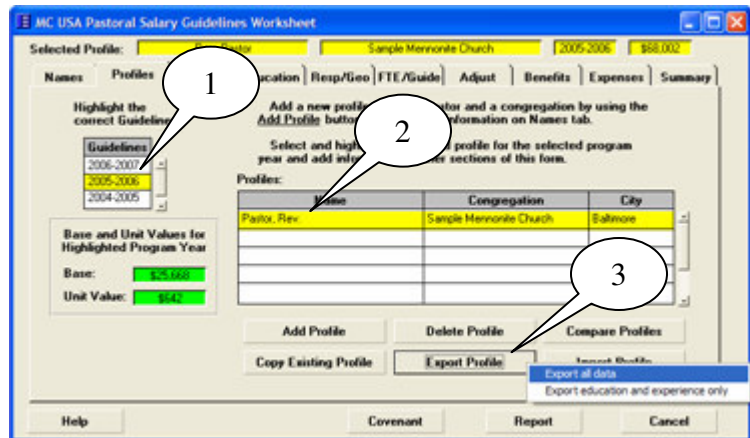


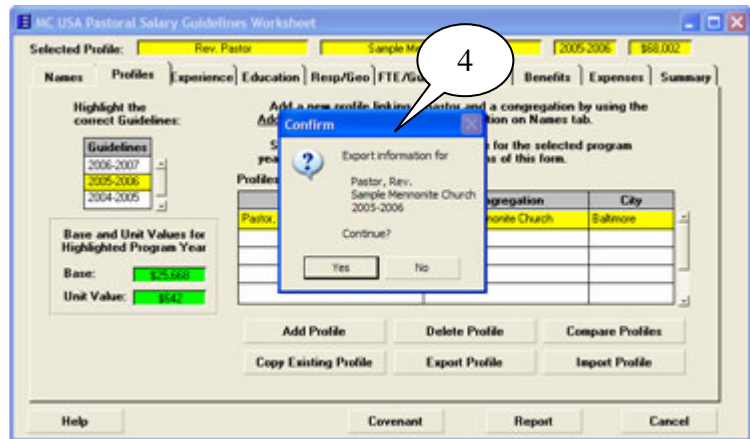
Exporting and Importing Profiles

Exporting and *importing* profiles is a good way to share a profile with someone else or to create a backup of a profile.

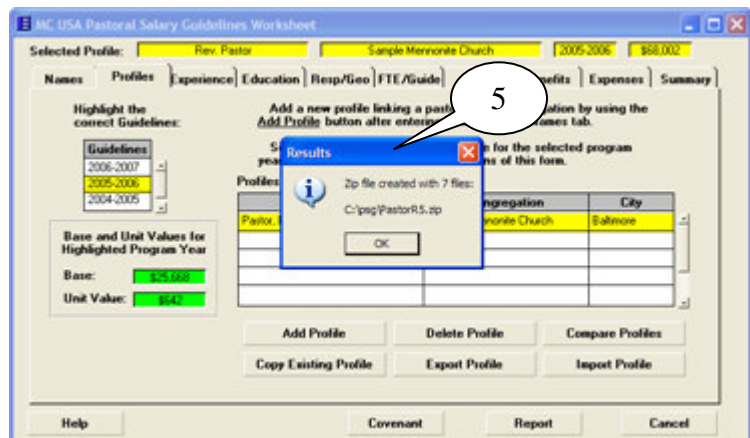
- 1 Highlight the correct *guidelines*.
- 2 Highlight the desired *profile*.
- 3 Click on *Export Profile* and select the desired option.



- 4 Confirm the export.



- 5 Note the name and location of the zip file that is created. Click *OK*.

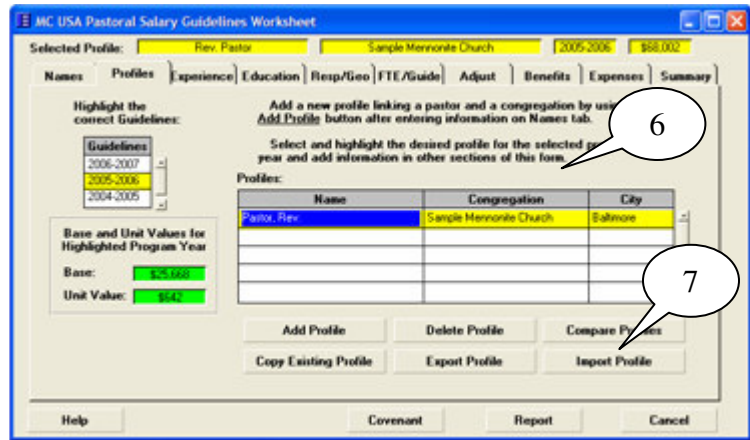


(More on next page...)

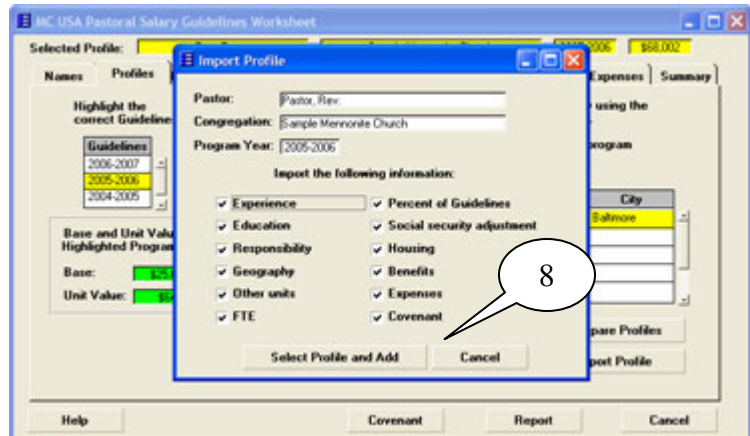
- 6 To **import** you must first create or select the appropriate **profile**.

(If you select an existing profile with existing data, you will be warned that it will replace that data.)

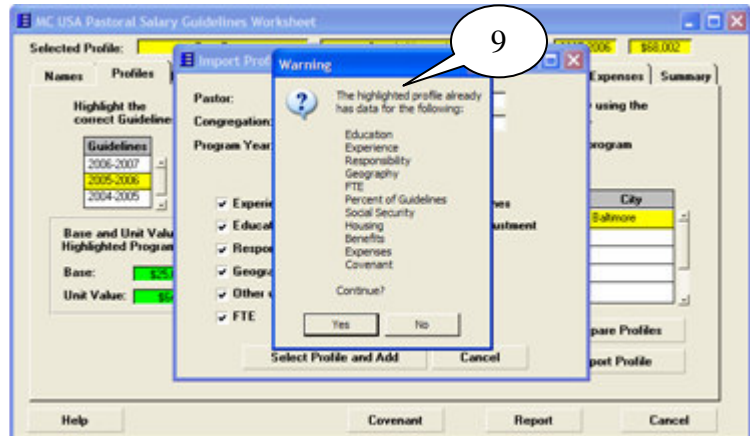
- 7 Click **Import Profile**.



- 8 Select the information to be imported and click on **Select Profile and Add**.



- 9 You will be warned if the existing profile already has data that will be overwritten.



- 10 Confirm the import.

The profile will now contain the imported information.

