

## Tips for saving SkillPro Data When Replacing Your Computer

*Note: Do not follow the steps below to move one or more profiles **between** computers you are using (such as from your desktop computer to your laptop). You should use the **Export Profile** feature in SkillPro to move individual profiles so that your efforts do not result in duplicate profiles.*

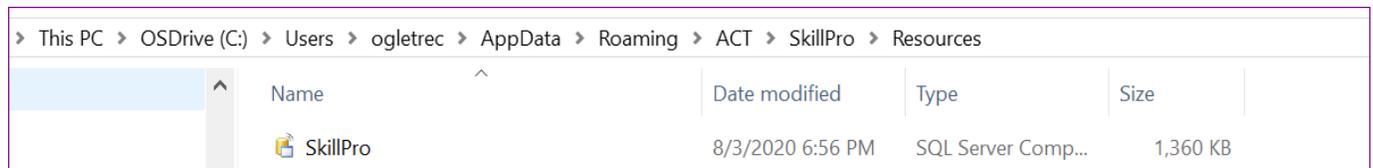
**Follow the steps below to move your entire profile database from your current computer to a new computer. You will first need to save a copy of the SkillPro file that contains your existing profile data (i.e., skillpro.sdf).**

Note that there are two ways to save your database:

- A. You can copy your database while running SkillPro, or
- B. You can copy your profile database without running SkillPro.

### **A. To Copy the Database while Running SkillPro**

- 1 – From within SkillPro, navigate to My Profiles
- 2 – Click View and choose Database Location
- 3 – Right-click on the skillpro.sdf file and choose Copy
- 4 – Paste a copy of the file in a safe place (such as to a flash drive or a folder on your desktop)
- 5 – Then, install SkillPro on the new computer, and
- 6 – Copy your saved skillpro.sdf file over the just installed skillpro.sdf file (see image below)



### **B. To Copy the Database Without Running SkillPro**

Navigate to the SkillPro database directory:

- 1 – Click on the Start button
- 2 – Enter the following in the Search field: %AppData%\ACT\SkillPro\Resources
- 3 – Open the folder to show the SkillPro database: skillpro.sdf
- 4 – Copy the file to a safe place (such as to a flash drive or a folder on your desktop)
- 5 – Then, install SkillPro on the new computer, and
- 6 – Copy your saved skillpro.sdf file over the just installed skillpro.sdf file

You should also know that following steps 1-4 above is how you can create a back-up of your profile data. Consider creating a back-up of your data periodically for safekeeping.