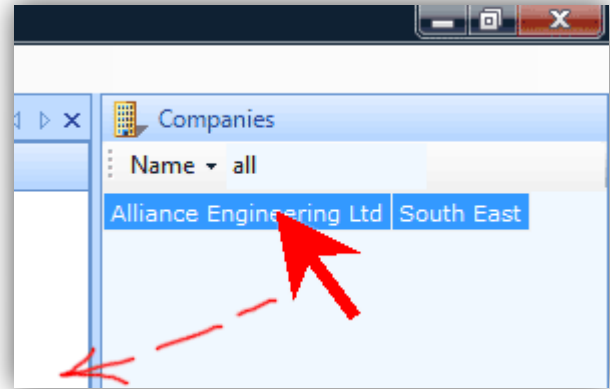## How to save a record to your Desktop

1. Click the relevant blue look up button on the Main Menu to find the record you want to save to the desktop.
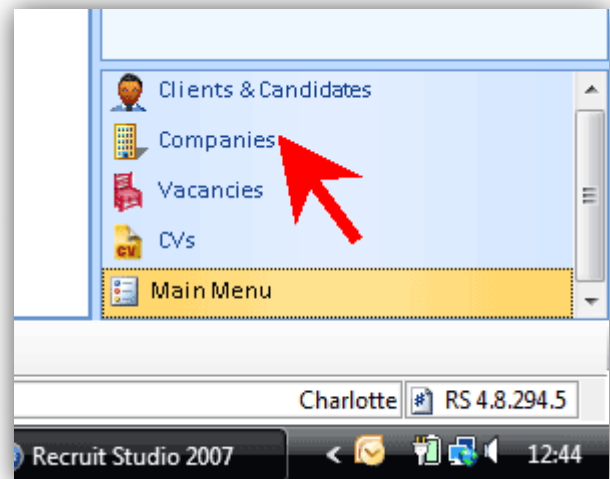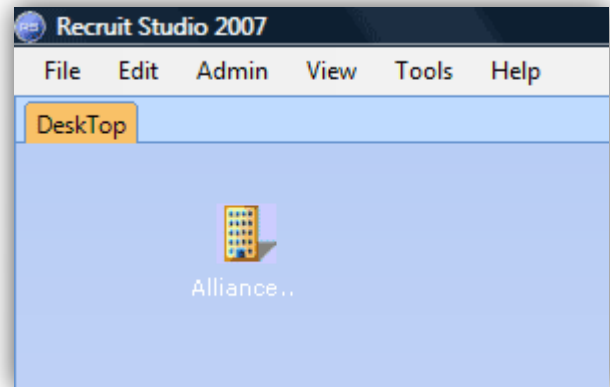

2. Enter the name of the record you want to find using the text box at the top of the screen.
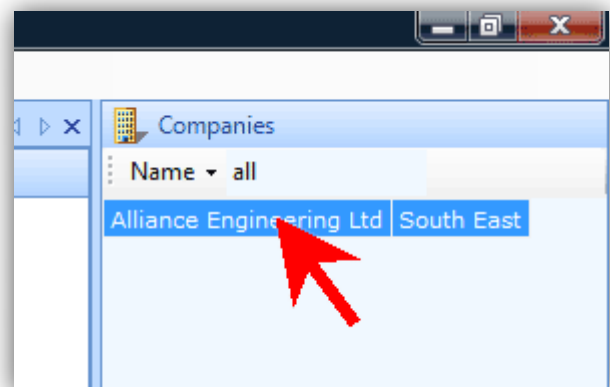
3. With the Desktop visible, drag the record to the Desktop…

4. … And drop it where you want it to be stored.

5. To open the record from the Desktop, right click on the icon and choose 'Open'.

## How to save a document to your Desktop

1. You can keep shortcuts to files saved outside Recruit Studio on your Desktop, for instance you could save a Terms of Business document to your Desktop and attach it easily to emails that you send from Recruit Studio.

2. Go to the Desktop and right-click anywhere on the blank space. Click 'Browse'.
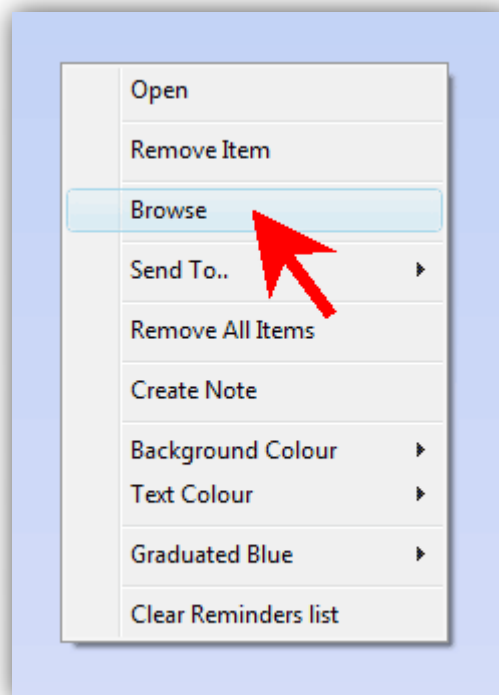
3. Locate the file you wish to attach and click 'Open'.
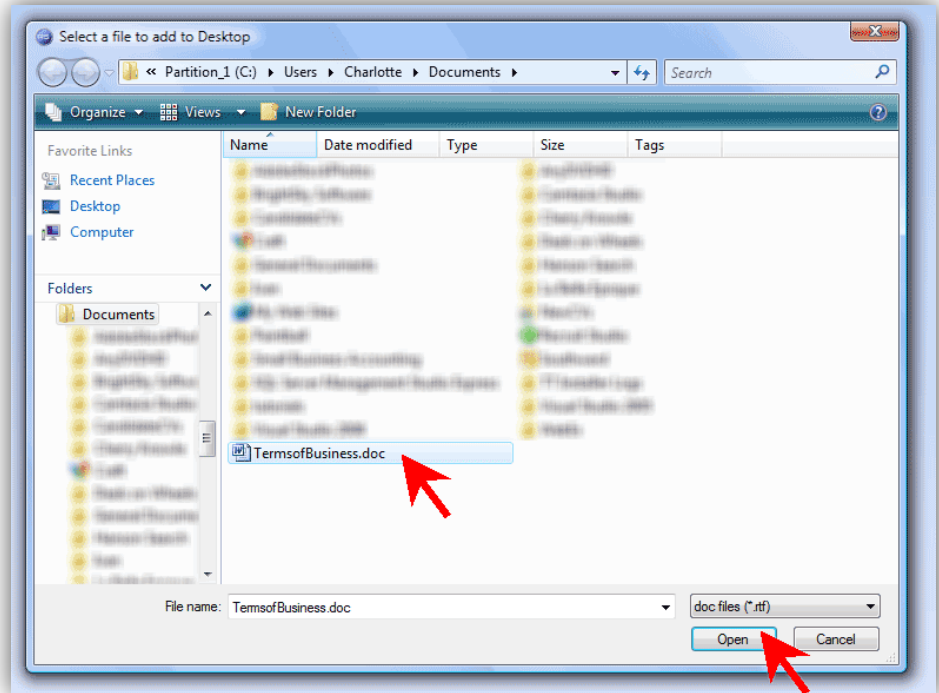

4. A shortcut icon will be placed on your Desktop.
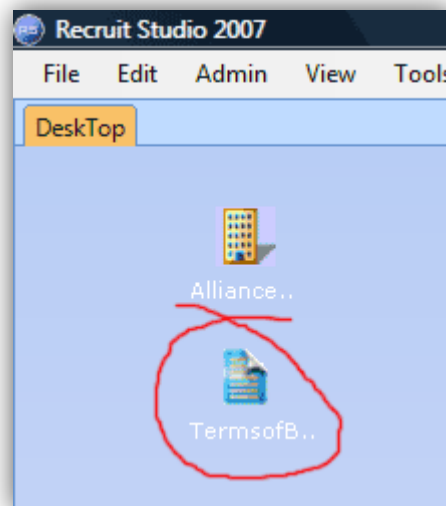
5. To open the file, right-click on the icon and choose 'Open' from the menu.

   Alternatively you can attach the file to an email. When you come to send the file, click the 'Desktop' button in the Attachments panel of the Emailer and select the document.
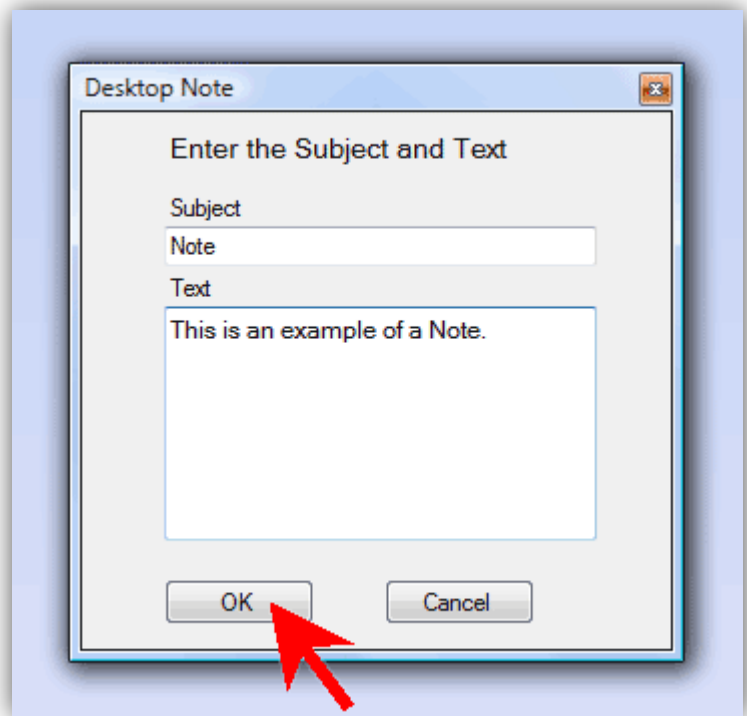
How to create a note on the Desktop

1. You can create yellow reminder notes (like a Post-It note) and save it on the Desktop.

2. Go to the Desktop and right-click.
   Choose 'Create note'.
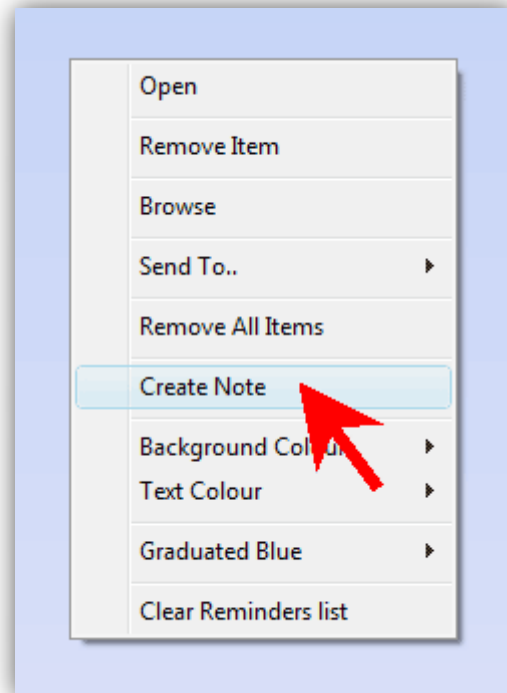
3. The note will appear on the Desktop.
   Double-click the note to enter the text for it.
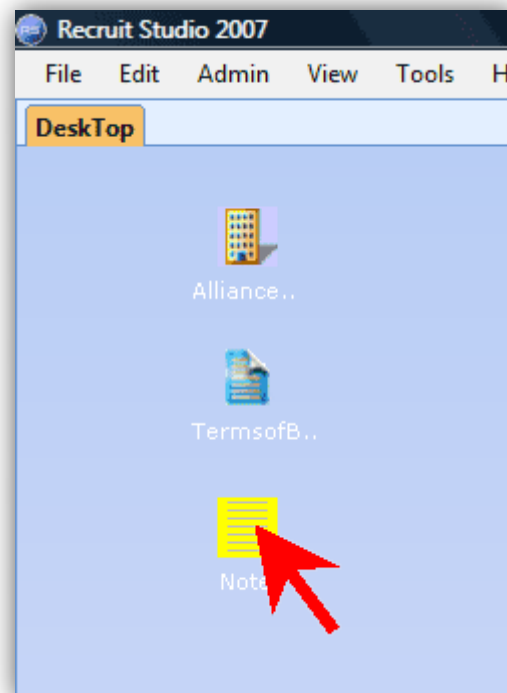
4. Enter the text and click 'Ok'.

5. You can read the note by double-clicking it at any time.

How to save searches to your Desktop

1. Recruit Studio can save your searches to your Desktop so you can re-run them quickly at a future date without having to spend time rebuilding them. You need to have run a search in Search & Mailings to do this.

2. When you have run the search, click the circle icon on the ribbon toolbar and a menu will open.
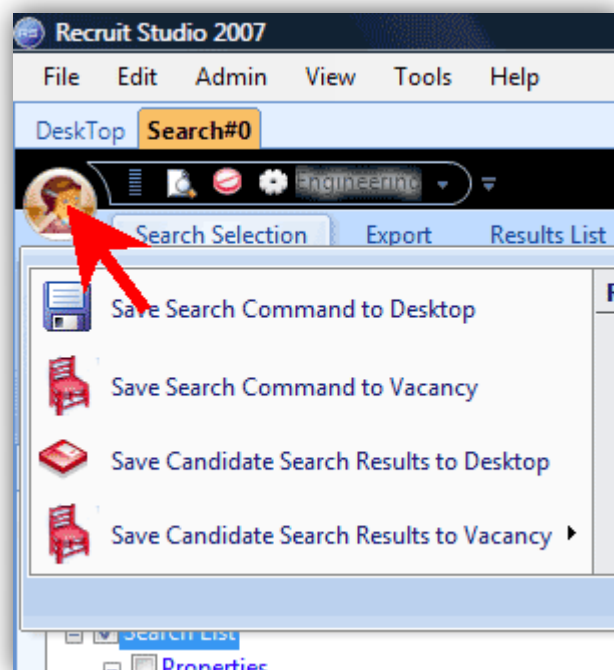
3. Choose an option from the list:
   - Save Search Command to Desktop – will save the criteria of your search but not the results, so you can run the search and find new results in the future. This is the most commonly used.
   - Save Candidate Search Results to Desktop – this will save the criteria and the results so will form a snap shot of your search on the date you ran it.

4. Enter a name for the search so you can identify it.
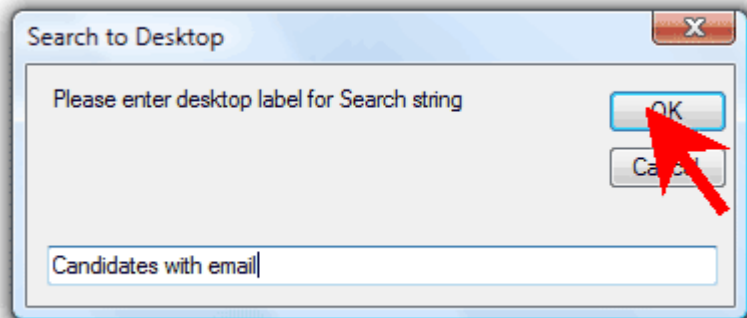
5. The new icon will be placed on your Desktop. Double-click it to run the search at any time.