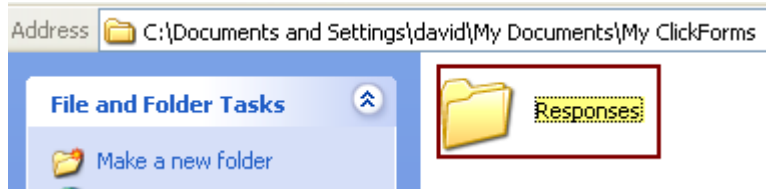
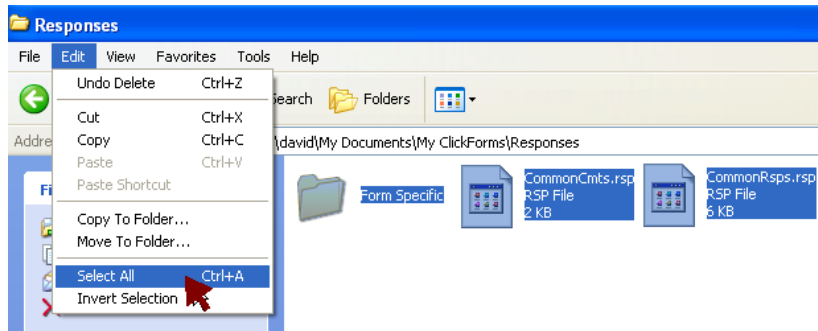


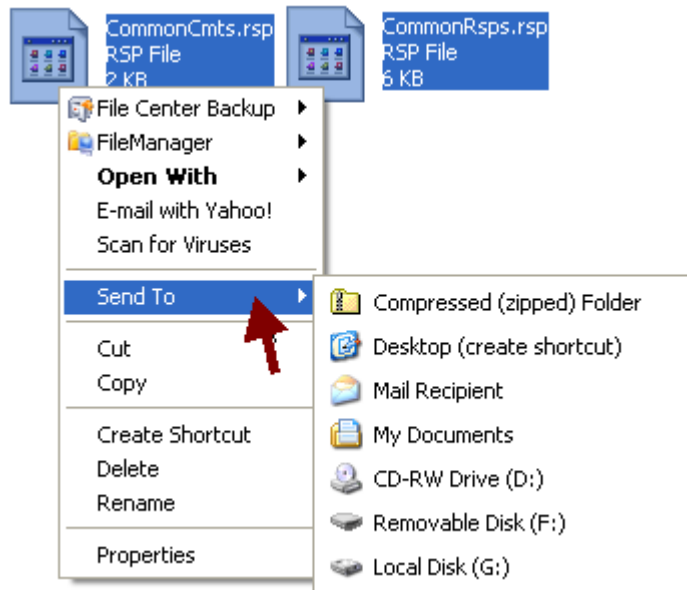
1. On your PC go to My Documents (or Libraries→ Documents) then My Clickforms, double click on the Responses folder to open.



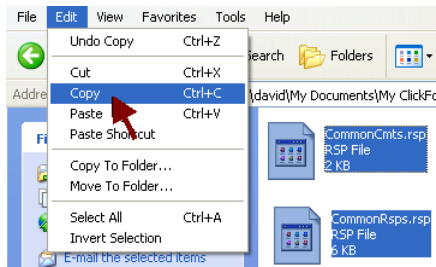
2. Go to Edit and select from the dropdown options "Select All".



3. Right click on one of the highlighted areas and select the storage media i.e. CD-R, DVD, USB Flash Drive, etc.



- Or, go back to Edit and select Copy.



- Close the Response folder, (if you selected Send To, skip this step and go to step # 6) Open the storage media, go to Edit and select Paste.
- Insert or connect your storage media to the New PC, then Open Windows Explorer or My Computer and Browse to and open the storage media, go to Edit, Select All, go to Edit again and select Copy. Close the storage media
- Go to My Documents, My Clickforms, right click on the Responses Folder and select Paste, you will receive a prompt to replace the existing files, click on Yes.

You have now successfully Copied, Backed up or Transferred your ClickFORMS Standard Responses/Comments.

Additional References

Whether you're Copying or Transferring your Standard Responses\Comments, Reports, Templates or Databases the procedure is the same with each going into their own respective folders.