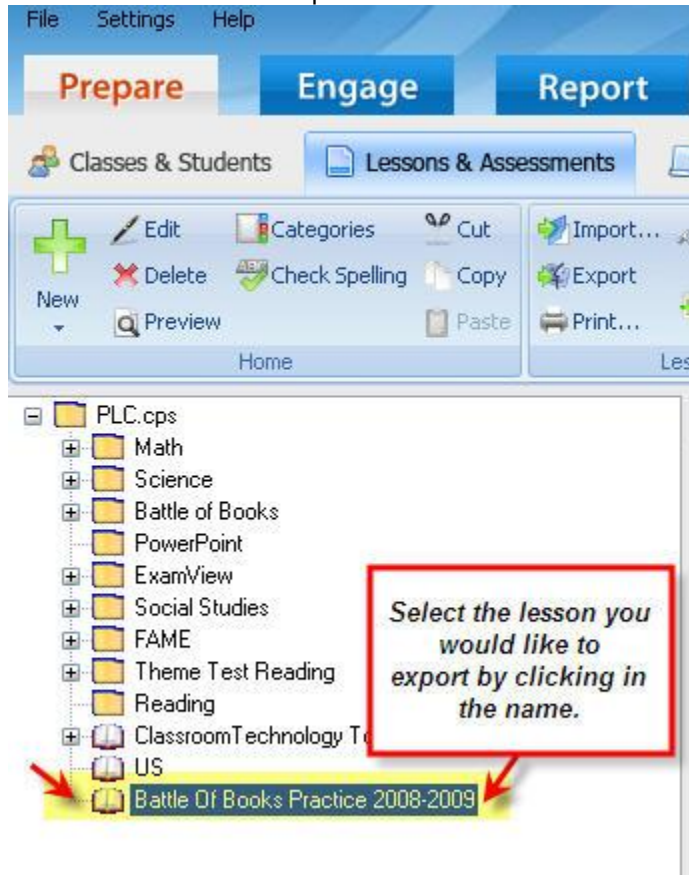# Exporting and Importing Files in the CPS Program

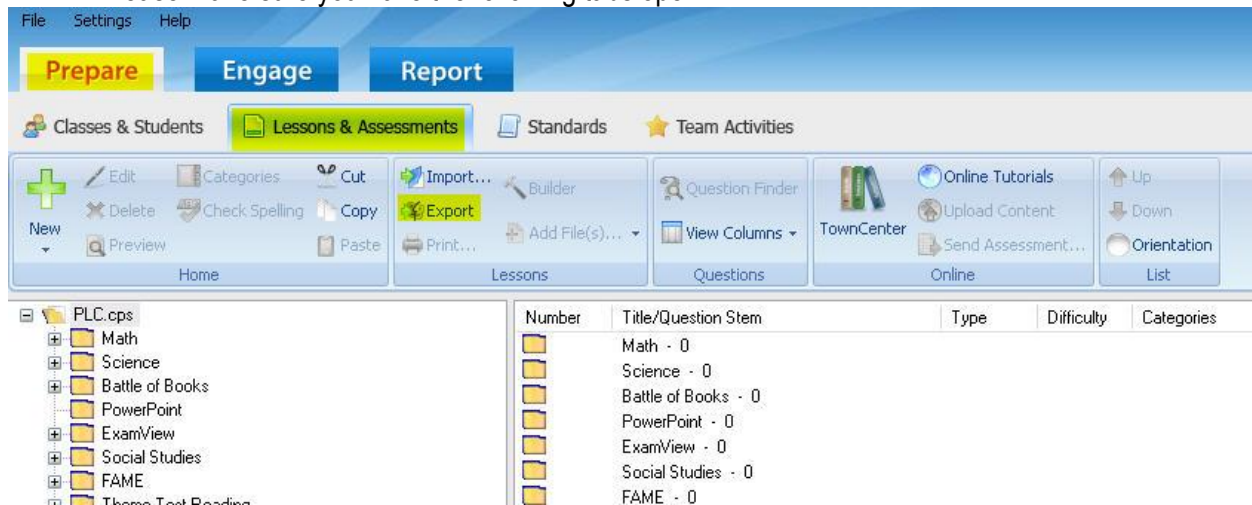## Exporting and Importing CPS Files

Exporting a CPS File

Open the CPS program.
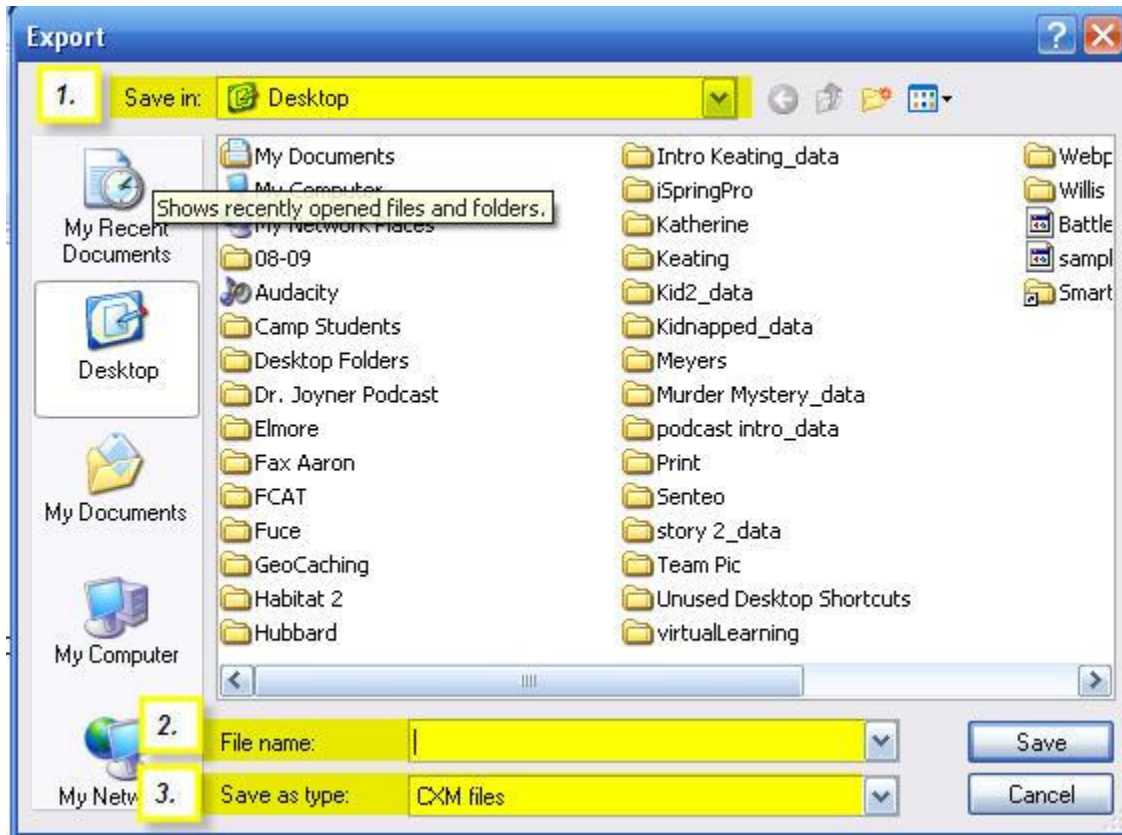Select the file/lesson to Export.

Select the Export command.
- Please make sure you have the following tabs open.

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Exporting and Importing Files in the CPS Program

Once you click on Export a window will open. The window will look like the one below. Please remember the location of the exported file (1.). Next, give the file a name (2.). Lastly, please remember that the file is a CXM. File (3.).

Please select the following option that would apply to this lesson. **Must people select "No".
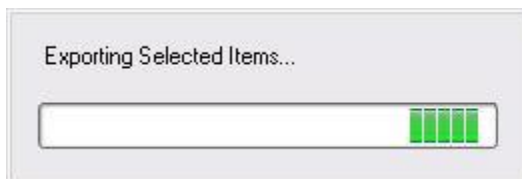
Once this process is complete the file has been exported to the location that was assigned.
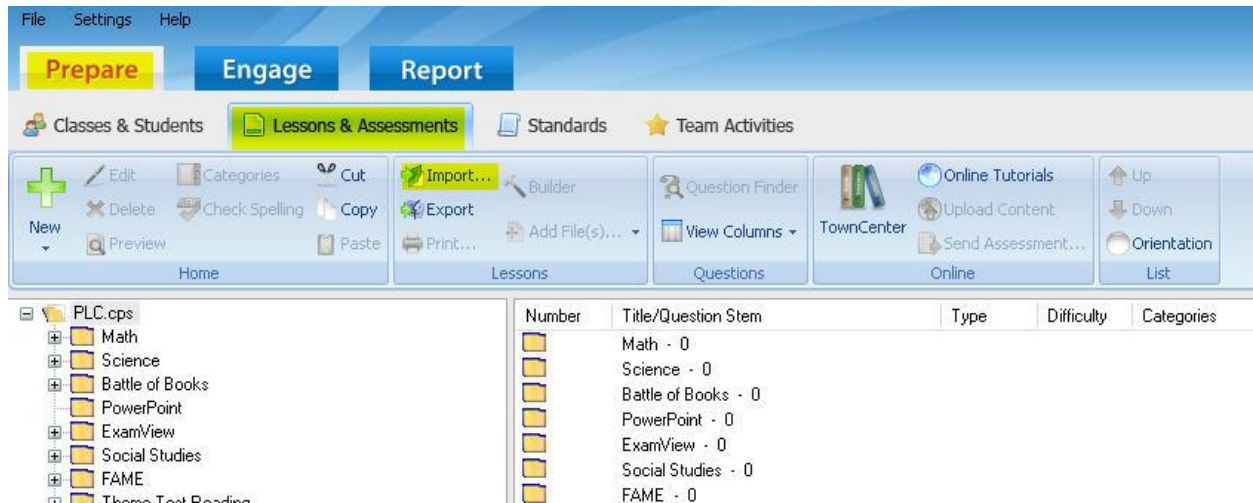
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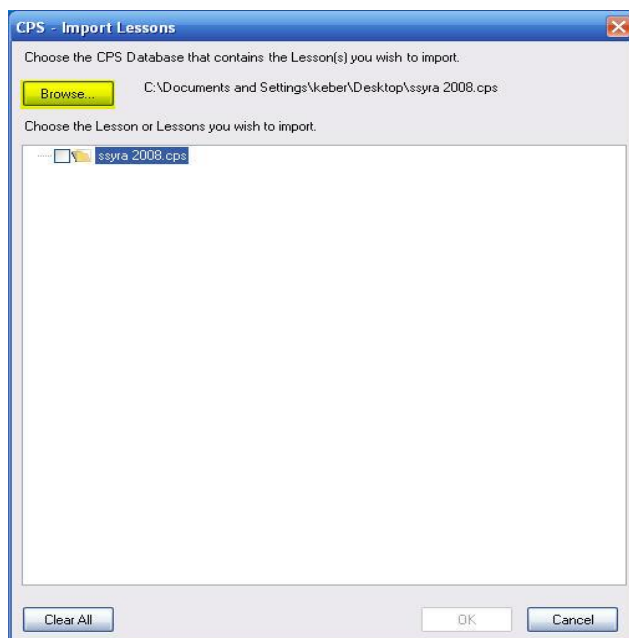Exporting and Importing Files in the CPS Program

 The exported file will look like this example. Please note that it is a CXM file.

Importing a CPS File

Open the CPS Program.
Select Import.

The screen opens click on browse. Locate of the file to be imported. *(Please note if it is attached to an email, "drag and drop" the file to your desktop and start over.)*

Please note that the format (it will look for a CPS database file) needs to be changed to a "cxm file" or all files.
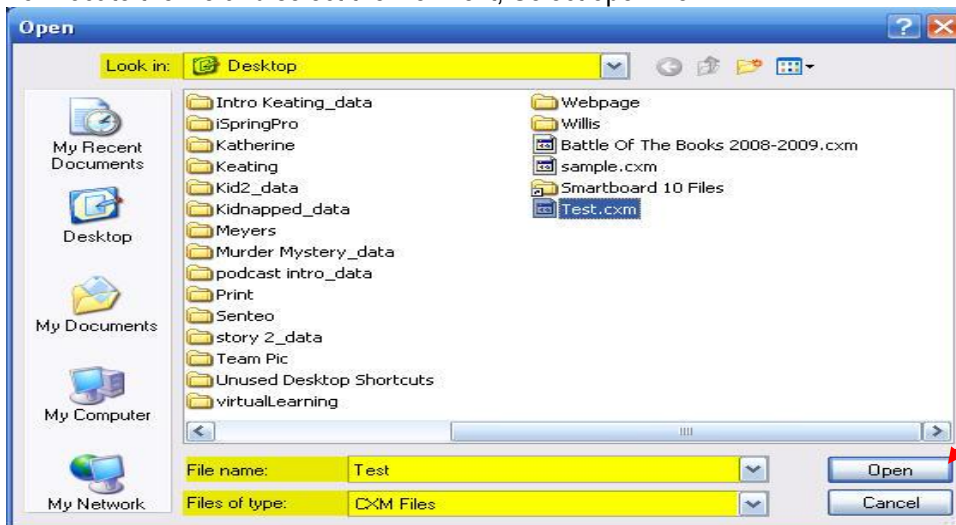
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Automatically, the program will look for a CPS Database file. The file you are looking to import is a CXM file.
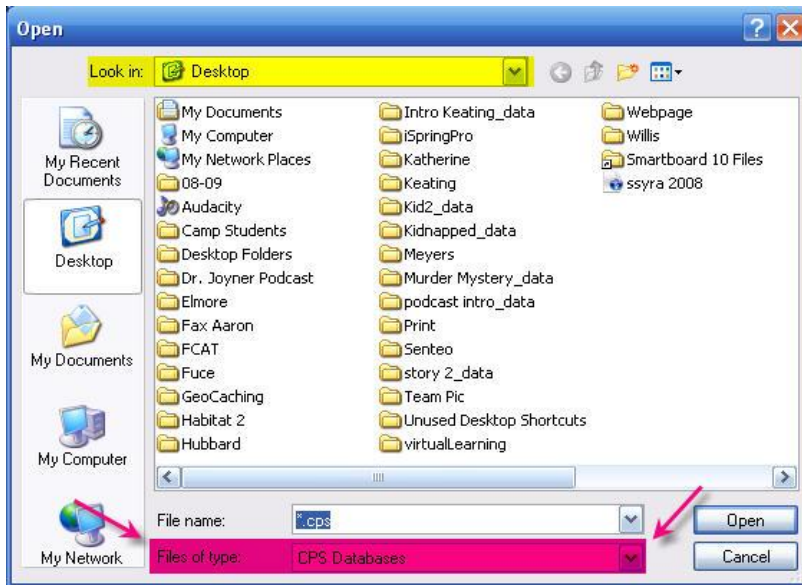
Change *the file type* to a CXM file.

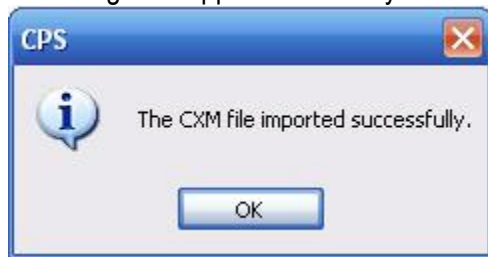Now locate the file and select the file. Next, Select open file!

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Exporting and Importing Files in the CPS Program

Importing data...

Once this process is complete the file has been imported to the CPS Program.

A message will appear to inform you that the file has been imported.

CPS

The CXM file imported successfully.

OK

If you have any questions, comments, or concerns about this process please feel free to contact the Office of Instructional Technology.

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