

# Moving to a New Computer

If you acquire a new computer, you should take the following steps to insure a smooth transition. Your data is stored in a folder named TaxCollection. In Windows XP the TaxCollection folder is in the My Documents folder. In Windows 7, 8 and 10 the TaxCollection folder is 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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