



## Copy a Local Project to another Workgroup

### Step 1 Copy

- Open Pro. Doc. Analyzer
- Click the Next button - Go to the Project panel
- Click the Folder icon
- Windows Explorer will open
- Select the Project folder you want to copy
- Ctrl-C to copy the selected Project folder

### Step 2 Paste

- Go back to the Welcome panel
- Select the Workgroup that want to copy the Project to.
- Click the Workgroup path listed within the Workgroup sub-panel
- Windows Explorer will open
- You should see the Projects folder
- Double-click the Projects folder to go to the Projects folders
- Ctrl-V to paste the local project into current Workgroup

### Step 3 Test

- Go to the Project panel
- Select the project that you just copied
- Go to the Documents panel
- Select a document (most likely one that has already been analyzed)
- Go to the Analysis Results panel
- Review and check content