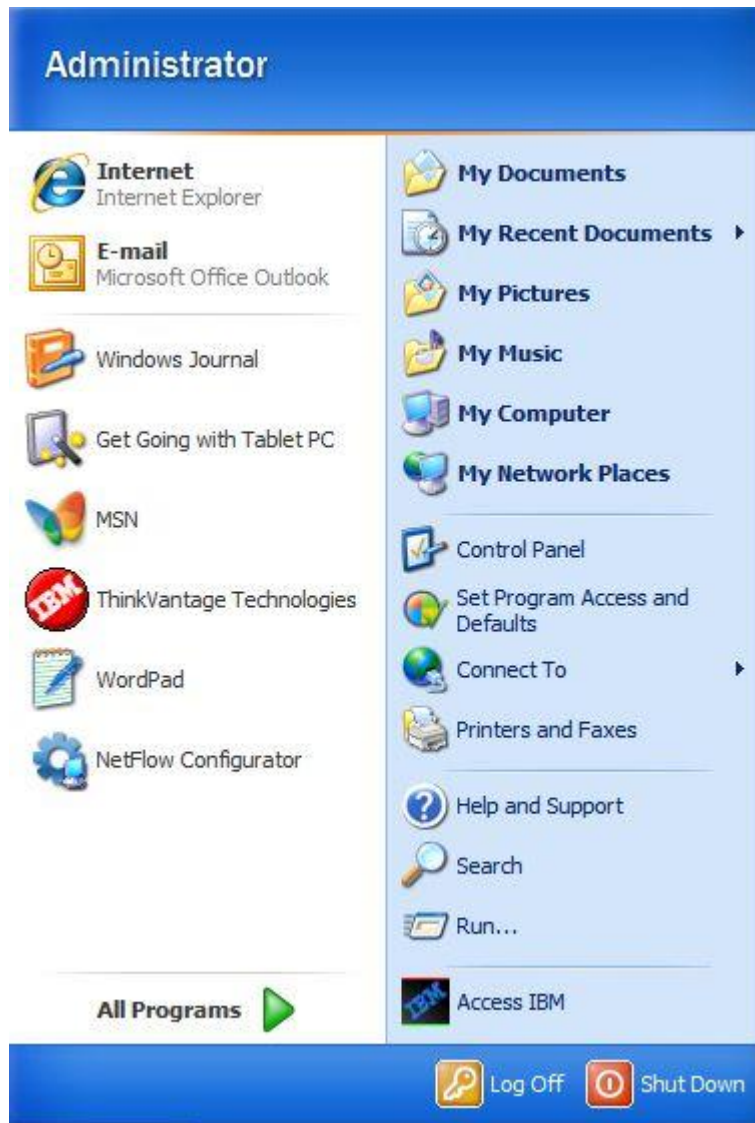


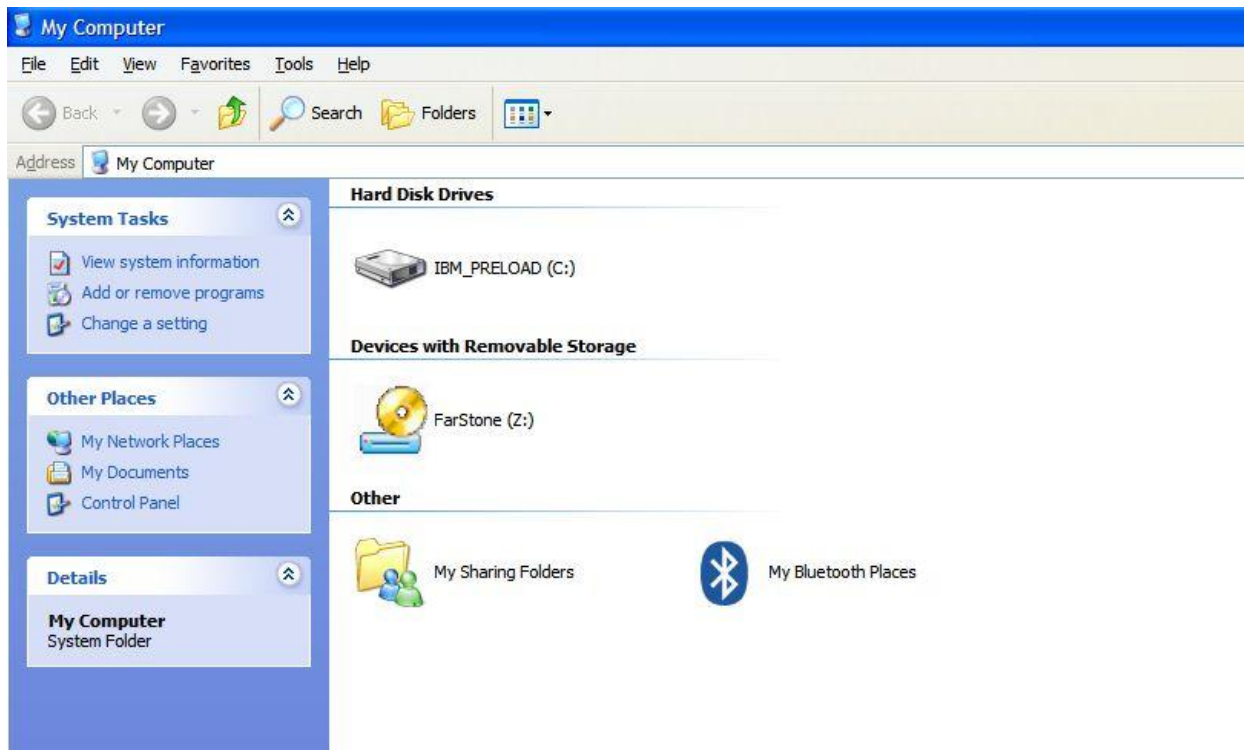
Making a copy of your Sirsi Properties file

Your properties file is located in C:\documents and settings\<<Windows login/profile>\Sirsi for windows XP users and C:\users\<<Windows login/profile>\sirsi for Vista users.

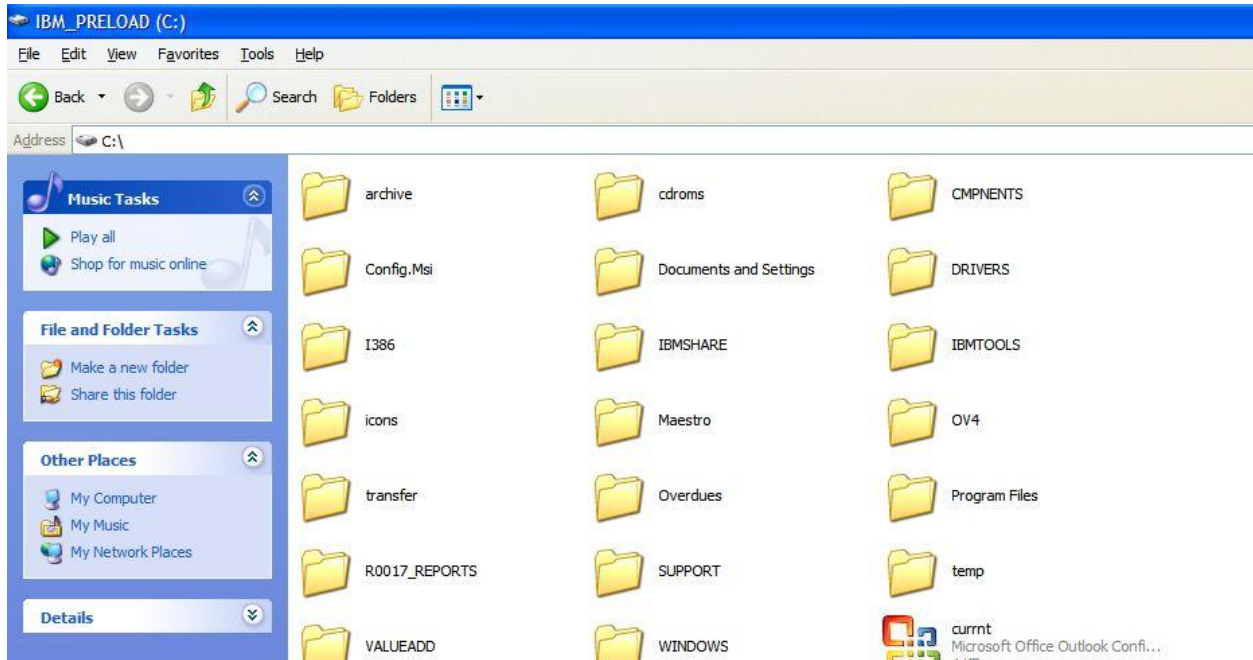
Start by clicking on the start menu and clicking on the My Computer Icon.



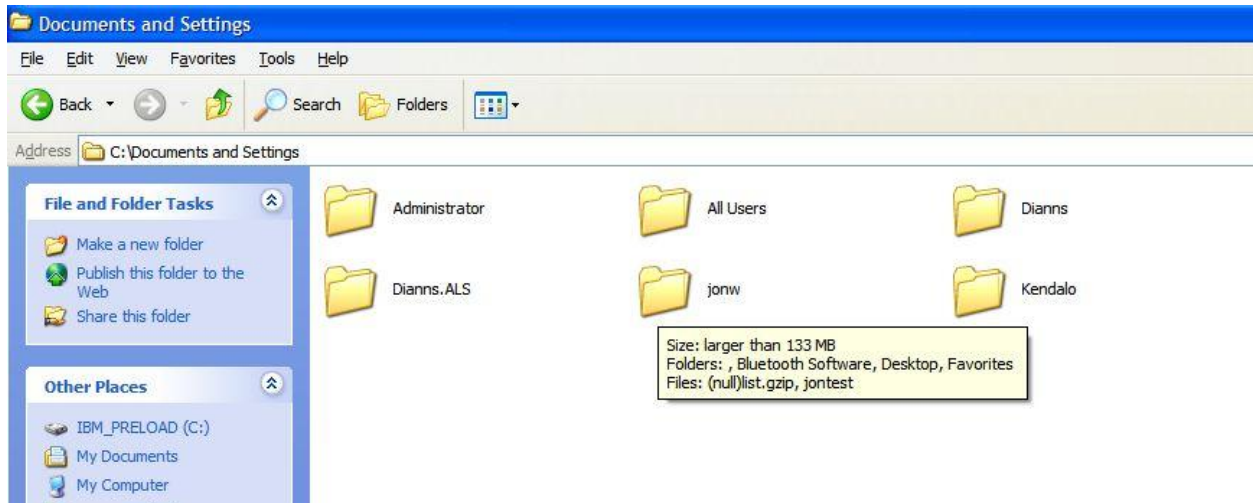
Your drives are going to look a little different from this but next you want to locate the drive that has the (c:) by it. Once you have located it double click on the drive marked c:.



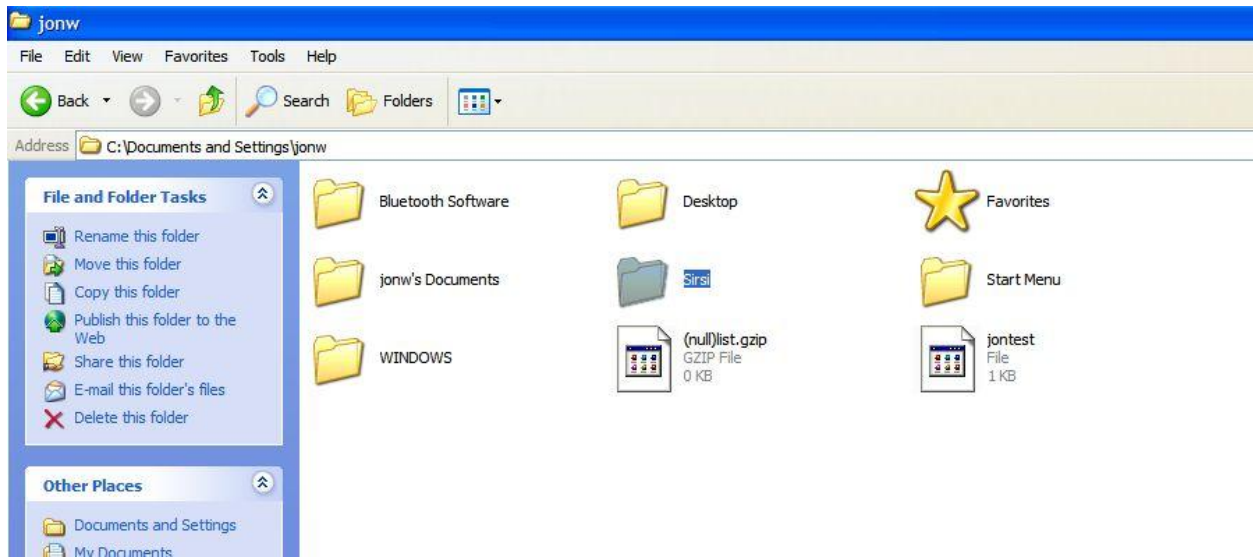
Next you are going to see a group of folders double click on the Documents and Settings folder. If you encounter a security warning that says that the files are hidden click on the option to show all files and folders.



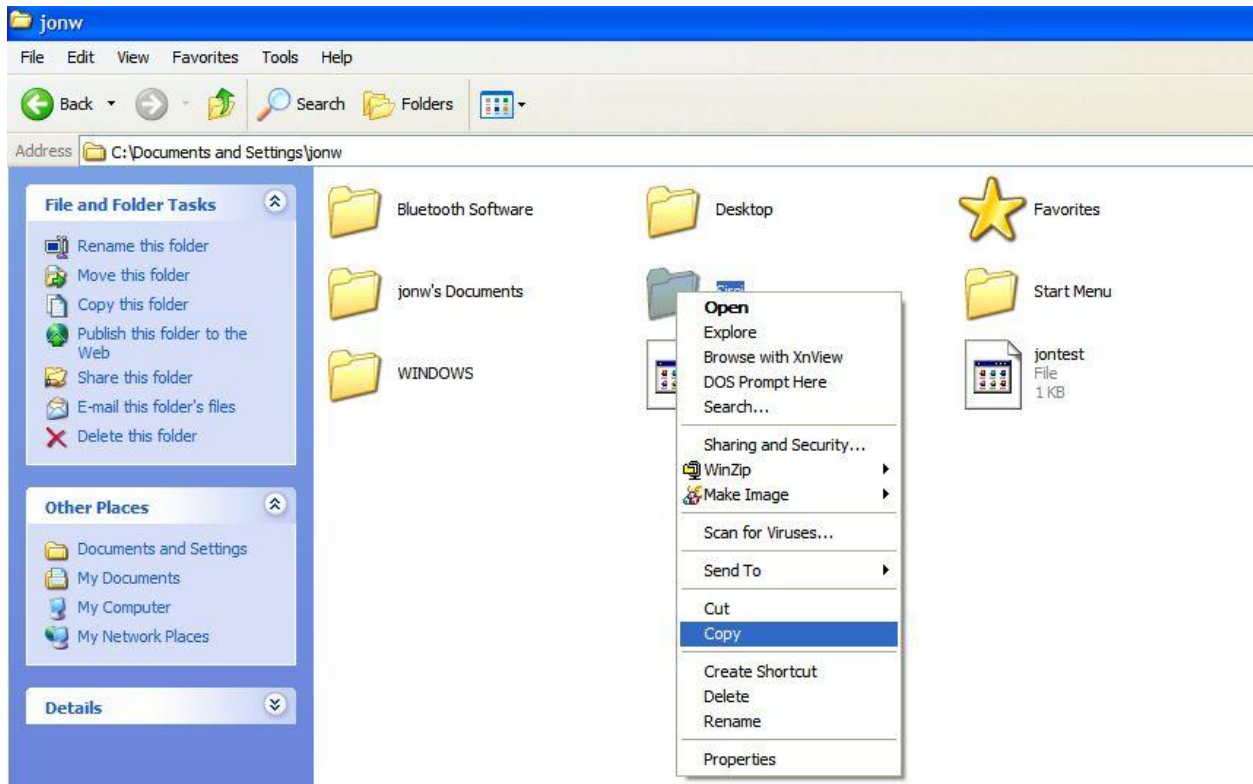
Once you have click on documents and settings you are going to see all of the users that are available on your PC. You want to click on the folder that matches the login that you use when you log into **Windows**. If you are not sure what this is you can find out by restarting your computer and when you come to the windows login make note of the user name.



The next folder we need to locate is the Sirsi folder.



Right click on the Sirsi folder and left click on the option to Copy.



Now close all of your open windows until you see the desktop. Somewhere where there isn't an icon right click and then left click on paste. This will copy your settings to the desktop. You don't have to copy your settings to the desktop. Once you have done the copy step you can paste them into any folder on your computer or on a usb/thumb drive.



Once you have pasted the folder you should see you folder appear on the desktop.

