

Moving a CPS database to a diskette

1. Create your database and store it in C:\Program Files\CPS folder on your computer.
2. Open My Computer and locate the database you created by opening C:\Program Files\CPS folder\your database.cps
3. Click the database once and make a copy (Ctrl + C)
4. Insert a disk and create a folder on it called CPS by doing the following:
 - a. Open My Computer
 - b. Open 3 ½ Floppy A:
 - c. Click File...New Folder
 - d. Type CPS as the new folder name
5. Open the folder you just created on the diskette and paste your database into it (Ctrl + V).

Moving a CPS database from a diskette to another computer

1. Insert your diskette
2. Open My Computer...3 ½ Floppy A:
3. Open the CPS folder on the diskette
4. Click the CPS database once and make a copy (Ctrl + C)
5. Open My Computer
6. Open the C: drive
7. Open Program Files
8. Open CPS folder
9. Paste the CPS file in the CPS folder (Ctrl + V)

NOTE: If you have inserted pictures into the database you must also copy and paste them as you move your database.