

SnapPlus

Wisconsin's Nutrient Management Software

Basic Concepts

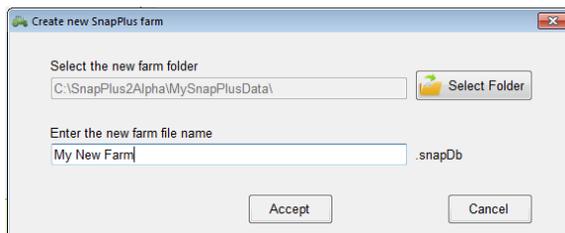
SnapPlus File Management

SnapPlus files are no different than any other file type on your computer. They can be copied, pasted, moved, renamed and deleted. All SnapPlus files have the file extension ***.snapDb** and are displayed on the computer with a small tractor icon.

 BigDairyLimited	12/4/2013 11:51 AM	SnapPlus Database	158 KB
 BuckyBadgerFarm	12/4/2013 11:50 AM	SnapPlus Database	158 KB
 JonesLLC Farm	7/11/2014 4:20 PM	SnapPlus Database	367 KB
 SampleFarmV2	11/6/2013 3:17 PM	SnapPlus Database	333 KB

Creating a New Farm

1. Open the SnapPlus program
2. Go to **File** menu, and select **New SnapPlus Farm**



3. The default location for saving your new farm is **C:\SnapPlus2\MySnapPlusData**. Type in a unique identifying name for the file and click **Accept**.

Attaching your SnapPlus file in an email

1. Open your email program and compose a new email
2. To attach the file, click on the paperclip icon or other method your email account uses to attach documents
3. Navigate to **C:\SnapPlus2\MySnapPlusData** by double left clicking on the **C** drive, the **SnapPlus2** folder, then the **MySnapPlusData** folder
4. Double left click on the file name to attach it
5. The file you just attached should be visible somewhere in the email window, either in a new line near the subject line, or with an icon near the bottom of the email.

Opening an existing file in SnapPlus

There are four ways to open a SnapPlus file:

1. **Open the SnapPlus program.** Go to the **File** menu and select **Open SnapPlus Farm**. A dialog box will open to the default location of the SnapPlus database directory (**C:\SnapPlus2\MySnapPlusData**). Select the file you would like to work on (*opening a new file using this method will close the current file you are working on*).
2. **Open the SnapPlus program.** Go to the **File** menu and select **Recent**. A list of the ten most recently opened farms, most recent on top, will appear to the right. Select the one you would like to work on (*opening a new file using this method will close the current file you are working on*).
3. **Using standard Windows navigation,** you can also navigate directly to the folder where your SnapPlus files are stored and double-click on the file. *Using this method, you can open more than one SnapPlus file at a time. To switch between files, hover over the SnapPlus icon on the task bar at the bottom of monitor.*
4. **Using the Windows Start Menu** and if SnapPlus is pinned to your Start Menu, you can open any database that is listed by clicking on it. *Using this method, you can open more than one SnapPlus file at a time. To switch between files, hover over the SnapPlus icon on the task bar at the bottom of monitor.*

Moving a SnapPlus file from a USB flash drive to a computer by copying/pasting method

Note: Before moving the database to a different computer, be sure that the current version of SnapPlus V2 is installed on the computer, or you will not have the folders available that are included in these instructions.

1. Insert your USB flash drive into your computer.
2. Open up a new Explorer Window. Simultaneously press the windows button (⊞) on your keyboard and the E key to open windows explorer (⊞+ E).
3. **Double left click** on the USB flash drive on the left side of the windows explorer box (usually labeled the E or F drive) and locate the desired SnapPlus file.
4. **Right click** on the file name and choose **Copy** from the menu that appears.
5. Naviagate to **C:\SnapPlus2\MySnapPlusData** by **double left clicking** on the C drive, then the **SnapPlus2** folder, then the **MySnapPlusData** folder.
6. With the **MySnapPlusData** folder open, **right click** in the blank area in the folder window, choose **Paste** from the menu that appears. The green tractor icon along with the file name should appear in the **MySnapPlusData** folder.

How to search for SnapPlus files on your computer

You can use Windows Search to find your SnapPlus V2 files.

1. Open up a new Explorer Window. Simultaneously press the windows button (⊞) on your keyboard and the E key to open windows explorer (⊞+ E).
2. **Left click** on C: drive to select it.
3. In the far upper right hand corner, type ***.snapDb**
4. Your computer will display the files. To open a file, **double left click** on it. To view it's locations, single **right click** and scroll down to **Open file location** on the menu.
5. If you have multiple drives, select them as in Step 3 and continue searching.

Moving a SnapPlus file to a USB flash drive by copying/pasting method

1. Insert your USB flash drive into your computer.
2. With SnapPlus open, take note of the location of your SnapPlus file by looking at the green bar at the top of the SnapPlus screen, close SnapPlus.



3. Open up a new Explorer Window. Simultaneously press the windows button (⊞) on your keyboard and the E key to open windows explorer (⊞+ E).
4. Navigate to your file's location from Step 2. To get to the default setting **C:\SnapPlus2\MySnapPlusData**, **double left click** on the C drive, then the **SnapPlus2** folder, then the **MySnapPlusData** folder.
5. Within the **MySnapPlusData** folder (or other folder you selected), locate the file you want to move to the flashdrive.
6. **Right click** on the file name and choose **Copy** from the menu that appears.
7. **Double left click** on the USB flash drive on the left side of the windows explorer box (usually labeled the E or F drive).
8. With the USB flash drive open, **right click** in the blank area in the folder window, choose **Paste** from the menu that appears. The green tractor icon along with the file name should appear in the USB flash drive.

For more ways to manage SnapPlus files, view these helpful videos:

SnapPlus: Saving a File from your Computer to a Flashdrive

SnapPlus: Moving a File from a Flashdrive to a Computer

snapplus.wisc.edu/news-help/how-to-videos