File Management Using Windows Explorer

Moving Snap Tables from C: Drive to a Thumb Drive (E: Drive usually).
1. Go the Start button in lower left corner of screen- right click.
2. Go to Explorer- left click. This shows your computer’s files in a split screen. The files in each folder show on the right side of the screen, smaller files within the folder show on the right side of the screen.
3. On left side/pane of screen go to C: drive, then scroll down to SnapPlus- double left click (or click on the plus + sign).
4. Double left click on MySnapPlusData folder which by default is saved at C:\SnapPlus\MySnapPlusData\ your databases are here during installation of Snap Plus.
5. On the left side of the screen, Right click and highlight your farm table database file folder which has 27 files in it ending in .FF2 that will show on the right side of the screen. Then choose “Copy” with left click.
6. On left side of screen, double left click on the name of your USB port or drive you inserted your thumb drive into (usually it is the E:\ F:\ or G:\ drive), right click, and choose “Paste”. You should see the new file make a copy from your C:\ to your thumb drive (E:\ F:\ or G:\).
7. To confirm that your file is on your thumb drive, double left click on the thumb drive (E:\ F:\ or G:\ or other drive your thumb drive is attached to). Your farm’s folder should be shown on the right side of the screen.

Moving Snap Tables from your E: drive back into Snap Plus.
1. Right Click on the Start button in lower left corner of screen.
2. Left Click on Explorer.
3. On left side/pane of screen double left click on the E: drive.
4. On left side/pane of screen, right click on your farm table database file Folder (ex. Walling Farm), choose Copy.
5. On left side/pane of screen, scroll to your C: drive, double left click on C:
6. Double left click on Snap Plus folder.
7. Double left click on MySnapPlusData Folder.
8. It will ask you if you want to overwrite the old file on the C: Drive if a file exists with the same name as the one being copied from the E: Drive. If it is OK to overwrite an old file on the C: Drive with the same name, right click on MySnapPlusData Folder on left side/pane of screen, and choose “Paste”. Your Snap folder should now be listed on the right side of the screen.

If you want to keep an old file that already exists on the C: Drive, look for the file with the same name as the file on the E: Drive. Right click on this file and choose “Rename” and change the name by adding something like “old” to the end.
9. Open it in the Snap Plus program. Go to File in upper left hand of screen, choose Open. Left click on yellow icon to the right of white text box. Scroll to your farm folder. Left double click your folder to highlight, then click “Ok” at the bottom of this box to open your farm. (Note: You may have to move this screen up to see everything and then click the Ok box.)
Zipping Snap Plus Tables for emailing & opening them again.

Each Snap Plus database has 27 files that communicate with each other and should not be separated. To email these files together you will need to compress or zip up the database folder as described below.

1. Open Snap Plus and find the Farm.
2. Write down the file string that is shown on the green stripe at the top of the page. If using the default directories for storing your files, it will probably be at C:/Snap Plus/MySnapPlusData/xxxxx farm database name.
4. Go to the Start button on the lower left corner of the screen. Right click on it with the mouse. Left click on “Explorer”.
5. On left side/pane of screen left click on C: drive, then scroll down left click on SnapPlus (or click on the plus + or > sign). Still on the left side, Left click on MySnapPlusData Folder and left click on your database. Its 27 files that end in .FF2 will show on the right side of the screen.
6. Still on the left side, right click on your database file in MySnapPlusData folder.
7. Move the cursor down to “Send To” and slide to the right choosing “Compressed (zipped) folder” and left click. It will save the zipped folder to C:/SnapPlus/MySnapPlusData/ by default. The zipped file should appear in folder. The new folder that appears with the zipper on it is the zipped file. If your computer does not allow you to zip files as described above, you can use the “winzip” program to zip them (free download at http://www.winzip.com/).
8. Open your email, add the destination email address, and attach this zipped file by browsing to it as demonstrated in step 5.

9. To open a zipped folder from email: Download it from the web if you have gmail or Right click on the zipped attachment on the email and left click on Save As and browse to find the file’s new location, C:/SnapPlus/MySnapPlusData/.
10. Find the folder through Explorer. Go to the Start button on the lower left corner of the screen. Right click on it with the mouse. Left click on “Explorer”.
11. Following the example, on left side/pane of screen left click on the C: drive, left click on SnapPlus\MySnapPlusData\ folder.
12. Under the MySnapPlusData folder, right click on the zipped file and select Extract All...
   It will unzip the contents and place them in the same folder unless directed elsewhere.
13. Open Snap Plus, in the upper left corner of the Snap Plus screen left click on File then Open and browse the MySnapPlusData folder with a left click on the yellow folders to the right of the white row. Double left click on your new file, left click on OK and check the file string and left click OK again. The farm should show up in Snap Plus.