

# Moving to a New Computer

If you acquire a new computer, you should take the following steps to ensure a smooth transition. Your data is stored in a folder named TaxCollection. The TaxCollection folder appears in the Documents folder.

1. Copy the TaxCollection folder on your old computer folder to a flash drive, external drive, or CD.
2. Copy the TaxCollection folder from your flash drive, external drive, or CD to your new computer.
3. Install the Tax Collection program from the latest install CD. Program installation is described at the beginning of this document

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