

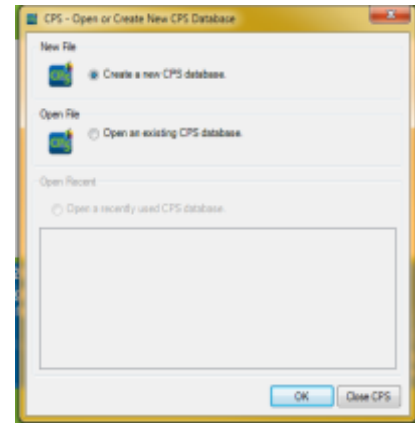


Create a CPS™ Database

1. **Open CPS** from the desktop icon. The CPS Open or Create New CPS Database window appears. (Note: If you are already in a CPS database choose **File > New Database** and go to step 4.)

2. Choose **Create a New CPS database**.

3. Click **OK**. The New CPS File dialog box opens.



4. Navigate to where you would like to save your file. (i.e. Network drive, or Documents).

My

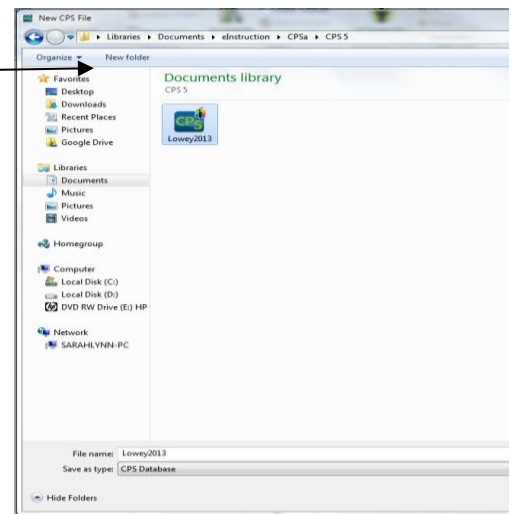
*****IMPORTANT!** Please **CREATE A NEW FOLDER BEFORE SAVING YOUR DATABASE**.

5. **Create a New Folder** by clicking on the New Folder button to store your CPS database. We recommend you name the folder "CPS."

6. Double-click your "**New Folder**" named CPS to select it as the location to save your database.

7. Click the "**File Name**" field and enter in a new name for your CPS Database. We recommend you using your last Name and the school year, for example "Jones2012."

8. Click **Save**.



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For more information on training and professional development, please contact us at training@einstruction.com