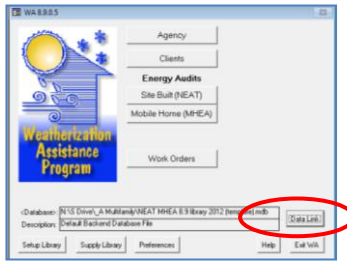
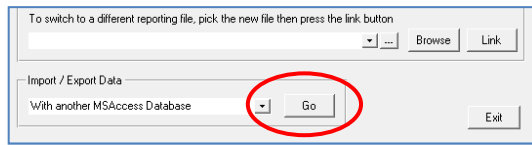


# CREATE A NEW Wdz FILE FOR EXPORT:

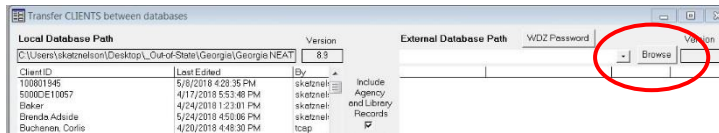
1. Hit the **Data Link** button



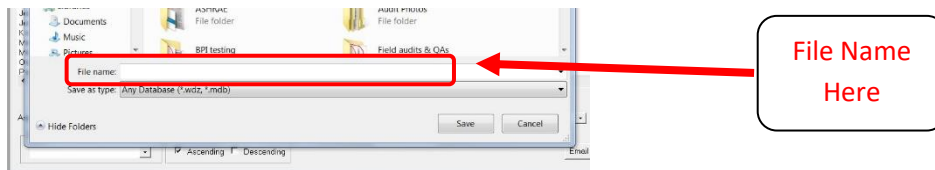
2. Press **GO** at bottom of page (Import/Export Data with another MS Access Database)



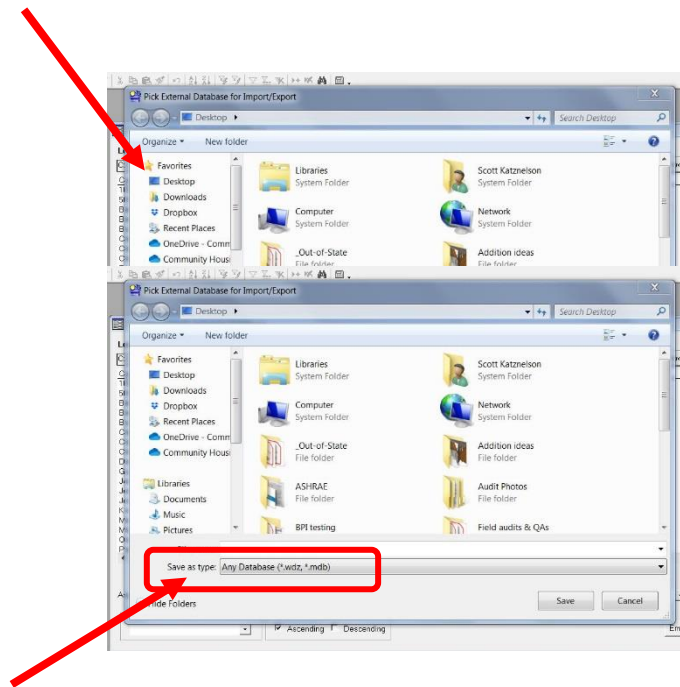
3. Press **BROWSE** (near top right of page)



4. A new window will pop up. Type in a file name near the bottom of that window

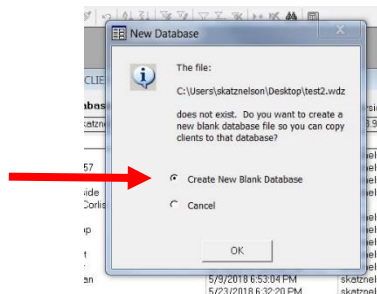


5. Choose Desktop in the top left column as the location to save this new WDW file so that it is easy to find. (you may have to scroll up or down to find Desktop)

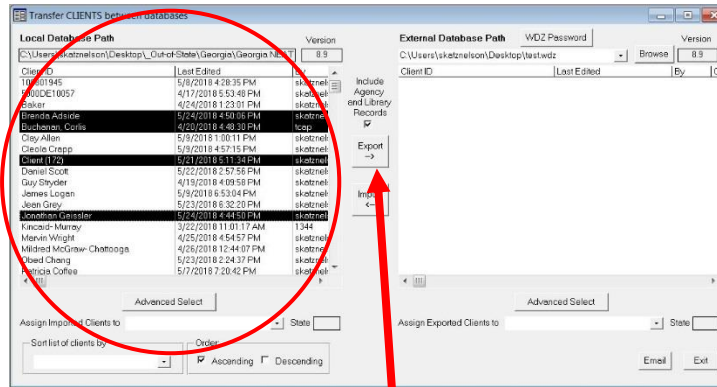


6. Under SAVE AS TYPE, choose 'ZIPPED WEATHERIZATION DATABASES (WDZ)'. Press **SAVE** (bottom right of window)

7. A box will pop up asking you if you want to create this file. Click on: Create New Database File. Press **OK**

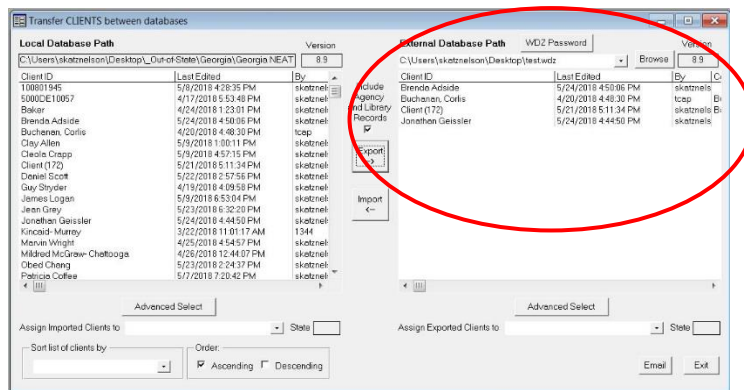


- Choose client or clients you wish to export from the list on the left (multiple clients can be chosen by holding down the control button while you choose all clients you wish copied).



- With chosen client(s) highlighted in black, press **EXPORT** button in middle of page.

- Once you have exported, the screen will look like this, with the one or more clients you chose in the box on the right:



- Find file you have created and send by email or copy it on to a memory stick. The WDX file will have an icon that looks like a white piece of paper with one folded corner.

## TO LOAD A NEW DATABASE/LIBRARY

**TO LOAD A NEW DATABASE:**

- Once in the Data Link section, press **BROWSE** button near top of page
- Find the new database file you want to link to. Select and press 'Open'.
- Press **LINK** button (to right of **BROWSE** button)
- Click **OK** twice, when asked.