

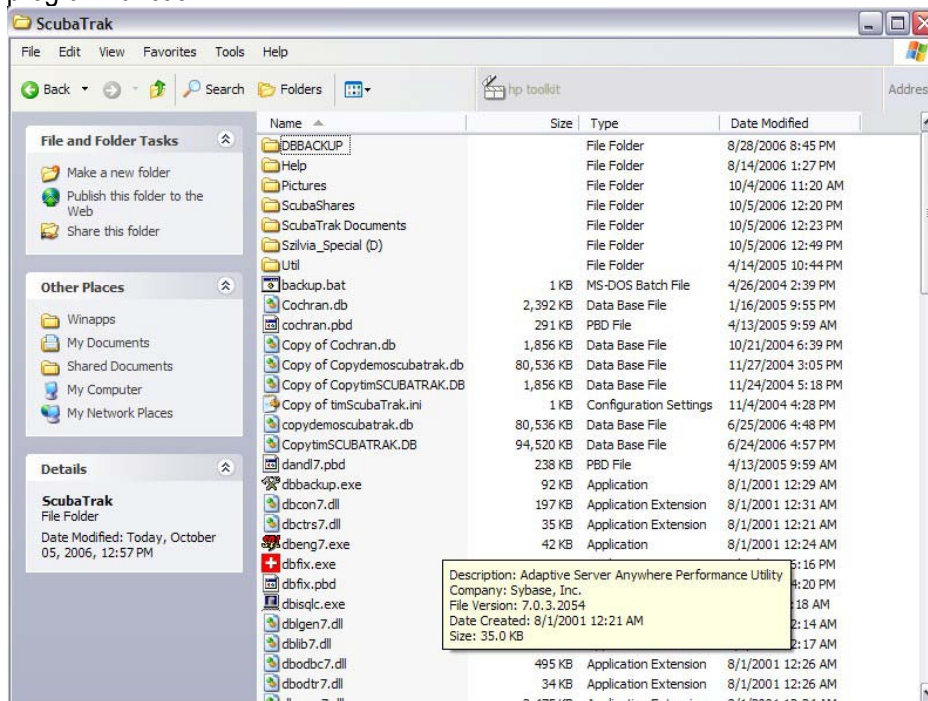
[“How To” Access Your ScubaTrak Files](#)





Understanding how and where you can access your ScubaTrak database will help you when adding/editing anything you'd like to save within your program; such as: photos, video, music, document files, etc. It also makes sense to have *all* of your diving information in the same location as your diving program, so in the instructions below we've explained where your files can be located. Using the right mouse button, click cut or copy, and paste to move those files into ScubaTrak program directory.

***Please Note:** this [“How To”](#) is for Windows users, but screen shots/icons may look slightly different depending on what version of Windows you're running.






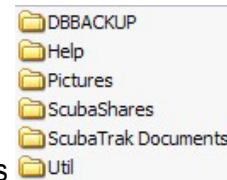
1. Double click the **My Computer** icon to open your desktop or in your Start menu.
2. Double click the **Local Disk (C:)** file to open.
3. Double click the **Winapps** file to open.
4. Double click the **ScubaTrak** file to open.
5. You have accessed your ScubaTrak files.
6. Your directory window will contain many different types of files and programs that help the program function.





7. **Important:** With the exceptions of adding personal files to  Pictures ,  ScubaShares ,  ScubaTrak Documents , and  Util folders, we highly recommend you do not add to, edit or change any of the other existing files, as this may result in the program malfunctioning.

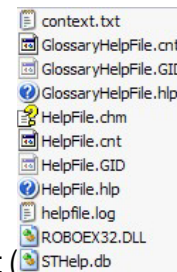
8. However, you can add new folders to this directory by selecting **File** from your Menu Bar,



then  , and then  Folder  Shortcut . This will help you organized any other documents and files you'd like to store with your diving information. (Examples: invoices, service records, research documents, etc.)




9. You'll see the new folder added to this group of file folders already existing in ScubaTrak. The first two are worth mentioning, but it is important to remember that these file folders *should not* be changed.

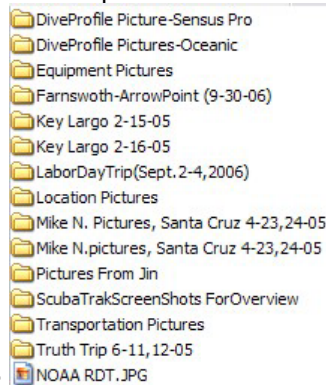
❖ The  DBBACKUP file folder is where your ScubaTrak database backup exists ( ScubaTrak.db) if you have selected to do this procedure.





❖ The  Help file folder is where Help files for ScubaTrak exist ().

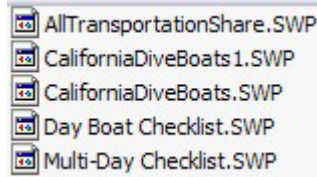
10. You can add to, edit, or change the following folders:


❖ The  Pictures file folder gives you a place for your diving photos. Once open, you can add folders to help organize the photos you move into this location by following the same procedure as in Step 8.




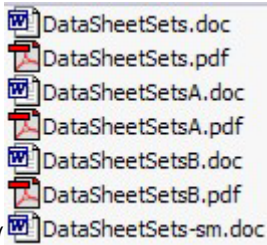
(Example:  NOAA RDT.JPG).


- ❖ The  ScubaShares file folder is the recommended place to save the ScubaShares you've sent to or received from other divers.







(Example:  Multi-Day Checklist.SWP). Please refer to the [“How To” Share/Swap Your Information](#) for further explanations and instructions.

- ❖ The  ScubaTrak Documents file folder includes these Data Sheet documents and








PDF files ( DataSheetSets-sm.doc), so you can print (and/or edit) more of these reminder sheets if you need them. It also simply provides another place to store your dive documents.

- ❖ The  Util file folder includes these programs and interface features ( SetupEasyGPS.exe ( Tables.exe), to help you get the most out of your ScubaTrak. Please refer to the [“How To” Set-Up the GPS Waypoint Tools](#) for further explanation and instructions.

11. You may also want to change the way you see these files open by changing the view option within each screen. Select  from the Menu Bar, then select the view you'd



prefer from this  list. Or use the  icon on our Toolbar to select a different view. This may make it easier for you to navigate through these files and folders.

12. You may also want to use  Back   icons to help you become more familiar with the navigation, so that your files and documents will be more easily found in the future.