

Importing and exporting grid bundles

You will often need to import or export grid sets from or to a particular location. A grid bundle is a way of saving all the grids and settings in your user (or grid set), and will look like this on your computer:



Common actions include:

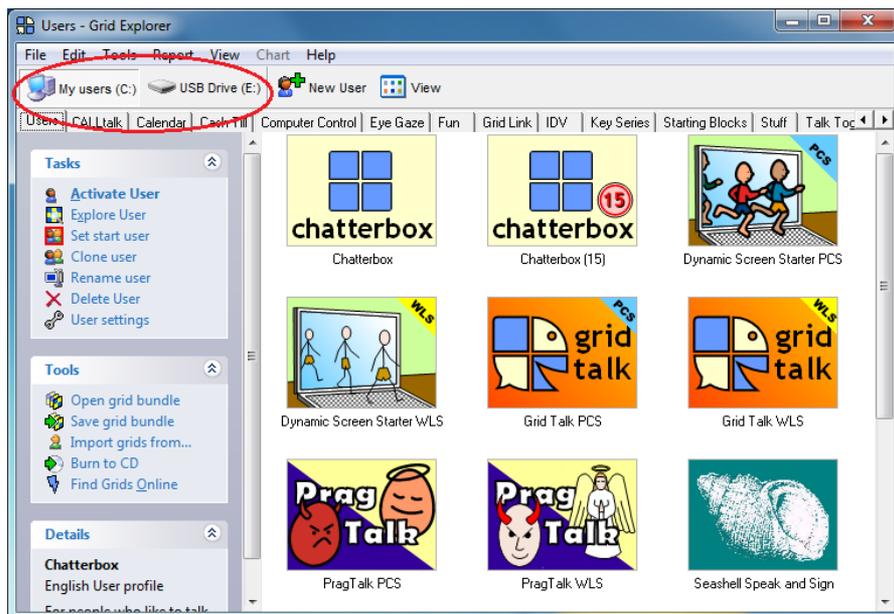
- Backing up a user for safe-keeping
- Importing a grid bundle from [Online Grids](#)
- Copying a user from one computer to another
- Emailing a grid bundle to someone

Backing up a user

There are three ways of doing this.

One way is to use Grid Explorer to transfer your grid set to an external drive such as a USB memory stick or SD card. You can drag users between drives in your Grid Explorer window. Please follow the link for [more information](#) on how to do this.

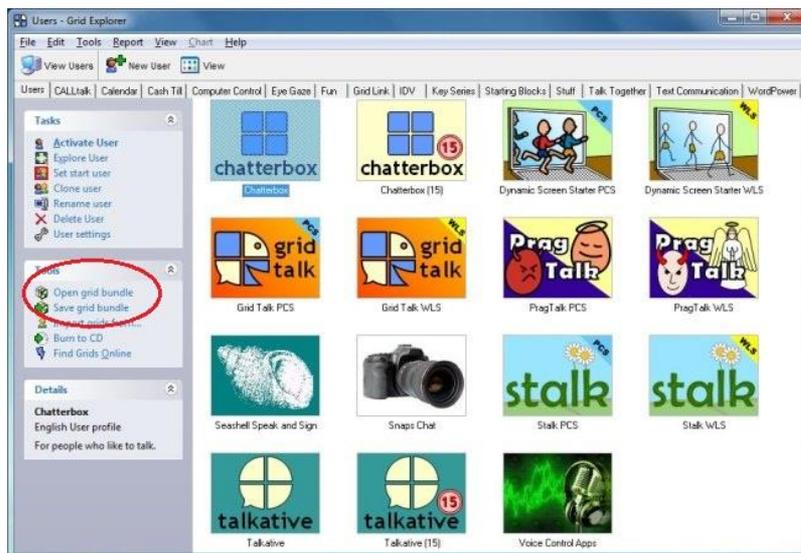
You can then use the memory stick to transfer to a different computer using the same method.



Alternatively, while the user is active, go to **File** and **Backup user**, and save the user as a grid bundle on your computer or external drive.



The third, and original, method is to click on **Save grid bundle** in Grid Explorer. This is useful if you wish to email your grid bundle, or copy it to a different computer.



Importing a grid bundle

If someone has sent you a grid bundle file, or you have downloaded one from Online Grids to your computer, you can use the **Open grid bundle** option in the task panel in Grid Explorer.

Ensure you select create new user and then select the tab you would like to file the grid set under.

If you would like to include or import a grid set into another grid set that you are using you can refer to the handout entitled – The Grid 2 – importing a grid set into an existing user.