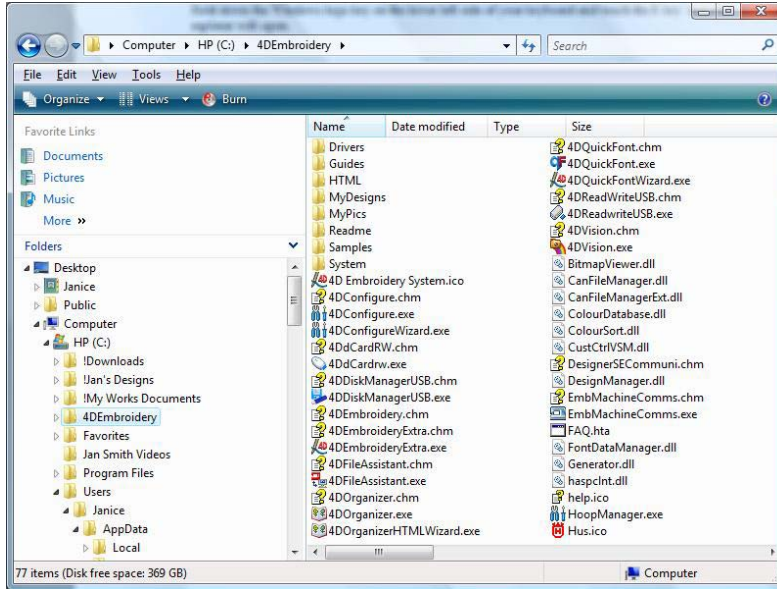


## Transferring the Design Files before uninstalling a program.

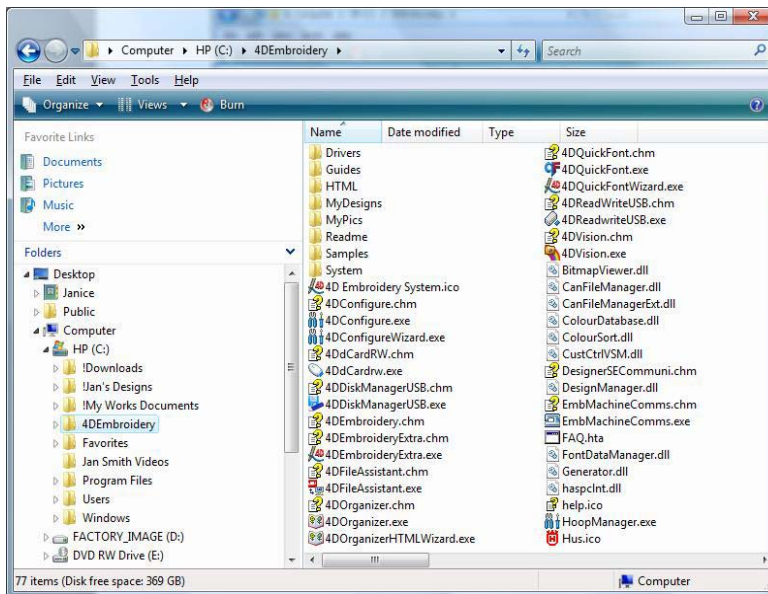
1. Right click on “start” and click on “explore” to open the “explorer”. Scroll up to find the folder for your program. Click on the folder for your program to reveal all the sub folders and files under it. They will show up on the right side of the screen.

If you click on the little symbol in front of the folder, then the sub folders will show up on the left side too. XP had a Plus sign but Vista has a triangle in front of the folders.



## OR open the explorer this way:

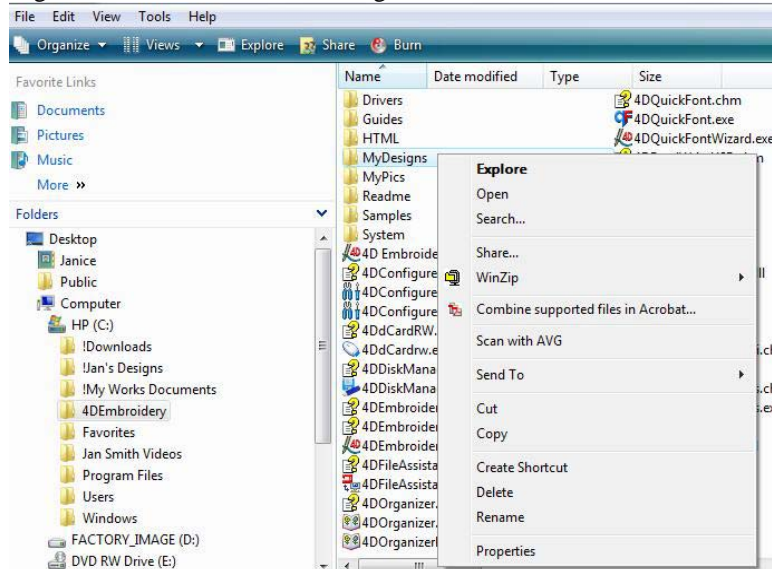
Hold down the Windows logo key on the lower left side of your keyboard and touch the E key and the explorer will open. **Click on the C drive and it will open** and then click on the software program so it will open and reveal the folders and files under it.



Notice the **“my designs”** folder on the right side of the screen. If that is where you keep all of your designs, then that’s the folder you need to drag across the dividing line with the scroll bar towards the C Drive **and when the C drive lights up**, release the button.

Only you know where you have your designs, so you just need to locate the main folder, rename it and then drag it to the C Drive.

Right click on that folder on the right side. Then click on “rename”.



Type right over the top of the “My Design” folder and I called mine **“!Jan’s Designs”**.

Then left click and HOLD the button down and drag it across the line to the C Drive Folder .

The picture above shows the “C Drive” and under, you see the folder I made for my **!downloads** and then the **“!Jan’s Designs”** folder.

When you drag that main folder of designs, all the sub folders under it will go along with it.

I never keep the design folders under the program itself. I find it easier to find if it’s under the C drive.

Some people prefer that the “!my design” folder be under “My Documents”. It’s up to you where you want to put them for easy access.