Uninstalling Q Local™ Software

Caution: If you plan to uninstall your Q Local software and re-install it, make sure that you back up your data and settings first so you don't lose them. Then you can restore your data and settings after you re-install the Q Local software.

Backing Up Q Local data and settings before uninstalling the software

1. Select **Back Up System** from the File menu.

2. Click the **Browse** button to enter a file name and select a destination folder for the backup file.

3. Click the **Back Up** button. The backup file is created in the selected destination folder. A message will indicate when the backup file is successfully created.

4. Click **Cancel** to close the window.

Uninstalling Q Local software

1. From the Windows® start menu, select **Settings** and then **Control Panel.**

2. Choose **Add / Remove Programs** and then select **Q Local System**.

3. Click on **Add / Remove** (or Change / Remove).

4. In the Confirm File Deletion box, click on **Yes.**

Note: If you see a message about removing any shared files, always choose "No to all." You should not delete any files that may be needed for another program.

Restoring Q Local data and software settings after you've re-installed the software

Caution: Use this process only when you want to overwrite your system's data with all of the data from the backup file. If you simply want to add data to the database, use one of the Q Local import options instead of the Restore process.

1. Select **Restore System** from the File menu.

2. Click the **Browse** button to navigate to a Q Local system backup file (*.bak).

3. Click the **Restore** button. All of the data in the backup file is entered into Q Local software. The Status indicator in the lower left corner of the window shows Restore Complete.

4. Click **Cancel** to close the window.

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