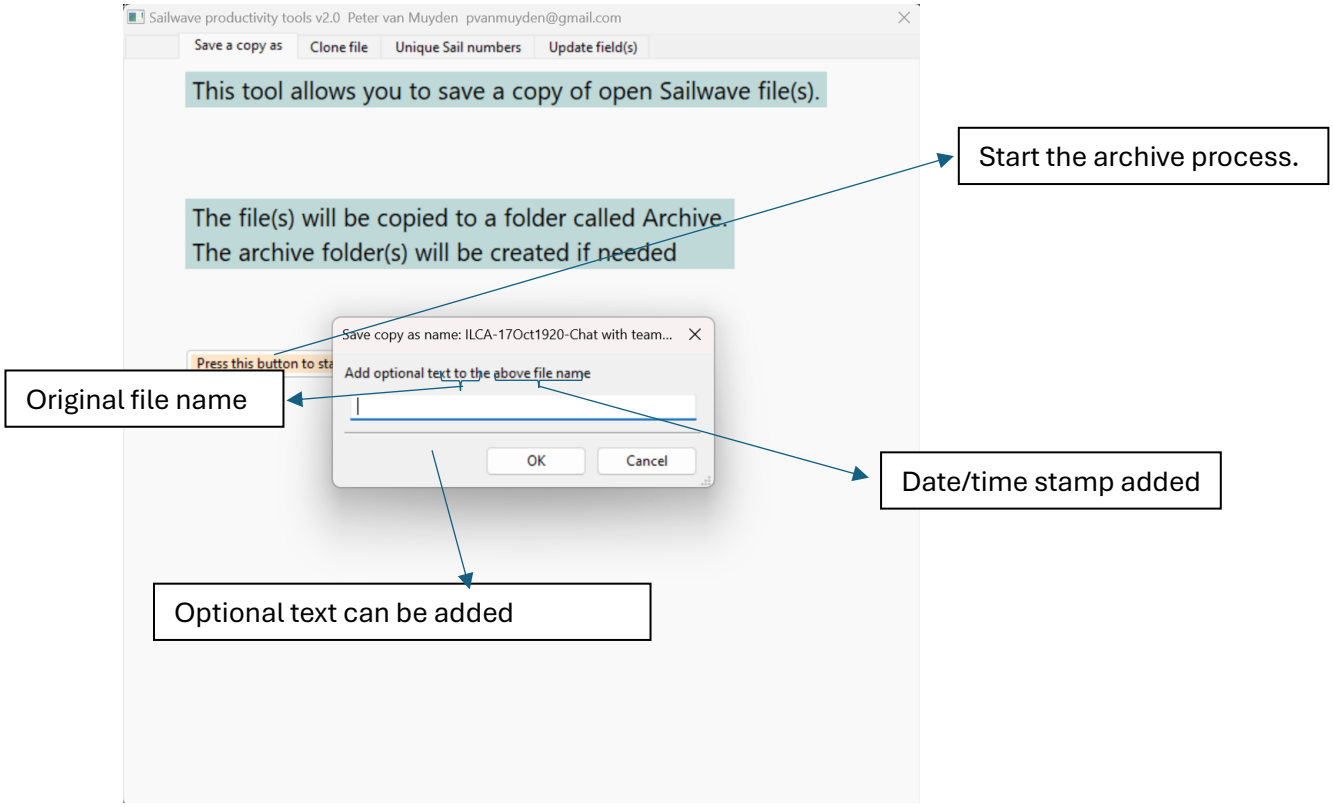This process will allow you to archive the Sailwave files that are open. The files will be saved in a sub-folder called Archive of the open Sailwave file. The subfolder will be created if needed.