

To share a CPS database:

1. Browse for CPS database in files.
2. **Right click** on CPS database and select **Send To Compressed (zipped) folder**.
3. Then either **right click** on zipped folder and select **Send To mail recipient** and mail to person you're sharing with or attach database to an email and send to the recipient.

When receiving a database:

1. Click on the attachment from the email and place on the desktop (you will want to delete this later).
2. **Right click** on zipped folder and extract all files onto the desktop.
3. Open up the original CPS database and while in the **Prepare tab**, under the **Lessons and Assessment** tab click **import**, browse for file on the desktop and select lessons you wish to import into your database. To do this click on the + sign next to the lesson name or check the box next to the lesson name to import those lessons.
4. Then click **OK**, you should notice that the lesson you selected are now in your database.