

## Reapply Data to Network

- 1) Insert CD/Diskette/Zip Disk into appropriate drive
- 2) Open Windows Explorer (Right Click on Start button, Click Explore)
- 3) Locate and Double click on the specific drive
- 4) All Youth2 files should be listed
- 5) From the Toolbar Select Edit | Select All
- 6) From the Toolbar Select Edit | Copy
- 7) Locate and Double click on the following path  
(C:\Program Files\Youth Enrollment\Data) where your data is located.
- 8) From the Toolbar Select Edit | Paste
- 9) Click “Yes to All” to replace files
- 10) *If you copied files from a CD, WHILE files are still highlighted after copy process. From the toolbar Select File | Properties, uncheck the “Read Only” box and click “Apply” , located at the bottom right corner.*
- 11) Click “OK”
- 12) Close Windows Explorer
- 13) Open Blue Ribbon and let me know of any problems.

Thanks, Joy