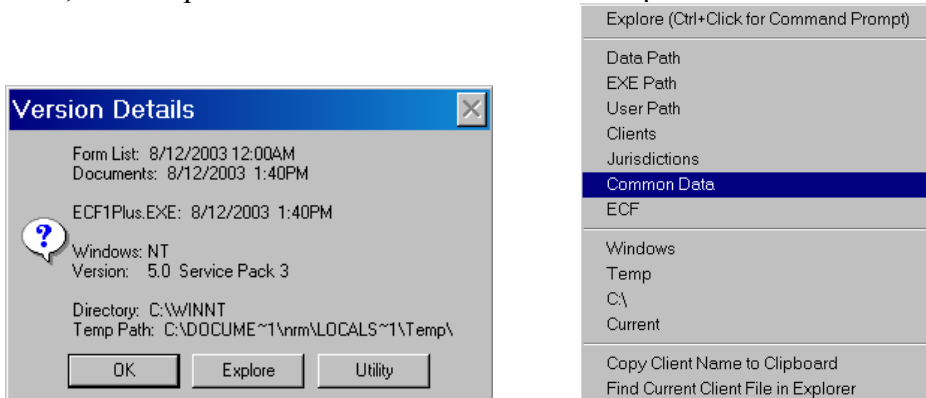


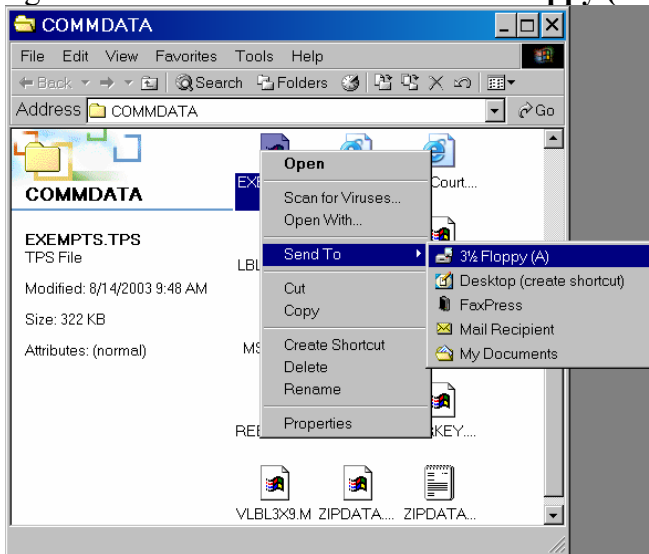
Copying Edited Statutes to Other Workstations

If you have our single-user version installed on multiple workstations, you can copy your edited exemptions to other installations of Best Case so that you don't need to make the changes twice. (This is not necessary if you have the Multi-User Network Version.)

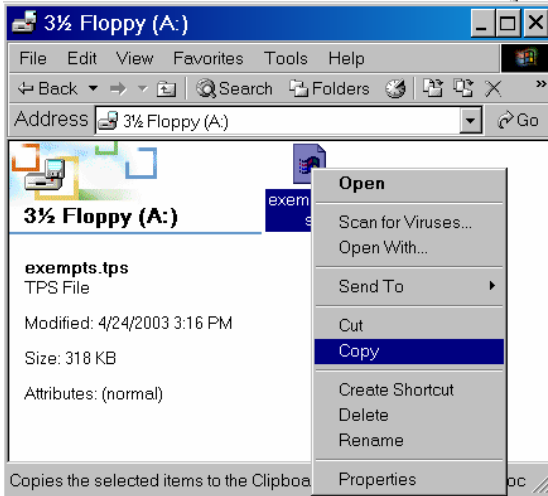
1. Open Best Case and click the **About** button on your top toolbar.
2. The About window opens. Click the Release Number on the top right of the window.
3. The Version Details window opens. Click the **Explore** button and select Common Data, which opens the COMMDATA folder in explorer.



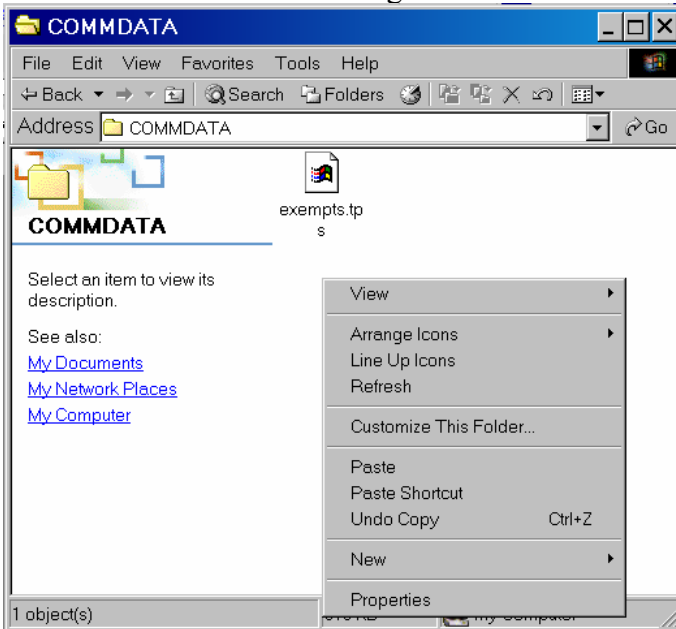
4. Insert a disk into your Floppy Disk (A) drive.
5. In the COMMDATA folder, highlight your file (EXEMPTS or EXEMPTS.TPS), right-click and select **Send To - 3 1/2 Floppy (A:)**.



6. Remove the Floppy Disk from the A drive, go to the machine in which you want to add the exemption statutes, and insert the disk into the new computer.
7. Open My Computer and open the 3 1/2 Floppy (A:) drive. Right-click on your file (EXEMPTS or EXEMPTS.TPS) and select **Copy**.



8. Repeat Steps 2 and 3, above.
9. The Version Details window opens. Click the **Explore** button and select Common Data, which opens the COMMDATA folder in explorer (As shown in Step 3).
10. In the COMMDATA folder right-click and select **Paste**.



11. You will receive a message confirming that you want to replace the file. Click **Yes** to confirm.
12. That's It! Your exemptions have been added to your workstation.