
Methods to Transfer and Back Up Files to USB Pen & Other Drives, CD, E-mail

Overview

The instructions given in this document are Microsoft Windows operations for copy and paste – they are not functions of Coach's Office®. They are included here only as a guide for coaches who need a reference for transferring or backing up their Coach's Office data files. For additional help and to see screen capture images of the process, read the section on *Windows Explore General Instructions* beginning on page 3 of this document. Your computer person can also be of assistance.

File Location & Names

There are three database files used in Coach's Office. Only copy/transfer the files that have changed.

- File location:
 - Local Disk C/Program Files/CoachsOffice
- File names:
 - formation.mdb (produced in the Chalkboard Module)
 - playbook.mdb (produced in the Playbook Module)
 - script.mdb (produced in the practice Script Module)

Transferring Files from One Computer to Another

Files are copied from the CoachsOffice folder on one computer and transferred (pasted) to the CoachsOffice folder on the second computer. Although the media used to transfer the files may be different, the file names and location are the same on both computers.

Before Starting – Exit Coach's Office Program

Close Coach's Office.

- Check to see if the program is closed by clicking <Ctrl><Alt> on the keyboard. In the *Task Manager* window, if Coach's Office is in the list, it is still running. Files cannot be copied or pasted correctly if the program is running.
- Go to the Coach's Office desktop and *Exit* the program.
- Or select Coach's Office in the *Task Manager* list and choose *End Task*.

USB Pen Drive or Other External Drive

To transfer the files to another computer by using an external drive, copy the files to the external drive, take the drive to the second computer, copy the files from the drive, and paste them in the CoachsOffice folder on the second computer.

- To copy the files to the external drive, attach the external drive to the first computer.
 - Using Windows Explore, locate the CoachsOffice folder on the Local Disk C (hard drive).
 - Click the folder. Its contents display in the right column.
 - Click to select the file to copy or multi-select files by holding down the <ctrl> key and clicking the desired files.
 - Go to the *Edit* menu and choose *Copy*.
 - In the Explore window, locate the external drive listed in the left column of the window. Click the drive.
 - Go to the *Edit* menu and choose *Paste*. The files are now on the external drive.
 - If folders are set up on the external drive, files can be pasted into a specific folder. Click the folder and choose *Paste* instead of pasting into the external drive icon.
- To transfer the files to the second computer's hard drive, attach the external drive to the computer.
 - Using Windows Explore, locate the external drive containing the files.
 - Click the drive. Its contents display in the right column of the window.
 - Click to select a file or <ctrl> click to select multiple files.
 - Go to the *Edit* menu and choose *Copy*.
 - In the Explore window, locate the CoachsOffice folder (Local Disk C/Program Files/CoachsOffice). Click the folder.
 - Go to the *Edit* menu and choose *Paste*.

- A message asks if you want to replace the file in the folder. Before clicking *Yes*, check the dates in the message box to make sure you are transferring a newer dated file.
- Now you can run Coach's Office with the new files.

Cut a CD

To transfer files to another computer by burning (or cutting) the files to a CD, add the files to the CD, insert the CD into the second computer, copy the files from the CD, paste them in the CoachsOffice folder on the second computer, and *unlock* the pasted/transferred files. See the *Windows Explore General Instructions* in this document to view the screen images and directions for unlocking the files.

- To copy the files to the CD, open your CD program. Add the files by choosing them from the CoachsOffice folder. (Local Disc C/Program Files/CoachsOffice)
 - Cut the CD.
 - CD programs operate differently. Follow the instructions for this specific program.
- To transfer the files to the second computer, insert the CD.
 - Using Windows Explore, locate the CD drive in the list in the Explore window's left column. Click the drive. Its contents appear in the right side of the window.
 - Click to select the file to copy or multi-select files by holding down the <ctrl> key and clicking the desired files.
 - Go to the *Edit* menu and choose *Copy*.
 - In the Explore window, locate and click the CoachsOffice folder.
 - Go to the *Edit* menu and choose *Paste*.
 - A message asks if you want to replace the files in the folder. Before clicking *Yes*, check the dates in the message box to make sure you are transferring a newer dated file. This cannot be undone.
- The CD files are locked and must be unlocked before the Coach's Office program can recognize the new files.
 - Click the CoachsOffice folder to display its contents on the right side of the Explore window.
 - One at a time, right click each newly transferred file to get the popup menu.
 - Choose *Properties*.
 - In the *Attributes* area, uncheck *Read-only*.
 - Close the window.
 - Now you can run Coach's Office with the new files.

E-mail

If you are e-mailing the *playbook.mdb* file, it may be too large to send in its original size. Many e-mail systems have a 10mg limit for e-mails received. If this is the case, compress your file with the WinZip application if you own it. If necessary, ask your computer person to help you with compressing the file to attach to the e-mail and then extracting the file after it is saved to the CoachsOffice folder.

When e-mailing the files, attach the files to an e-mail, send the e-mail from one computer and pick it up on another computer. Then save the attached files to the CoachsOffice folder.

- To e-mail the files, open your e-mail program.
 - In the Attach function, browse to find the files. (Local Disk C/Program Files/CoachsOffice)
 - Select the desired file and attach.
 - Send the e-mail.
 - Close the e-mail program so the e-mail won't come back to this computer. If sending to a different e-mail address, there is no need to close this e-mail program.
- To transfer the files to the second computer, receive the e-mail on the second computer.
 - Save the attached files to the CoachsOffice folder.
 - A message asks if you want to replace the files in the folder. Check the dates in the message box to make sure the files being saved have a more recent date.
- If the *playbook.mdb* file was compressed with WinZip, unzip it before opening Coach's Office.
 - The files are in the CoachsOffice folder on the hard drive.

Windows Explore General Instructions

Using the Windows Explore to navigate through drives and folders is a Microsoft Windows operation – not a Coach's Office function. Below are some general instructions. If you need additional assistance on how to use the Windows Explore function, your computer person should be able to help.

Mouse Clicking

There are two buttons on the mouse and most clicks are with the forefinger of the right hand on the left button of the mouse, which is simply called *click*. A *right click* is clicking the right mouse button with the middle finger of the right hand. Generally, mouse clicks are with the forefinger, but when clicking the Start button and unlocking files from a CD, the right click is used. To run a program, such as Coach's Office, *double click* the program icon.

Copy Files from the Local Disk C

- Right mouse click the Start button in the bottom left corner of your computer screen. (fig. 1)



figure 1

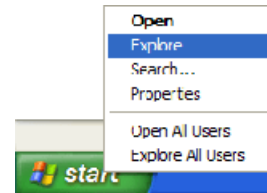


figure 2

- Click *Explore*. (fig. 2)
- The Explore window displays. It is divided into two columns with your computer's attached drives and folders listed in the left column. (fig. 3)

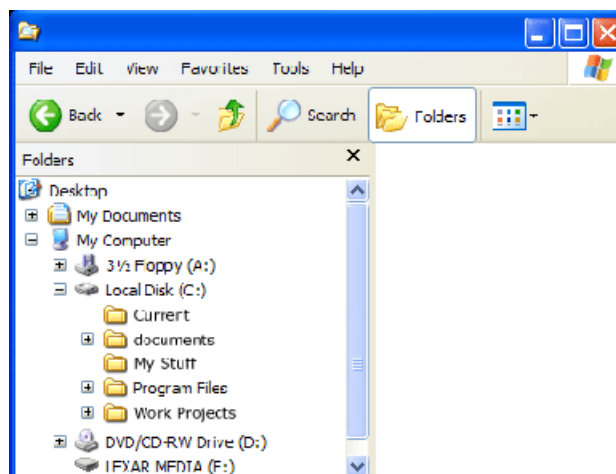


figure 3

- The minus (-) sign to the left of a folder or drive means the drive or folder is open/expanded and its contents are listed below it.
- The plus (+) sign to the left of a folder or drive means the drive or folder has multiple folders inside, but the list is closed. Click the plus sign, and it turns to the minus sign, displaying the contents under it.
- The Local Disc C should have a minus sign next to it and its contents listed under it. Scroll down to find the Program Files folder. (The folders are listed in alphabetical order.)
- The Program Files folder is probably closed with a plus sign next to it. Click the plus sign to expand the folder's contents. The plus sign becomes a minus sign. (fig. 4)

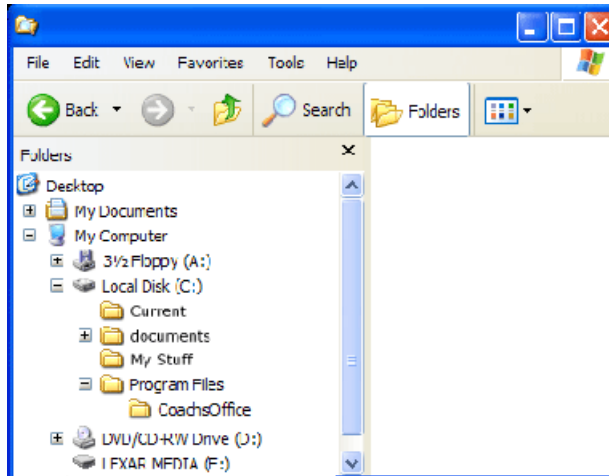


figure 4

- The CoachsOffice folder is listed under Program Files. It does not have a plus or minus sign, because it contains files and no folders. (fig. 4)
- Click the CoachsOffice folder, and its contents display in the right column of the Explore window. (fig. 5)

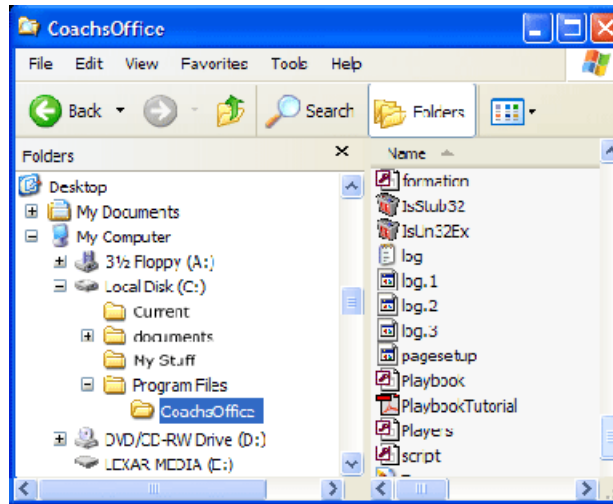


figure 5

- If the files show as icons, you can change the view to *details* as shown in figure 5. This lists the files by name in alphabetic order. The view is changed by clicking the down arrow in the view button (far right) in the Explore window's tool bar and choosing *Details*. (fig. 6)

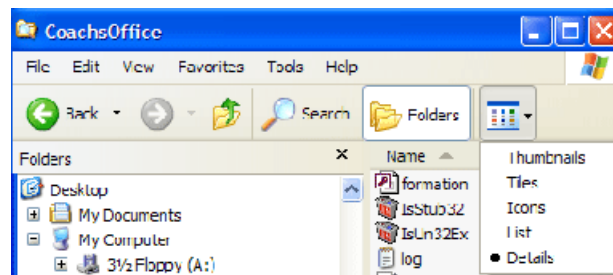


figure 6

- The formation.mdb, playbook.mdb, and script.mdb files appear in the list. These are the files to copy for transferring to another computer. (fig. 5)

- Click the individual file to copy or <ctrl> click to select multiple files. (fig. 7)

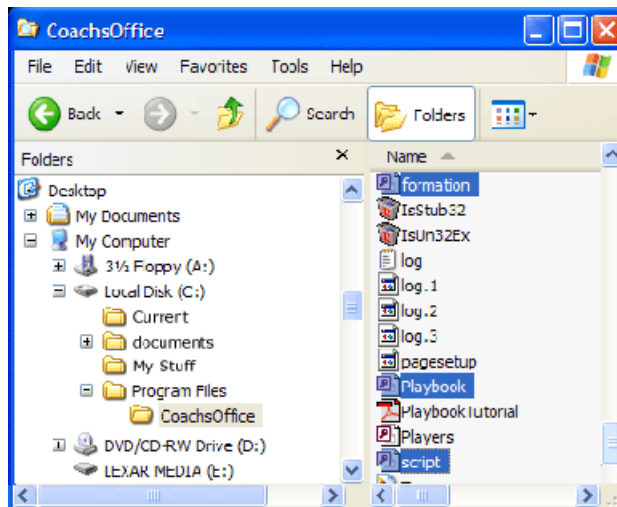


figure 7

- In the *Edit* menu, select *Copy*. (fig. 8)

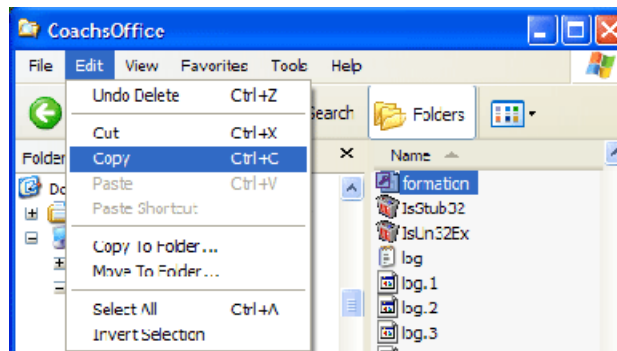


figure 8

Transfer/Paste the Files to an External Drive

The copied files are held in temporary memory and are ready to paste to an external drive. This drive could be a USB Pen Drive (i.e. Jump Drive), ZIP Drive, or other external drive. A floppy disk can be used for the formation.mdb file, but the playbook.mdb and script.mdb files are too large to fit on the disk. In the following example, the drive is a USB Pen Drive and the name and location are LEXAR MEDIA (E:). In figure 7, it is the drive at the bottom of the left side of the Explore window.

- Click the external drive in the left column of the Explore window. Its contents, if any, display in the right column.
- In the Edit menu, select *Paste*. A window displays showing a graphic animation of the files being pasted to the drive.
 - If the external drive was used before to transfer files, a message would appear asking if you want to replace the existing file. Closely check the dates to see if you want to replace (overwrite) the existing file. If okay, click *YES*.

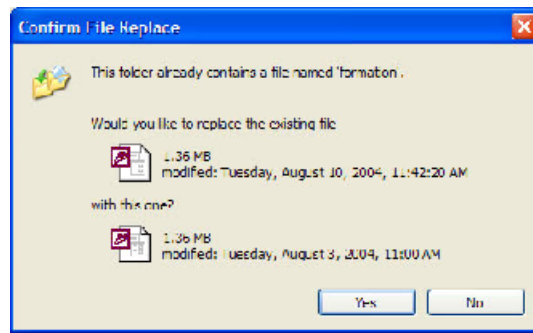


figure 9

- The files are now on the external drive. Transfer the files to a second computer or store them on the external drive as a backup.

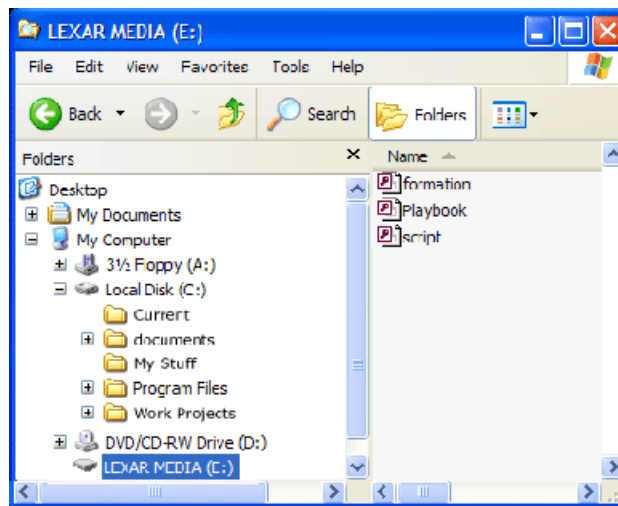


figure 10

Transfer Files to the Second Computer from an External Drive or CD

To transfer the files to a second computer, copy the files from the external drive and paste them to the Program Files/CoachsOffice folder on the computer. Now that you have experience with the copy and paste procedures, this should be familiar.

The following procedure can also be used to copy files from a CD containing the database files. There is one extra step necessary when using files that are pasted from a CD – they must be unlocked. Follow through the last step if copying from a CD and pasting to the second computer.

- Attach the external drive to the second computer or insert the CD.
- Using Windows Explore, click the external drive (or CD). The database files – formation, playbook, script – appear in the right column. (Or the combination of files you pasted to the drive is listed.)
- Click an individual file name or use <ctrl> click to select multiple files.
- Go to the *Edit* menu and choose *Copy*. The files are now ready to paste to the second computer.
- Locate the Local Disk C in the left side of the Explore window. Click the plus sign to the left of Program Files to expand its contents. The CoachsOffice folder is listed under the expanded Program Files.
 - This is the same procedure used to locate the CoachsOffice folder on the first computer.
- Click the CoachsOffice folder.
- Go to the *Edit* menu and choose *Paste*.
- A message displays for each file being pasted to ask if it is okay to replace the existing file. (fig. 9)
 - Carefully read the date and time of the file being overwritten to make sure it is okay to replace it. This action cannot be undone. If it is okay, click *Yes*.
- The file is now transferred/pasted to the second computer.
- If the files are from a CD, the files must be unlocked one at a time.
 - The newly pasted files appear in the Explore window's right column.

- Right mouse click the newly pasted file, for example formation.mdb.
- In the popup window, choose *Properties*. (fig. 11)
- Run Coach's Office to use the newly transferred files.

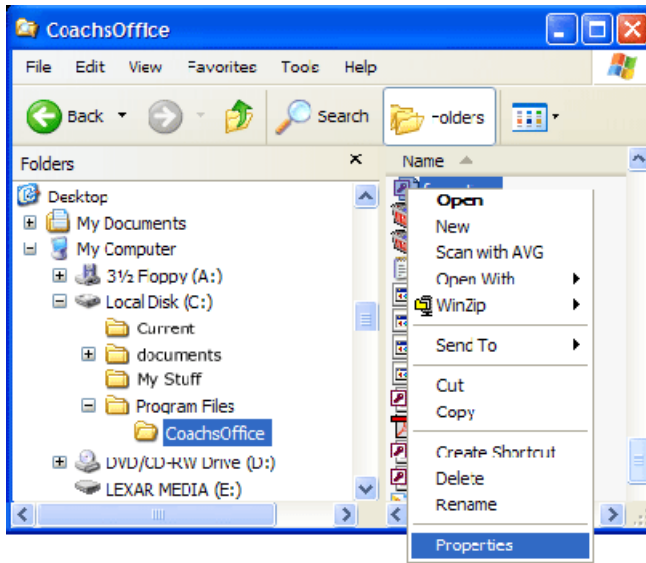


figure 11

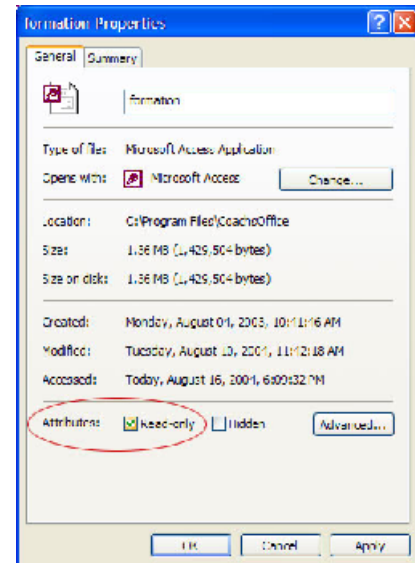


figure 12