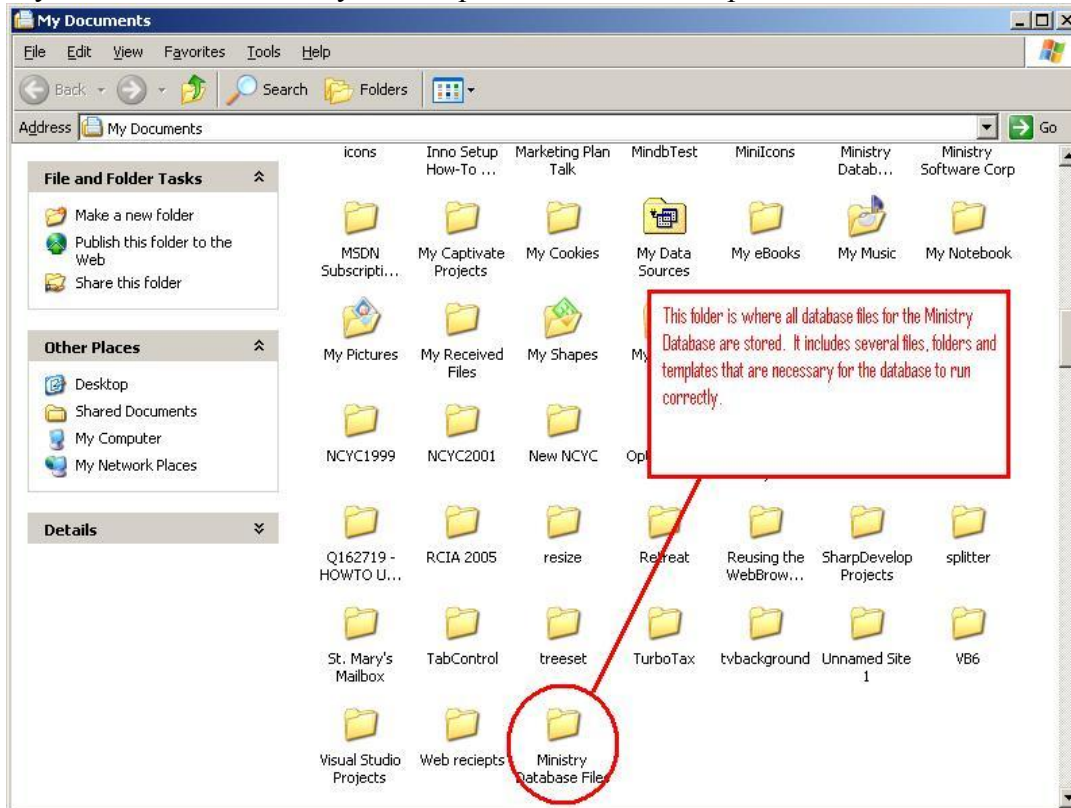
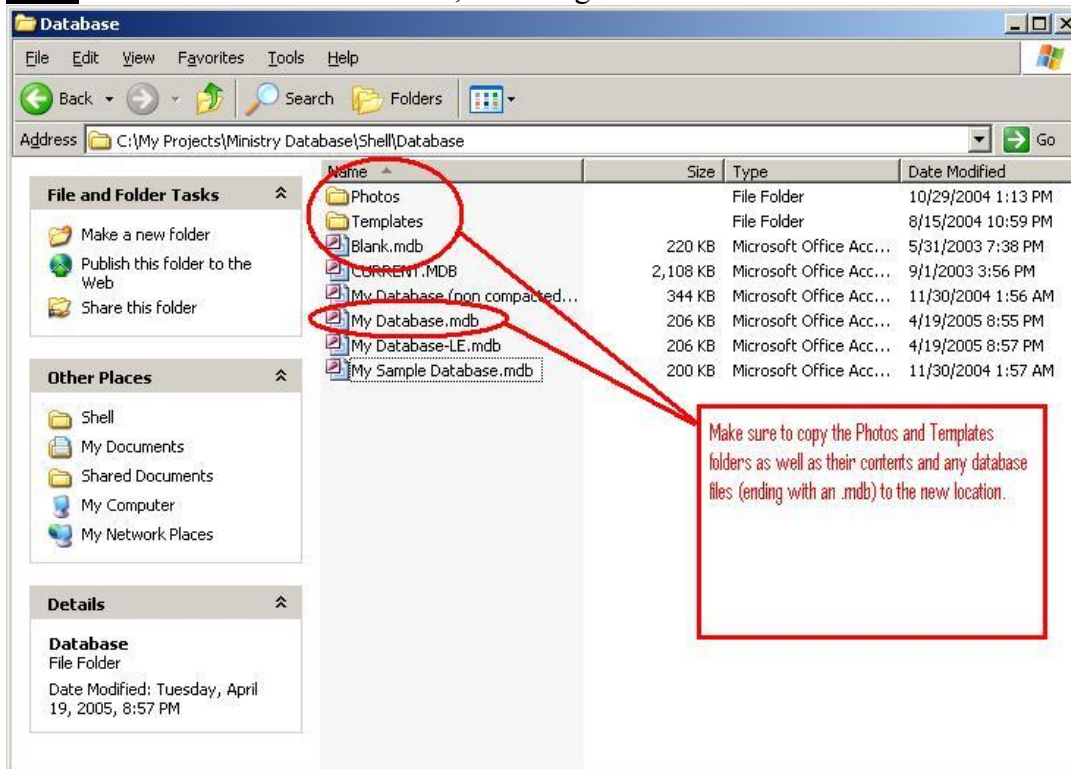


How To Move The Ministry Database Data Files

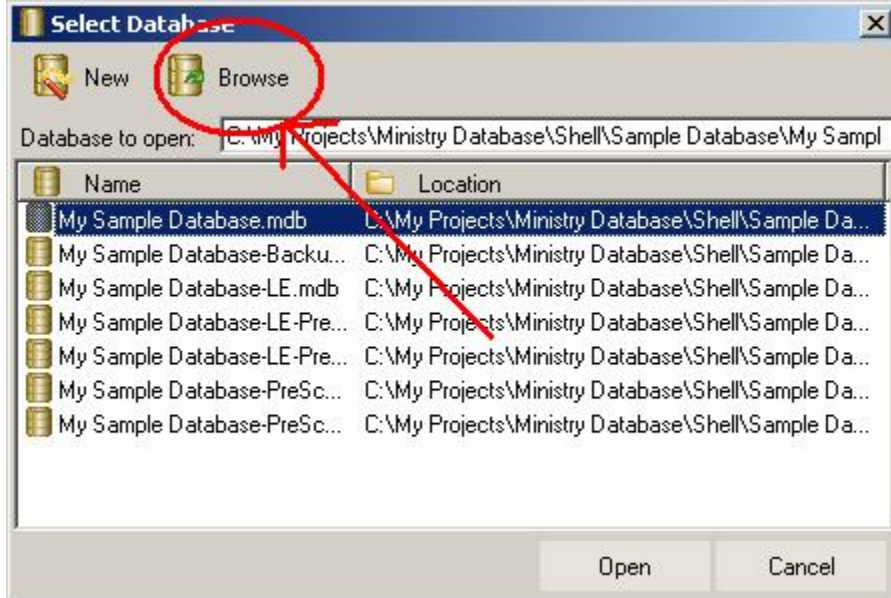
- 1) Locate the data file directory that was installed with your copy of the Ministry Database or the data file directory that you wish to move if it is a different one. By default the data file folder is located in the My Documents folder on your computer. Make a backup of this folder and it's contents.



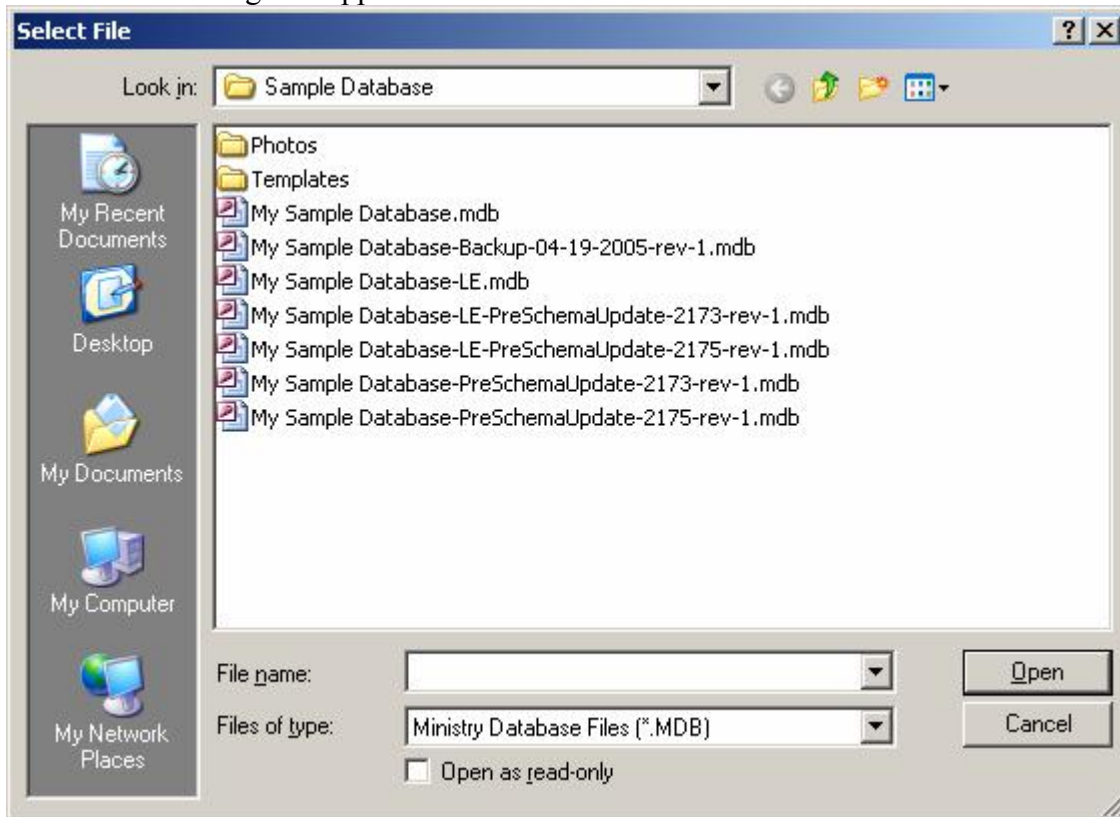
- 2) **Copy** all the contents of this folder, including folders and files to the new location



- 3) If you are copying the database folder and its contents to a network drive, contact your network administrator to make sure that all users who need access to the database have full access to that folder location and its contents.
- 4) After you have successfully copied the database folder to its new location. Open the Ministry Database on your computer and choose **File | Select Database** from the menu.
- 5) Click the **Browse** button on the toolbar of the Select Database dialog.



- 6) A Select File dialog will appear.



Navigate with the Select File dialog to the location that you copied the Ministry Database data files and folders.

- 7) When you have found the new data files you wish to use, select the database file in the Select File dialog (usually 'My Database.mdb') and choose the **Open** button.
- 8) The Select File dialog will close leaving you with the updated Select Database dialog showing the files in the new location and the data file you chose selected.
- 9) Choose **Open** to open the database from this new location.
- 10) After you have successfully copied your database files to a new location and verified that the program could open them, you can remove them from the My Documents folder on your computer or the original location where they were stored.