How to take your Database files from a Vista, 7, 8 and 8.1 or 10

1.) Create a new folder on your **desktop** if on the same computer or plug in a **flash drive**

2.) Navigate to **Computer/My Computer**

3.) Double Click on **Local Disk (C:) Drive**
   a. Double Click on **Users**
   b. Double Click on **Public**
   c. Double Click on **Public Documents**
   d. Double Click on the **Pyramid** folder
   e. Double Click on the **TimeTrax** folder

4.) Once you are in the TimeTrax folder you will need to **Copy** the 3 files listed below
   a. pyramid.ini
   b. pyramid.mdb
   c. pyrarchive.mdb

* If you are unable to see the file extensions you will need to navigate to the top tool bar and follow these steps for Windows Vista and 7:
   - Click on **Organize**
   - Click on **Folder & Search Options**
   - Click on the **View** tab
   - Uncheck "**Hide Extensions for Known File Types**"
   - Click **Apply**
   - Click **Ok** and the file extensions will appear
 If you have Windows 8, 8.1 or 10
   - Click on **View** on the top tool bar
   - Check **File Name Extensions**

5.) **Paste** the 3 files that you copied in **STEP 4** to the new folder you created on your desktop or flash drive

6.) Navigate to your Control Panel
   a. Double Click on **Programs or Programs and Features**
   b. Uninstall a program
   c. Highlight Time Trax and right click and uninstall
   d. Highlight Time Trax Sync if applicable and right click and uninstall

7.) Double Click on **Local Disk (C:) Drive**
   a. Double Click on **Users**
   b. Double Click on **Public**
   c. Double Click on **Public Documents**
   d. Right Click on **Pyramid Folder** and **DELETE**