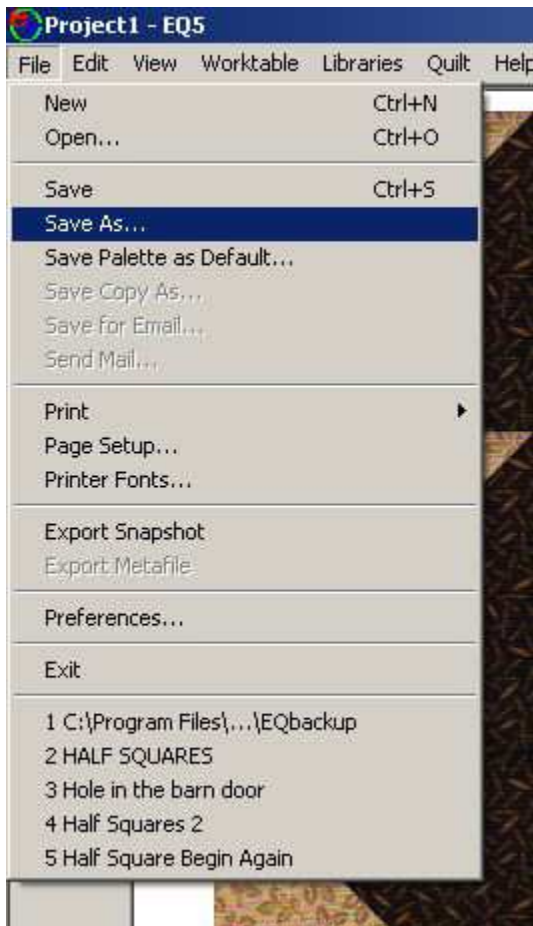# Save / Delete / Send A Project

We discussed how to save a quilt to the sketchbook in week 6 nd now I want to show you how to save a Project File to a CD or Flashdrive etc.
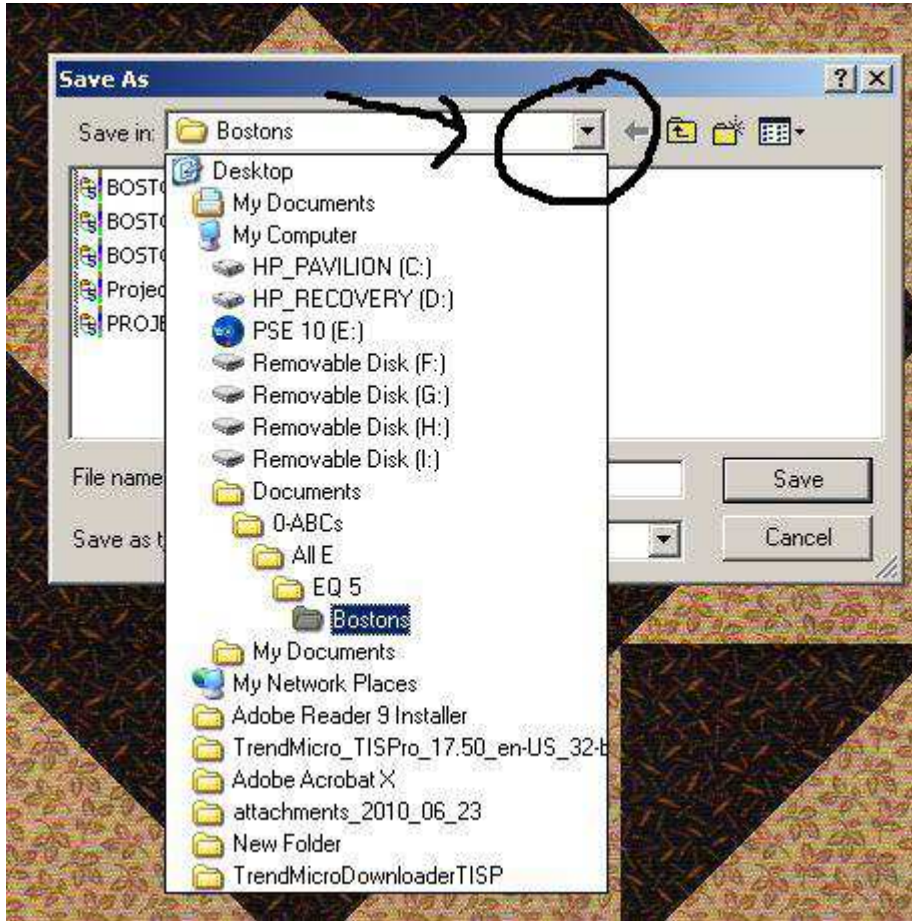
You can't ever manipulate a file in the EQ program. You must always save it in your pc files before you can do anything with it.
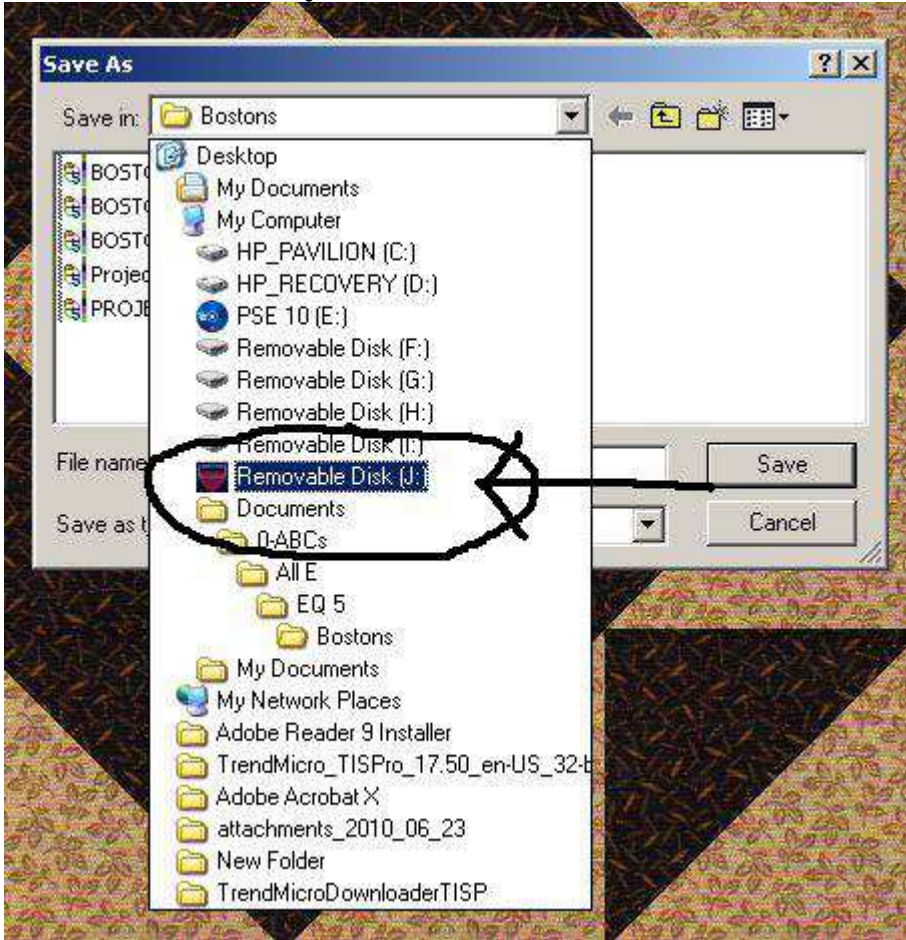
Saving a Project to a flash drive or CD

Click on file and find Save as in the menu

In the next window click on the arrow at the right

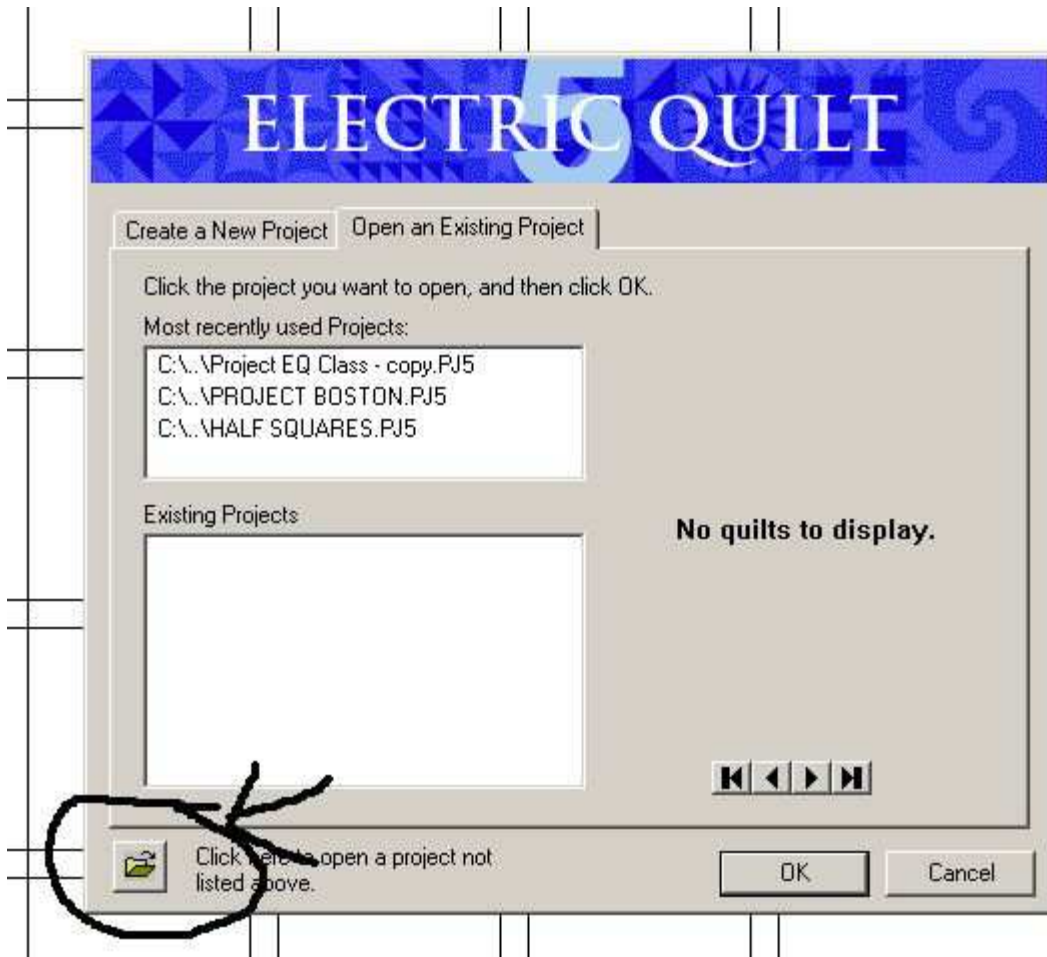**Look for the drive your flash drive /CD is on. Click on the drive.**

Rename if you want and then click on Save
You won't see anything happen but it will be saved.

Deleting a Project

Open your EQ and Find the folder icon at the bottom left. Click on it to open your files menu
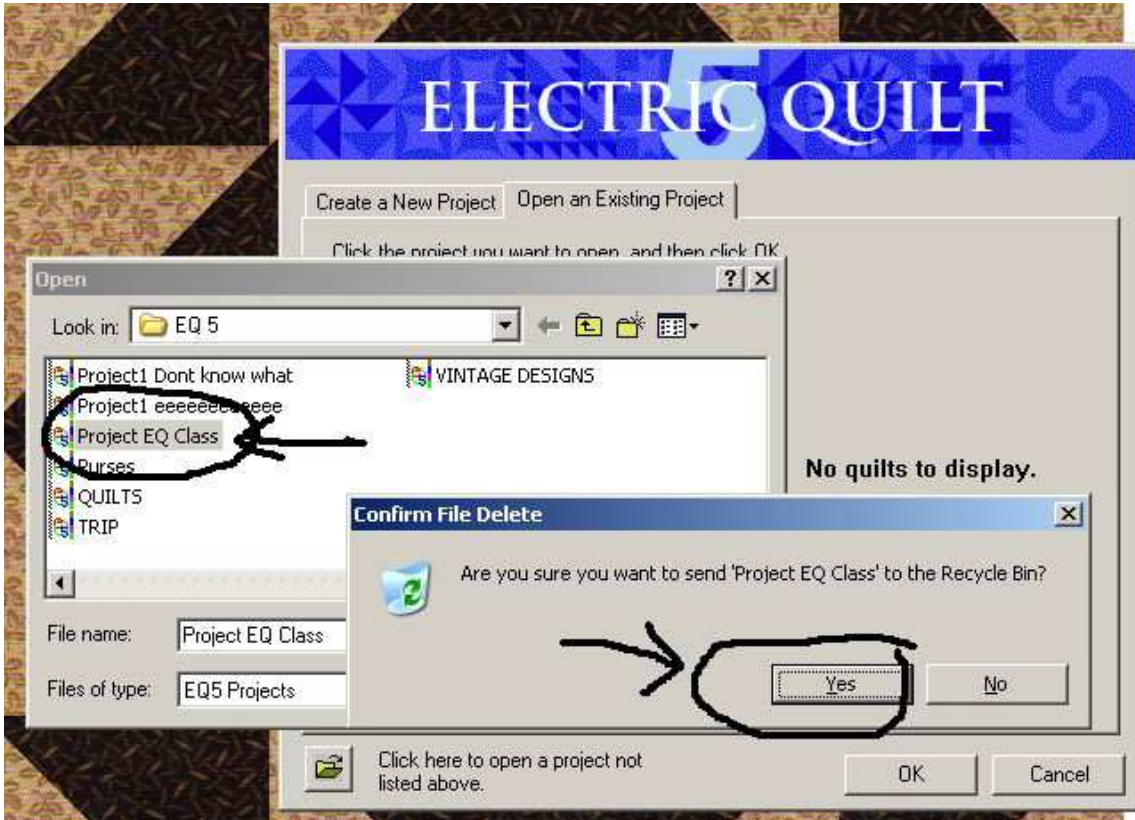
In your menu find the Project file you want to delete

Click the file you want to delete so it shows up dark. Then click on Delete on your keyboard.

Now you should see this third box pop up. Click on yes to delete. No if you change your mind.

When I opened these three windows they were on top of each other. I moved them so you could see them each individually. So if you see them all together that is ok. Don't worry you did something wrong. You didn't. I just wanted to make sure you could see each one.
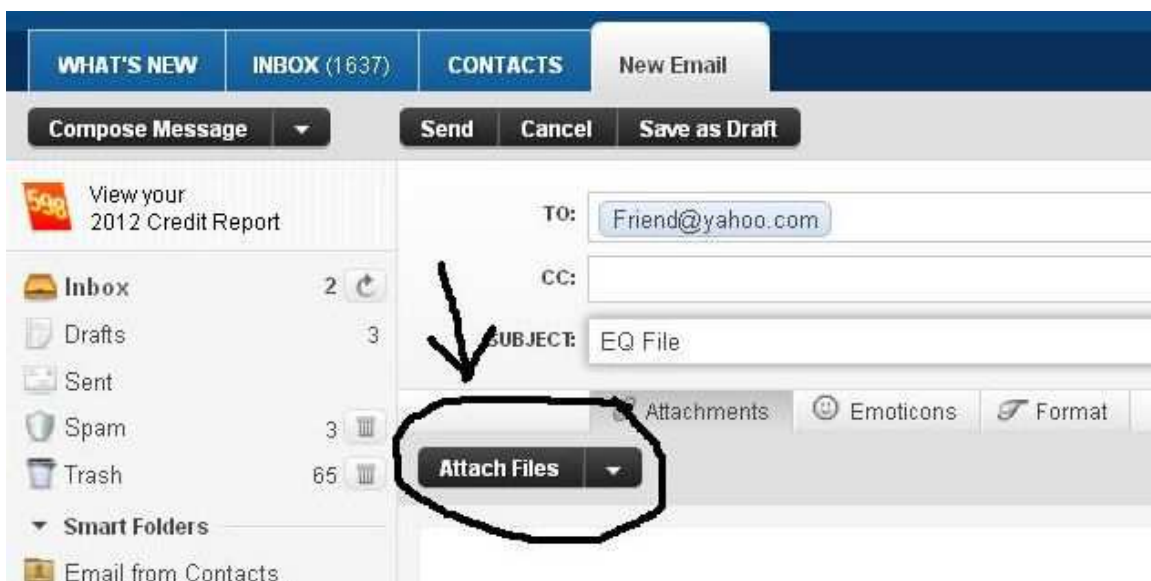
Sending a project by email

This is no different from sending any attachment. Your email may look different and have a different arrangement but the functions are still the same.
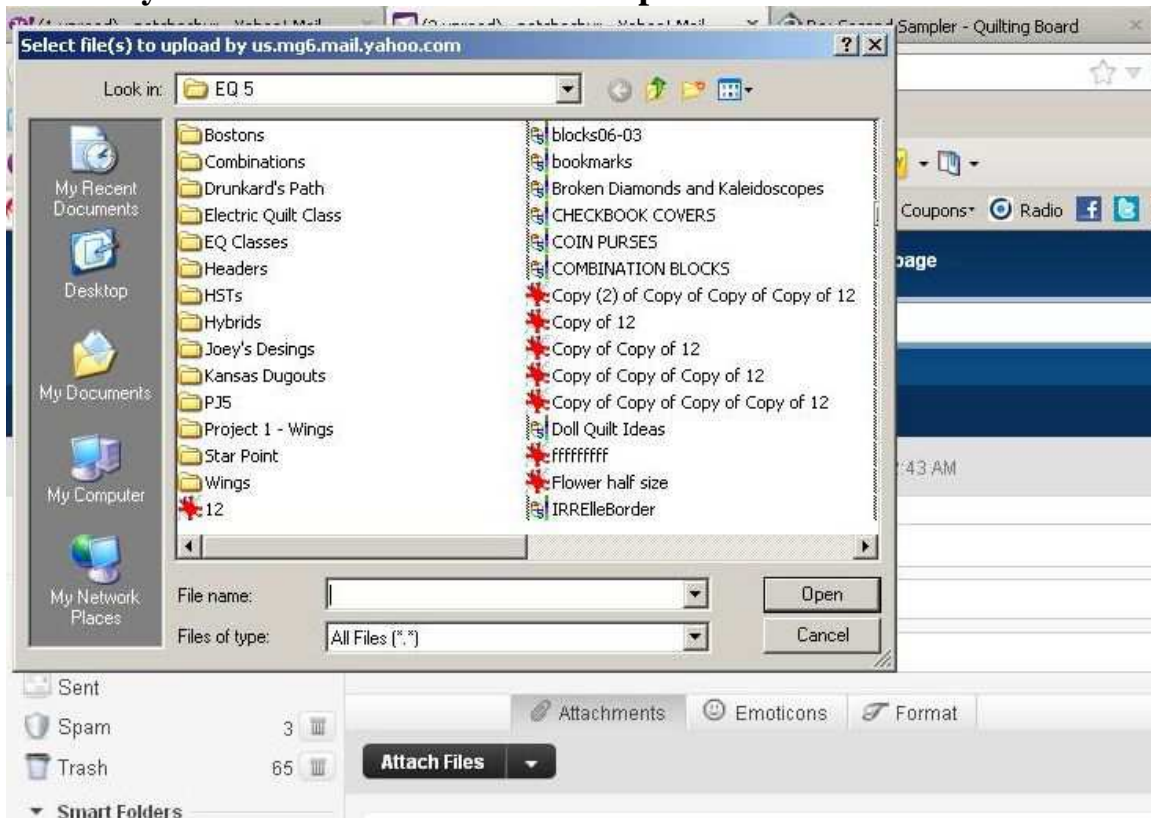
You can only send an EQ file to someone else who has the EQ software

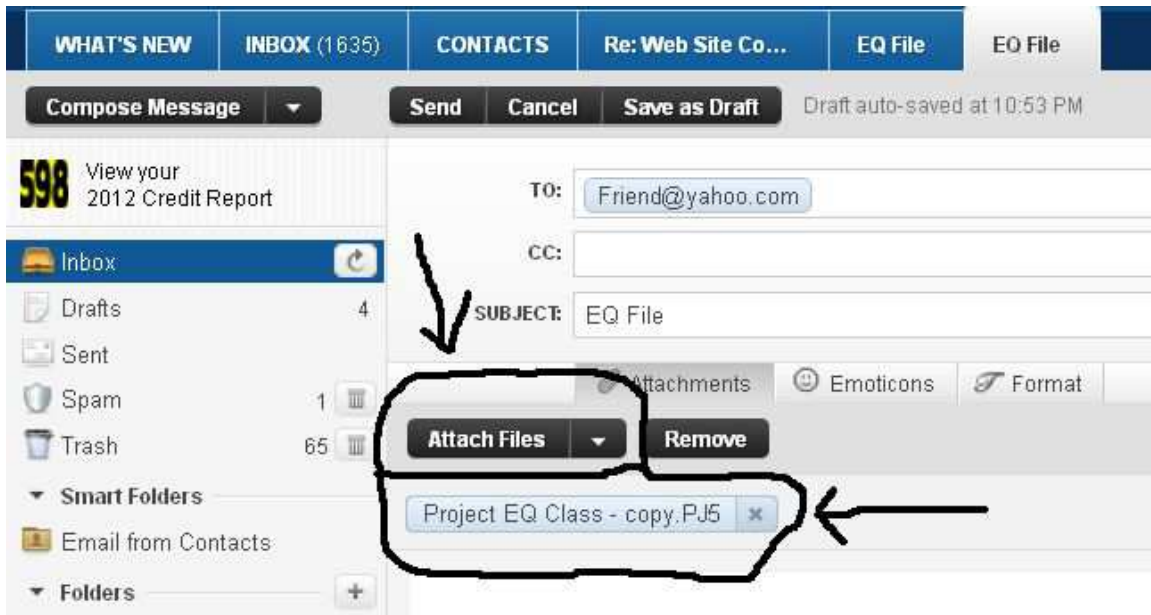**Here is my email - compose a new message.**
Click on Attach Files

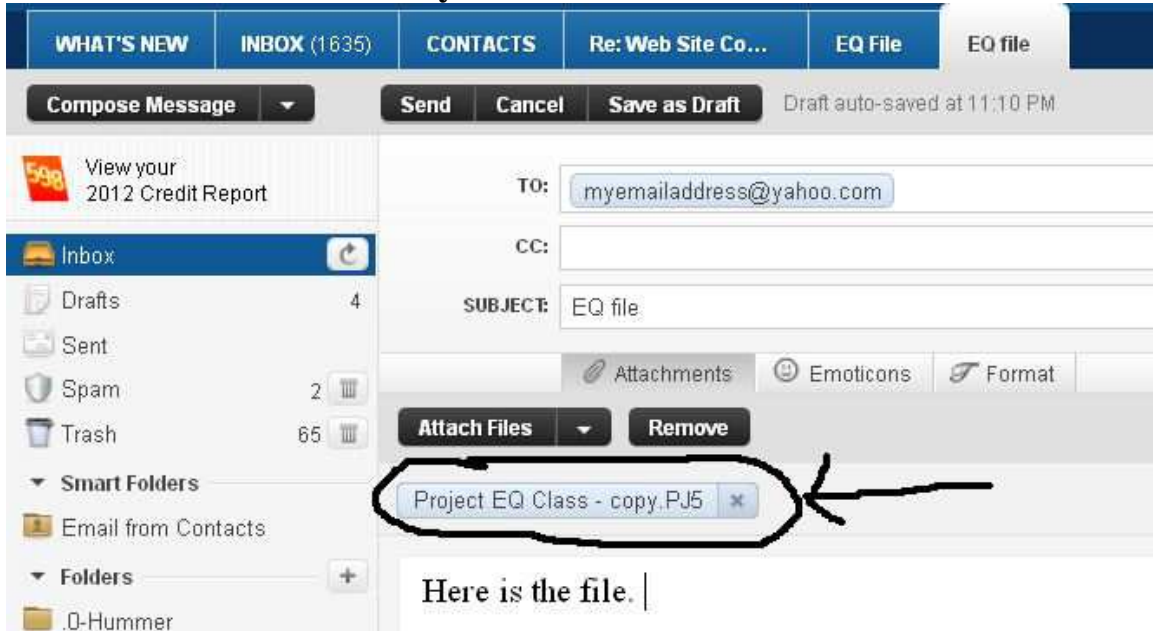## Choose your file to send and click on open.

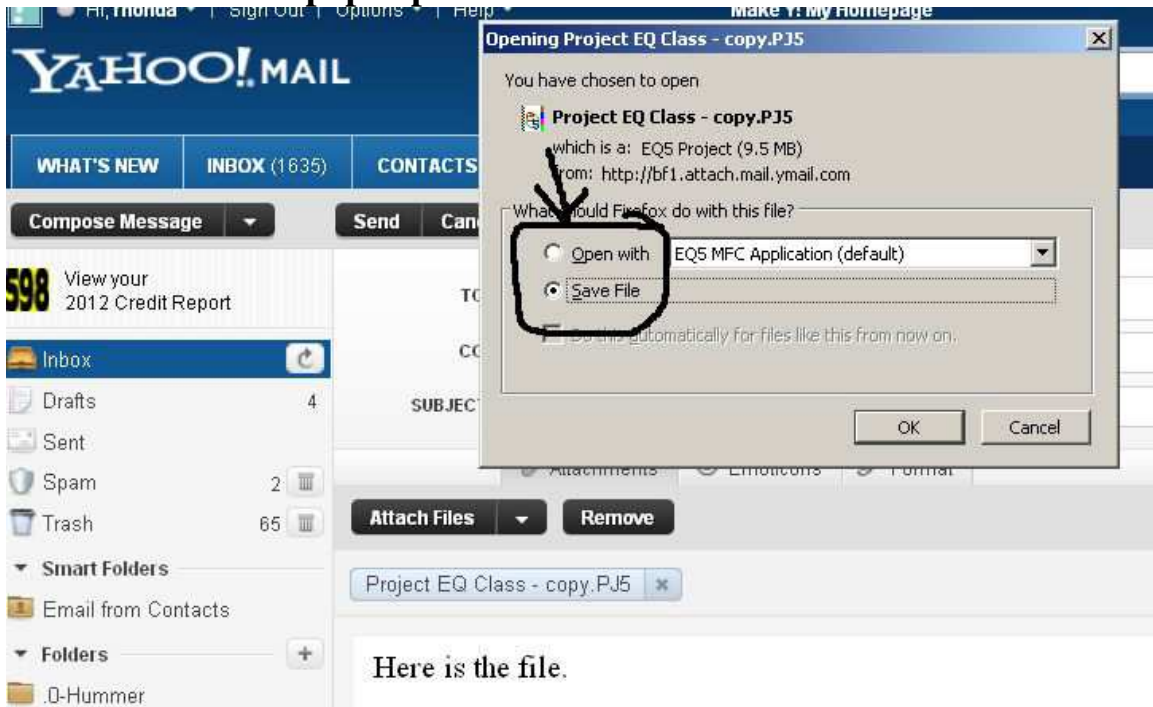## Then you will see the file loading. When it is loaded you can send your email.

Downloading an EQ project file

When you receive a project file you need to download it and save it to your computer
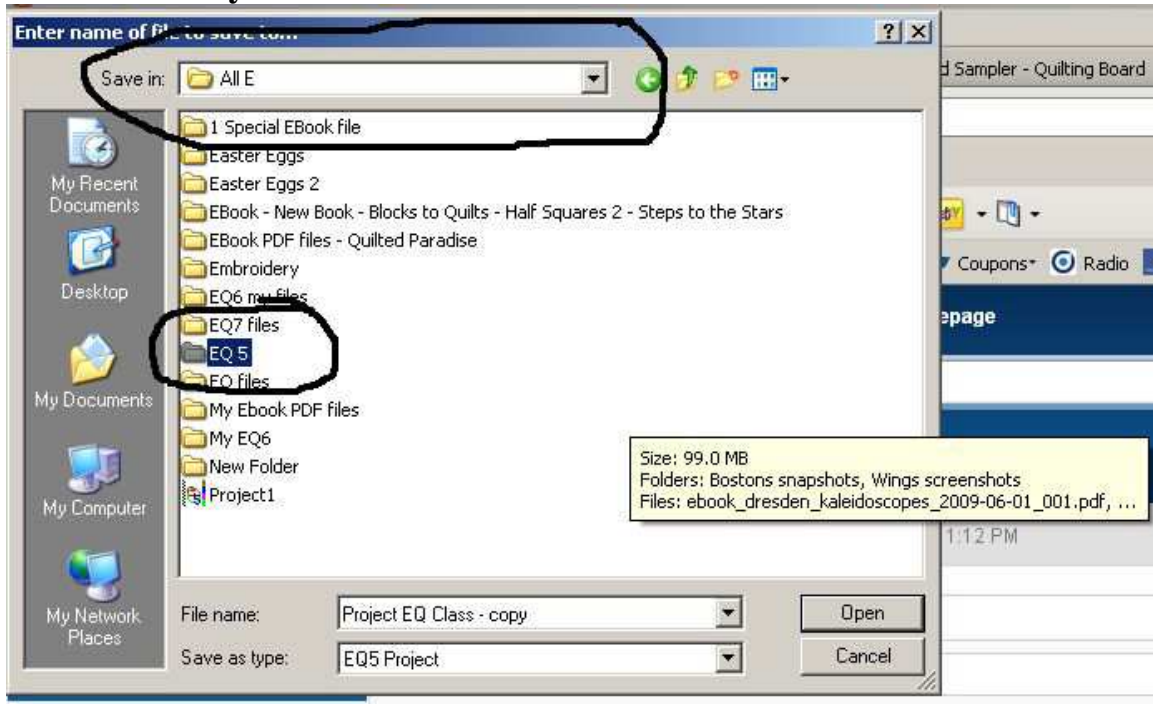
Click on the attachment in your email

When the window pops up click on save file

choose where you want to save the file and save it.

Open EQ and click on the folder icon on the bottom left to find your file