
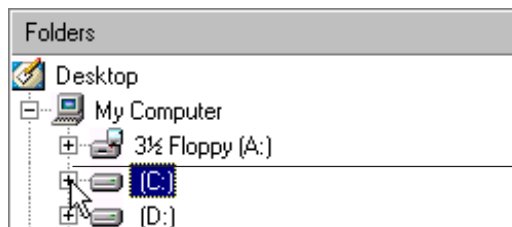


COPYING A KIDSPIRATION® CUSTOM LIBRARY TO ANOTHER COMPUTER

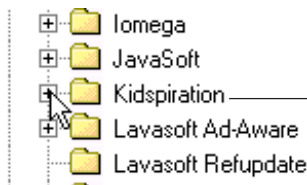
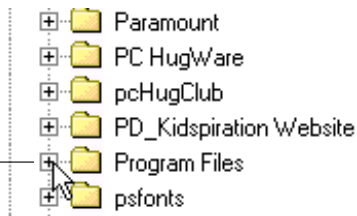
Note: This guide will assume you are using the  **Windows Explorer** program to work with your files. Remember that to get to this program, select **Start**, then **Programs**, then **Windows Explorer**.

Copying the Library from your Hard Drive to a Diskette



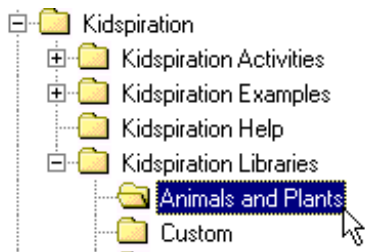
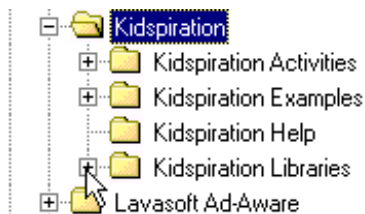
Click here to see what is on your hard drive. (Click directly on the + sign.)

Scroll down the subdirectory list on the left side of your screen until you find **PROGRAM FILES** (Click directly on the + sign again.)



Scroll down the subdirectory list on the left side of your screen until you find **KIDSPIRATION** (Click directly on the + sign again.)

Scroll down the subdirectory list on the left side of your screen until you find **KIDSPIRATION LIBRARIES** (Click directly on the + sign again.)



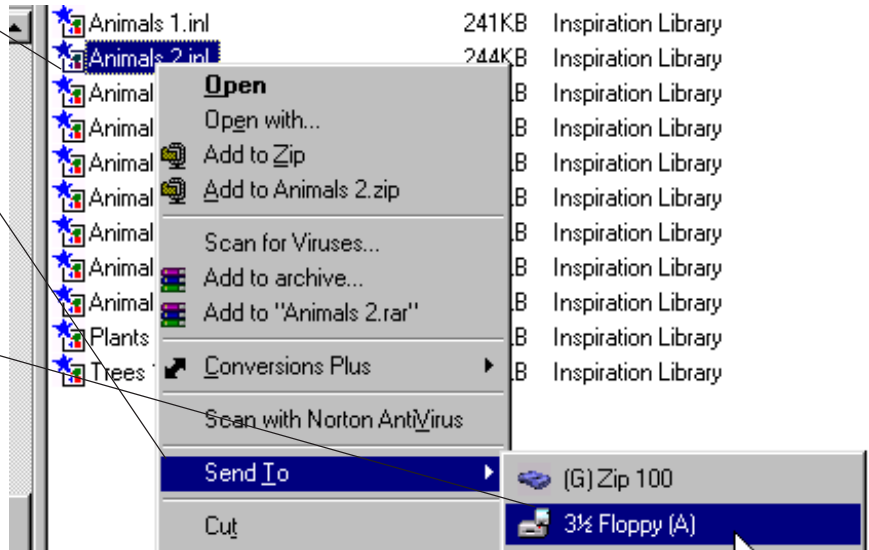
Click on the name of the folder that contains your custom library.

1. Right-click on the name of the library you want to copy.

2. Left-click on "Send To".

3. Left-click on "3 1/2 Floppy (A)" [Make sure a disk is actually in the floppy drive when you do this.]

The file has been copied to your floppy disk.

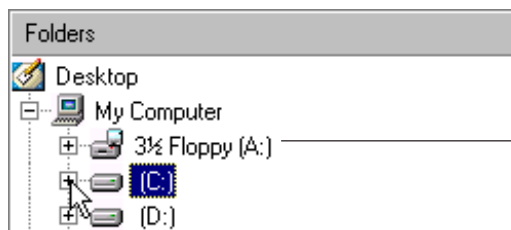


NOTE: You can copy multiple files at once. This is done by using the "Shift" or "Ctrl" keys along with the mouse.

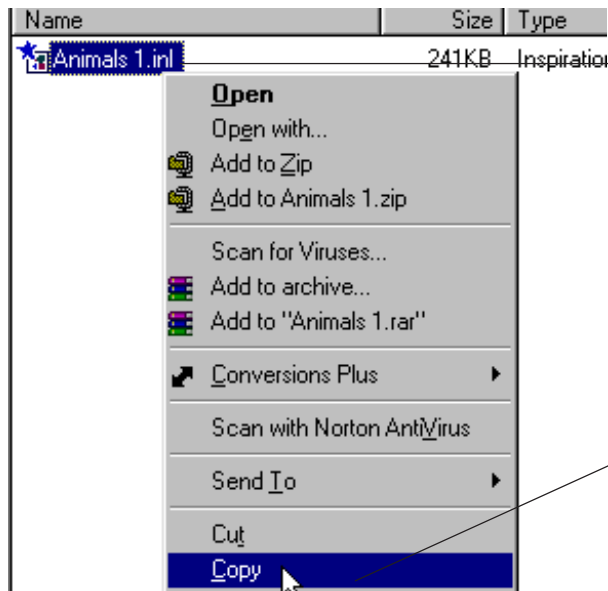
- **"Shift" Key** - To select a whole range of files, click with the left mouse button on the first file, then while holding the "Shift" key, click with the left mouse button on the last file. All the files in between will also be selected.
- **"Ctrl" Key** - To select files not all in a row, hold the "Ctrl" key each time you click on them with the left mouse button. All files selected in this manner will be highlighted at once.

Copying the Custom Library from the Diskette to Another Hard Drive

Insert the disk you have copied your library onto, following the directions above, into the A: drive of the computer you wish to share it with before you begin.



Click here to see what is on your diskette. (Click directly on the + sign.)

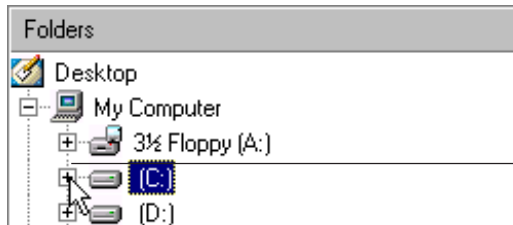


1. Left-click on the name of the library you want to copy.

OR: Copy multiple files at once by using the “Shift” or “Ctrl” keys along with the mouse.

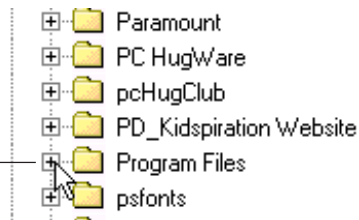
2. Right-click on “Copy”.

OR: Use the Shortcut Key-strokes: Hold down the “Ctrl” and “C” keys

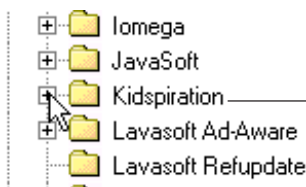


Click here to see what is on your hard drive. (Click directly on the + sign.)

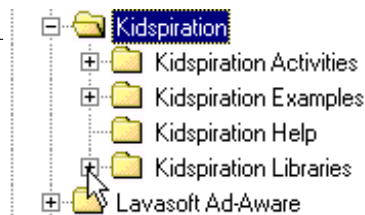
Scroll down the subdirectory list on the left side of your screen until you find PROGRAM FILES (Click directly on the + sign again.)

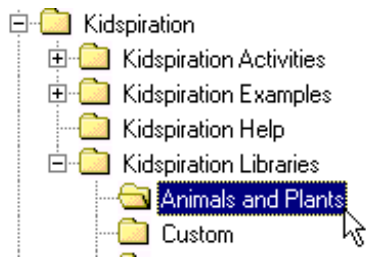


Scroll down the subdirectory list on the left side of your screen until you find KIDSPIRATION (Click directly on the + sign again.)



Scroll down the subdirectory list on the left side of your screen until you find KIDSPIRATION LIBRARIES (Click directly on the + sign again.)





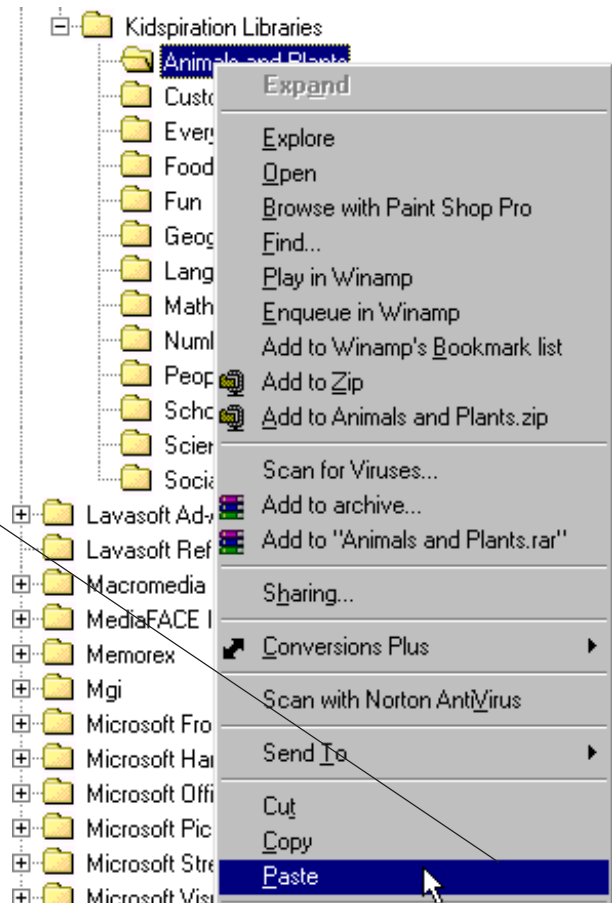
Right-Click on the name of the folder that you want to contain your library.

Left-click on “Paste”

OR: Use the Shortcut

Keystrokes:

Hold down the “Ctrl” and “V” keys



Additional Resources

A Quick Guide to teach you about file management, with specifics on using Windows Explorer to copy, delete, move, rename, and organize files and folders can be found at:

<http://www.northcanton.sparcc.org/~technology/Tutorials/filemanagement.html>