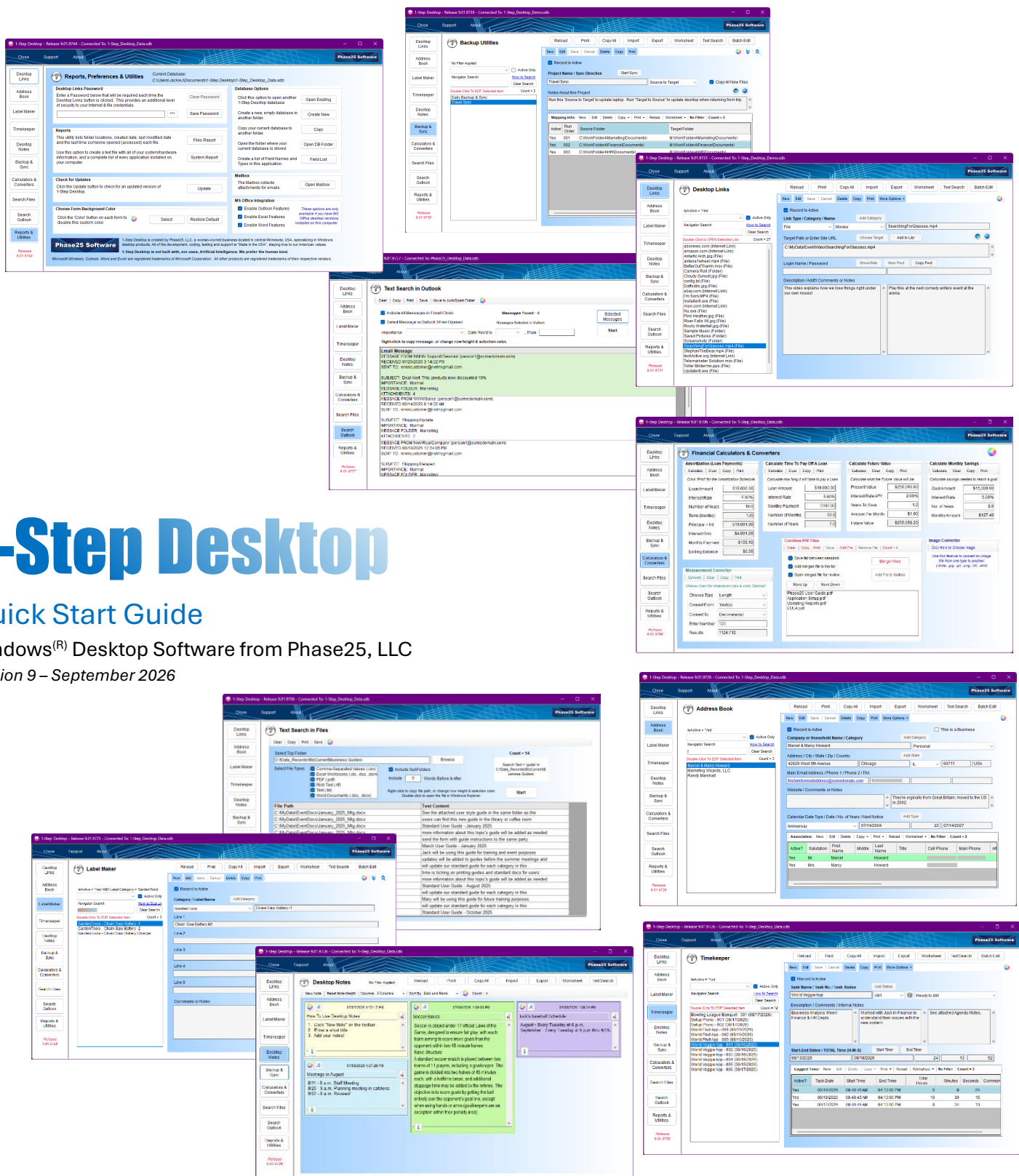


1-Step Desktop

Quick Start Guide

Windows^(R) Desktop Software from Phase25, LLC

Version 9 – September 2026



Phase25

Home Office / Small Office
Business Software

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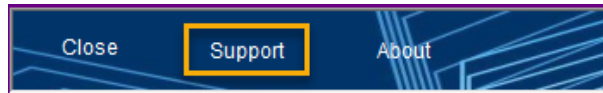
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Introduction

This guide is a resource for users of 1-Step Desktop, Version 9.x. Click on the [Support](#) link on the top of the page to visit our website for FREE video tutorials and additional information.



What Is 1-Step Desktop?

1-Step Desktop a complete collection of Windows Desktop utilities all in one simple, easy-to-use application.

Use these features to store the information you use every day:

- Desktop Links – File, folder and internet links & password manager. Clears your desktop of all shortcuts!
- Address Book – Simple contacts manager; store company and personal info, print labels.
- Label Maker – Stores & prints any one-off labels (for file folders, boxes, etc.)
- Timekeeper – Logs time (hour, minutes, seconds) you spend on any project.
- Desktop Notes – Like Windows Sticky Notes, but all on one screen.

These utilities perform a number of common tasks:

- Backup & Sync – Backup folders or synchronize between computers.
- Calculators & Converters – Financial calculators, measurement & image converters
- Text Search in Word, Excel, PDF and Text files – How do you find a document based on some text in it? This text search looks INSIDE of these file types.
- Text Search in Outlook – Full text search for any messages in any folders in Outlook.
- System Reports – 1) Lists all folders and files on your computer, including file sizes, Created, Last Modified and Last Accessed dates and times for each one. 2) What's on your computer? This report will list all hardware and installed application information.

NOTE: 1-Step Desktop is fully integrated with Microsoft Office 2016 (or higher) or Office 365 **DESKTOP VERSIONS** (not web). If you do not have desktop Office installed on your computer, some features will be disabled.

We Strongly Recommend...

...that you visit our website at <https://phase25.com> where you can view video tutorials on features in 1-Step Desktop, and also download the FREE and FULL version **1-Step Desktop User Guide** that includes:

- **Tips & Tricks** for each feature in 1-Step Desktop and step-by-step examples for using them.
- **Appendix A – Common Features**
 - Using the Navigator, Filter Options, the Form Toolbar, the Button Toolbar & more.
- **Appendix B – Printing Labels & Reports**
 - How to pre-filter data for subsets of data
 - Using the Label Printer dialog to format labels
 - The options for printing reports

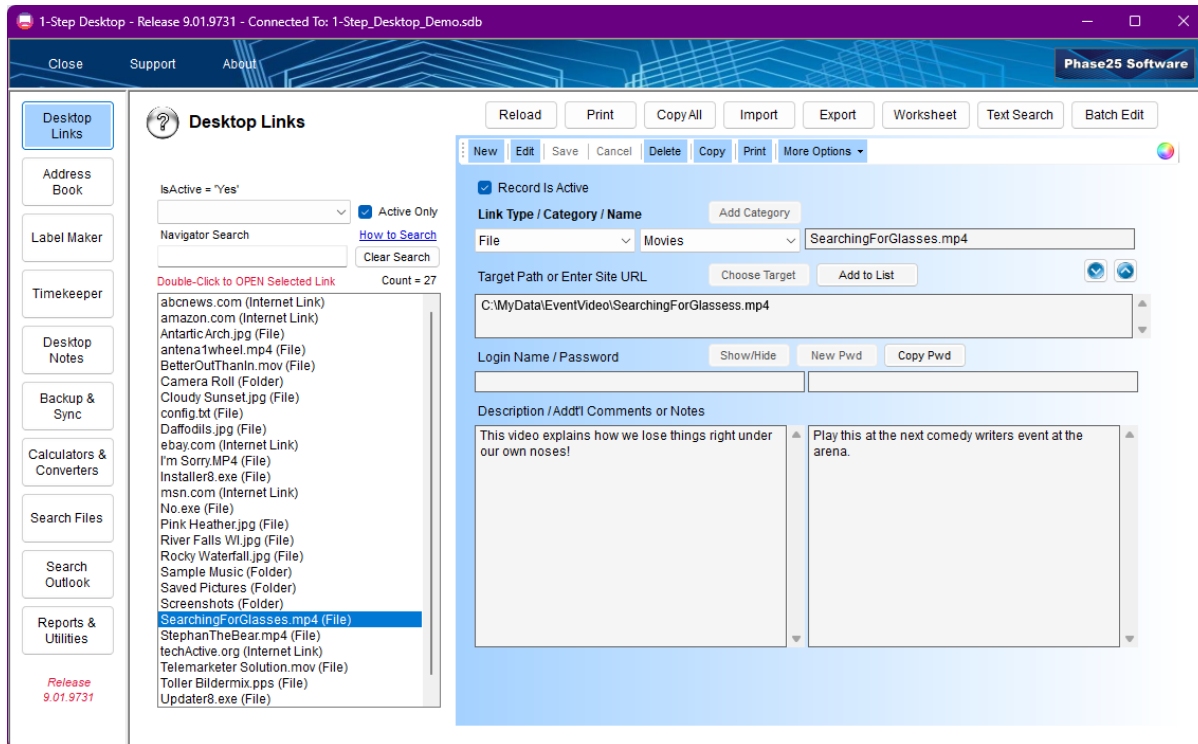
How to Use This Guide

The information in this guide is arranged in the same order as the 1-Step Desktop toolbar on the left side of the Main page. Note that you can click on any item in the Table of Contents to jump to the page with that topic.

Desktop Links

What is it?

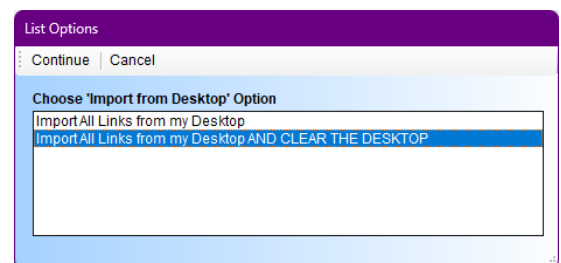
- Is a password management system for all of your websites.
- Creates safe, 20-character passwords that you don't have to remember.
- Stores all file and folder shortcuts on your computer instead of on your desktop.



How Do I Use This?

Start by importing your desktop shortcuts! Just follow these steps:

1. Open 1-Step Desktop; click the **Desktop Links** button to open the page.
2. Click on **Import >> Import from Desktop**
3. Select one of the **Import All Links** options and click **Continue**.
 - a. Import All Links from Desktop – imports links, but leaves shortcuts on desktop.
 - b. Import All Links from Desktop AND CLEAR THE DESKTOP – removes links after import
4. The import only takes a few seconds.
5. Update your internet links with login names and passwords, if each uses one.



See [1-Step Desktop User Guide >> Desktop Links](#) for additional information about:

- Using the Mailbox for collecting files to add to an email.
- Verifying that all file and folder paths are still correct.
- Printing, Copying and Exporting Desktop Links data.
- Adding a password to protect Desktop Links from other users on your computer.
- See **Appendix A – Common Features** in the User Guide for how to add, edit and manage data.

Address Book

What Is It?

- A “people and places” contact manager for individuals, households and businesses.
- It replaces your paper address book or desktop rolodex or other sources of contact information so you have a source of truth for contact information.

1-Step Desktop - Release 9.01.9726 - Connected To: 1-Step_Desktop_Data.sdb

Close Support About Phase25 Software

Address Book

IsActive = 'Yes' Active Only

Navigator Search How to Search

Double-Click To EDIT Selected Item Count = 3

Marcel & Marcy Howard
Marketing Wizards, LLC
Randy Marshall

Record Is Active This is a Business

Company or Household Name / Category Add Category

Marcel & Marcy Howard Personal

Address / City / State / Zip / Country Add State

42829 West 9th Avenue Chicago IL 60711 USA

Main Email Address / Phone 1 / Phone 2 / FAX

thisfamilyemailaddress@somedomain.com

Website / Comments or Notes

They're originally from Great Britain; moved to the US in 2002.

Calendar Date Type / Date / No. of Years / Next Notice Add Type

Anniversary 07/14/2004 22 07/14/2027

Associates: New Edit Delete Copy Print Reload Worksheet No Filter Count = 2

Active?	Salutation	First Name	Middle	Last Name	Title	Cell Phone	Main Phone	Alt
Yes	Mr.	Marcel		Howard				
Yes	Mrs.	Marcy		Howard				

How Do I Use This?

- Click New on the form toolbar to create a new record.
- Enter the main contact information in the fields at the top of the form. Click **Save** to save the data.
- Add people associated with the location (and each person’s specific email address and phone information) in the grid at the bottom.
 - If a Company record, add co-workers, employees, etc.
 - If a Household record, add family members
- Print Labels by Category, State, City, etc. (multiple filtering options).
- Use the Calendar and Birthday Date fields to print a calendar for upcoming events
 - Each record calculates the next date and the number of years since the initial date.
 - Print a hard copy to post as a reminder to send notices, cards, etc.

See [1-Step Desktop User Guide >> Address Book](#) for additional information about:

- Filtering for printing labels and calendars
- Updating all Calendar and Birthday dates in one step.
- Batch editing (editing multiple records at one time) using the Worksheet features
- See **Appendix A – Common Features** in the User Guide for how to add, edit and manage data.

Label Maker

What Is It?

- It stores non-person information that you may want to print on labels
 - Example: file folder labels, labels for use in scrap booking or photo albums, price tags for yard or craft sales.The example below is for labeling garden equipment!
- It uses the same intuitive **Label Printer** as the Address Book.

1-Step Desktop - Release 9.01.9710 - Connected To: Phase25_Desktop_Data.sdb

Close Support About Phase25 Software

Desktop Links
Address Book
Label Maker
Timekeeper
Desktop Notes
Backup & Sync
Calculators & Converters
Search Files
Search Outlook
Reports & Utilities

Release 9.01.9710

Label Maker

Reload Print Copy All Import Export Worksheet Text Search Batch Edit

New Edit Save Cancel Delete Copy Print

☒ Record Is Active

Category / Label Name Add Category

GardenTools DocSmart Charger

Line 1
DocSmart HEDGE TRIMMER

Line 2
Charger

Line 3
x

Line 4

Line 5

Comments or Notes

How Do I Use This?

- Click **New** on the Timekeeper form toolbar to create a new record.
- Choose or add a **Category** that will allow you to filter the Navigator list to only those labels you want to print.
- Add the **Label Name**; the **Category** and **Name** are the values you see in the Navigator.
- Add text to each Line (1-5) keeping in mind that your labels (depending on type) may have limited width to print each line of text.
- Add a Comment to remind you what the label will be used for.
- Click **Save** to save your entry. The Category-Name text will be added to the Navigator (list).

See [1-Step Desktop User Guide >> Label Maker](#) for additional information about:

- Categorizing and filtering for printing labels
- A list of the available labels types and their sizes (mailing, shipping, price tags & return address)
- Batch editing (editing multiple records at one time) using the Worksheet features
- See **Appendix A – Common Features** in the User Guide for how to add, edit and manage data.

Timekeeper

What Is It?

- A digital stop watch which will track time for any task down to the hours, minutes and seconds.
- An simple way to manage projects where you need to document billable time.
 - For example: contractors and consultants often work “by the hour, or fraction of an hour” and must submit that time by Task or project for payment.
- Utilities for submitting time by a formatted Time Report or as an export to Excel.

Active?	Task Date	Start Time	End Time	Total Hours	Minutes	Seconds
Yes	08/17/2026	08:15:35 AM	04:10:00 PM	7	54	
Yes	08/18/2026	08:40:45 AM	05:33:45 PM	8	53	
No	08/16/2026	03:25:49 PM	05:41:49 PM	2	16	
Yes	08/19/2026	09:42:25 AM	03:42:25 PM	6	0	

How Do I Use This?

Note that you can setup multiple Tasks for a project before you start working on any of them. Also you can use any other features in 1-Step Desktop even while the Timer is running.

- Click **New** on the Timekeeper form toolbar to create a new record.
- Enter the **Task Name** & choose the **Task No.** The name can be used multiple times as long as the **Task No.** is unique.
- Add the **Task Status** which you can use to filter the Navigator. Ex: “Not Started”, “In Progress”, “Ready to Submit”.
- Add the **Task Description**, which will be included in the Time Report
- **Comments** also are displayed in the Time Report. **Internal Notes** are NOT included in the Time Report.
- The **Task Date** defaults to the current date, but you can change it manually.
- **SAVE THE TASK!** You don’t have to add time to the Task until you’re ready to work on it.
- **Ready to Add Time?** Click the **Start Timer** button; go to work on your project! The Timer will be displayed at the top of the Filter options while you work.
- When you are finished working on this task, click the **End Timer** button, which adds the Time record to the grid at the bottom of the form and automatically updates the Total Time on the Task.



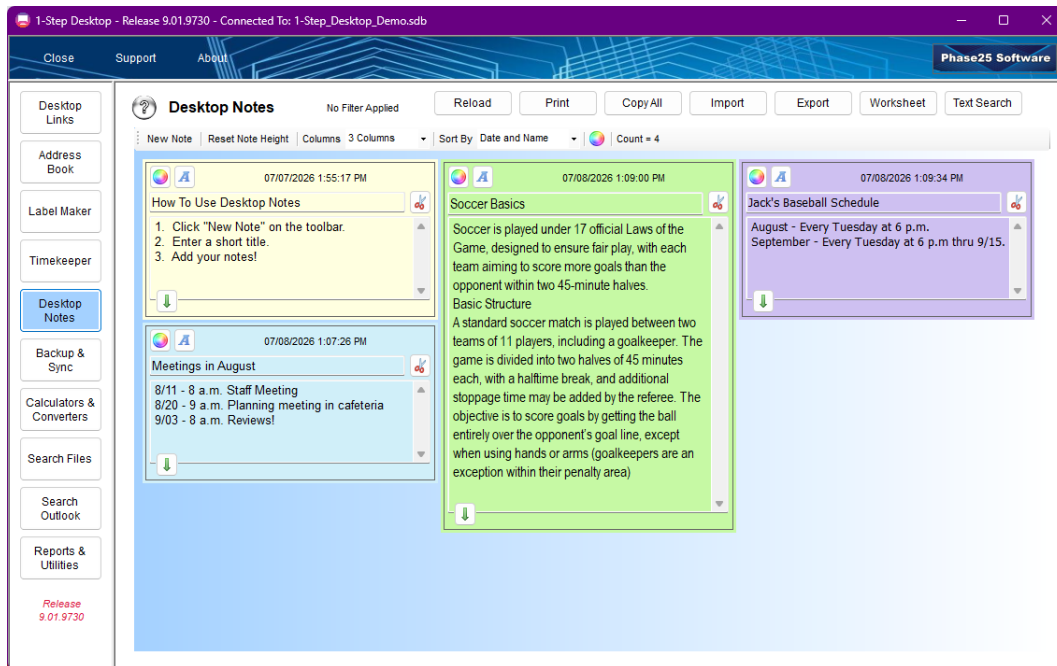
See [1-Step Desktop User Guide >> Timekeeper](#) for additional information about:

- Filtering Tasks and Printing the custom Time Report
- Using the Export function if you need to submit time in a standard data format.
- Additional features on the **More Options** toolbar button.
- See **Appendix A – Common Features** in the User Guide for how to add, edit and manage data.

Desktop Notes

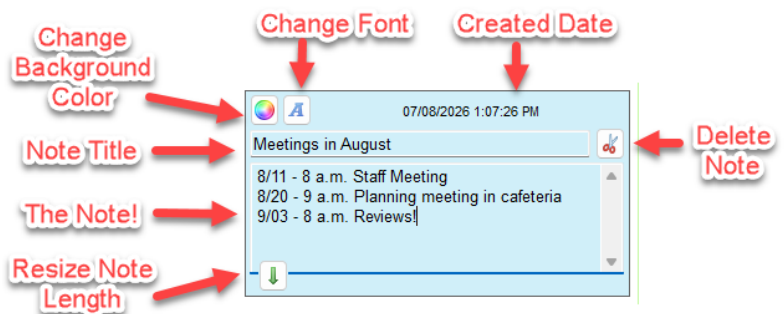
What Is It?

- A one-page storage container for daily notes and lists.
- Replaces Windows Sticky Notes with the ability to color-code, search, sort, import from Excel, export, copy and print your information.
- Keeps all of your Notes in one place, on one screen without cluttering up your desktop.



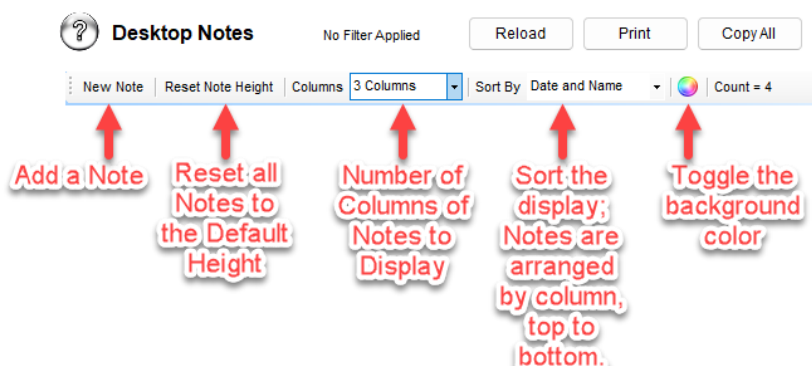
How Do I Use This?

- Click **New Note** on the Desktop Notes form toolbar to create a new record.
- Enter a **Name** for the Note and click **OK**.
- The Note appears in the dashboard.
- Enter any text in the body of the note. All changes are automatically saved.
- You can edit any note or note name by simply overwriting it.



See [1-Step Desktop User Guide >> Desktop Notes](#) for additional information about:

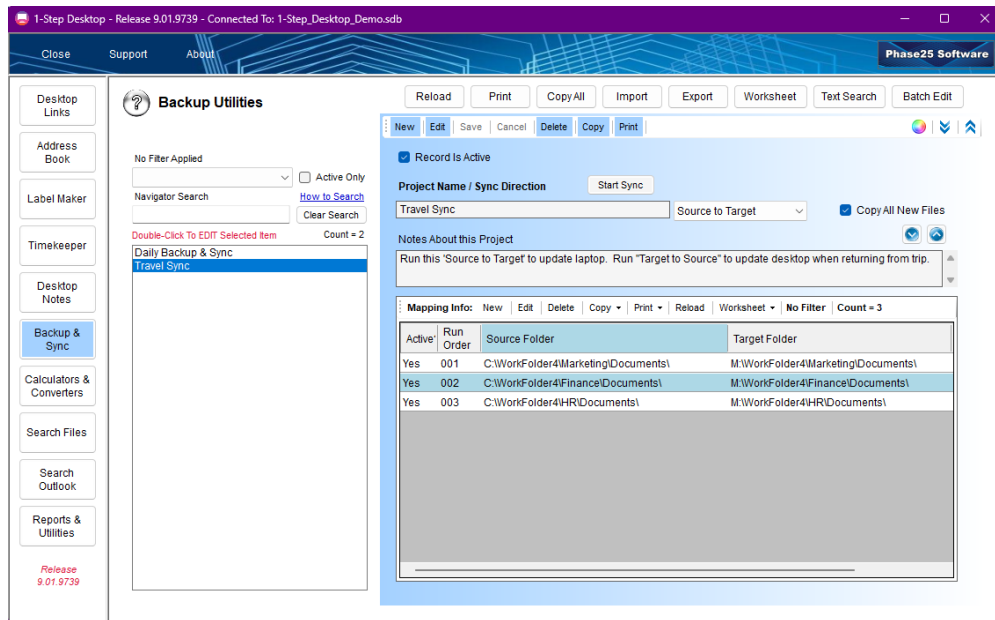
- Filtering Notes for Printing or Copying them.
- See **Appendix A – Common Features** in the User Guide for how to add, edit and manage data.



Backup & Sync

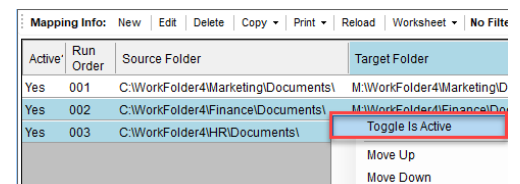
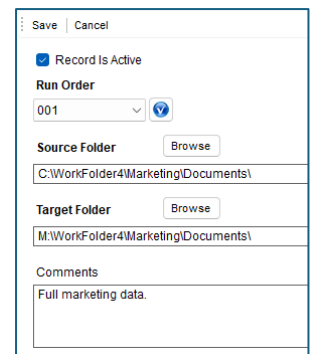
What Is It?

- A utility to backup all changed files at the end of a workday.
- A utility to synchronize files and folders between two connected (or networked) computers.
 - For example, if you work on a desktop, but travel with a laptop, you would update your laptop from your desktop before you leave, and when you return, simply reverse the file-update direction to sync your laptop with your desktop.
- Create multiple projects (computer-to-computer mappings); just select which Project to run!



How Do I Use This?

- Click **New** on the toolbar to create a new record and enter the Project Name.
- Choose the **Sync Direction** (Source to Target, Target to Source) and whether to include new files by checking the box.
- Enter any notes you need to remind yourself what this project does or when to run it.
- Click **Save** on the toolbar to save the Project.
- On the **Mapping Info** grid, click **New** on the toolbar to create a new folder-to-folder item. The **Run Order** field is automatically incremented when you add a new mapping.
- Click the **Browse** button on each of the Folder fields to select the **Top** folders (all files and subfolders will be synchronized between them). Notice that they do NOT have to be named the same. Enter any **Comments** that apply to this mapping.
- Click **Save** to save your selections and close the dialog.
- NOTE: You can add additional Folders at any time by following the steps above.
- **Ready to Run It?** Click the **Start Sync** button above the Project Name field to start the project. A progress bar at the top of the window will display the folders that are included in the process and a dialog will display the results.



TIPS: Only “Active” mappings are included. You can edit each row and uncheck the **Is Active** checkbox, or simply select the row(s) in the grid and right-click, click on **Toggle Is Active** to turn each row on or off. You can change the **Run Order** by selecting a row, right-click, Move Up or Move Down.

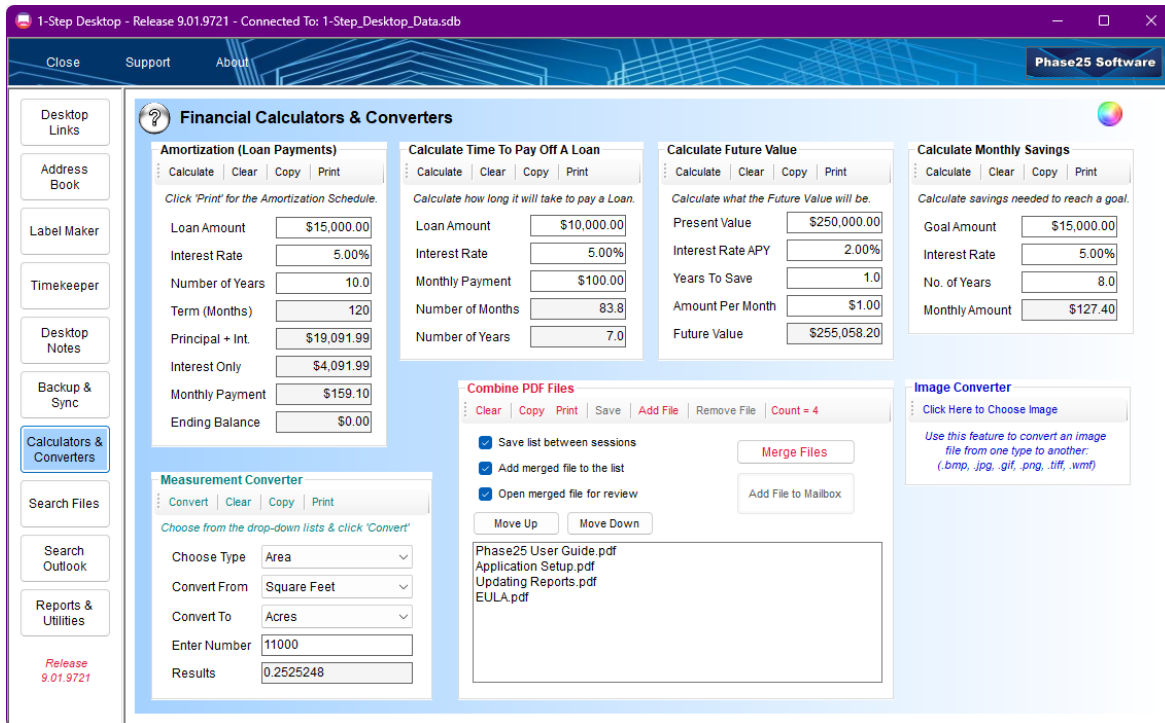
See [1-Step Desktop User Guide >> Backup & Sync](#) for additional information about:

- Managing Projects for synching data in either or both directions.
- Additional tips and tricks for using this feature.

Calculators & Converters

What Is It?

- A collection of Financial Calculators, a PDF Merge utility and Measurement and Image file Converters:
 - Create a full Amortization schedule, calculate the time it takes to pay off a loan, determine the future value of investments and monthly savings you'll need to make to reach a goal.
 - Use the Measurement Converter to convert from Standard to Metric (or vice-versa) values.
 - Combine any number of PDF files into a single file in any order you wish
 - Convert images to and from: .bmp, .jpg, .gif, .png, .tiff, .wmf.



How Do I Use This?

All Utilities: Use the **Print** options to show/print the results in the Print Preview window. Click the **Copy** button on a toolbar to copy the results to the Windows clipboard to paste into an email or other application.

- **Financial Calculators:** Enter the amounts in the fields, then tab out of the field or click **Calculate** on the toolbar.
- **Measurement Converter:** Choose the type of conversion from the drop-down list (Area, Length, Power, Speed, Temperature, Volume, Weight). Choose what format to **Convert FROM** and **TO**. Enter the **Number** to convert. Tab out of the field or click **Convert** on the menu.
- **Combine PDF Files:** Click the **Add File** button on the toolbar to select a PDF file; repeat for multiple files (no limit). Check the available checkbox options. Use the **Move Up** or **Move Down** buttons to change the order of the final PDF file. Click **Merge Files** to combine the listed files; you'll be prompted for a new name & location for it.
- **Convert Image:** You'll be prompted to choose the image to convert, then the new format and where to save it. The original file will not be changed.

See [1-Step Desktop User Guide >> Calculators & Converters](#) for additional information about:

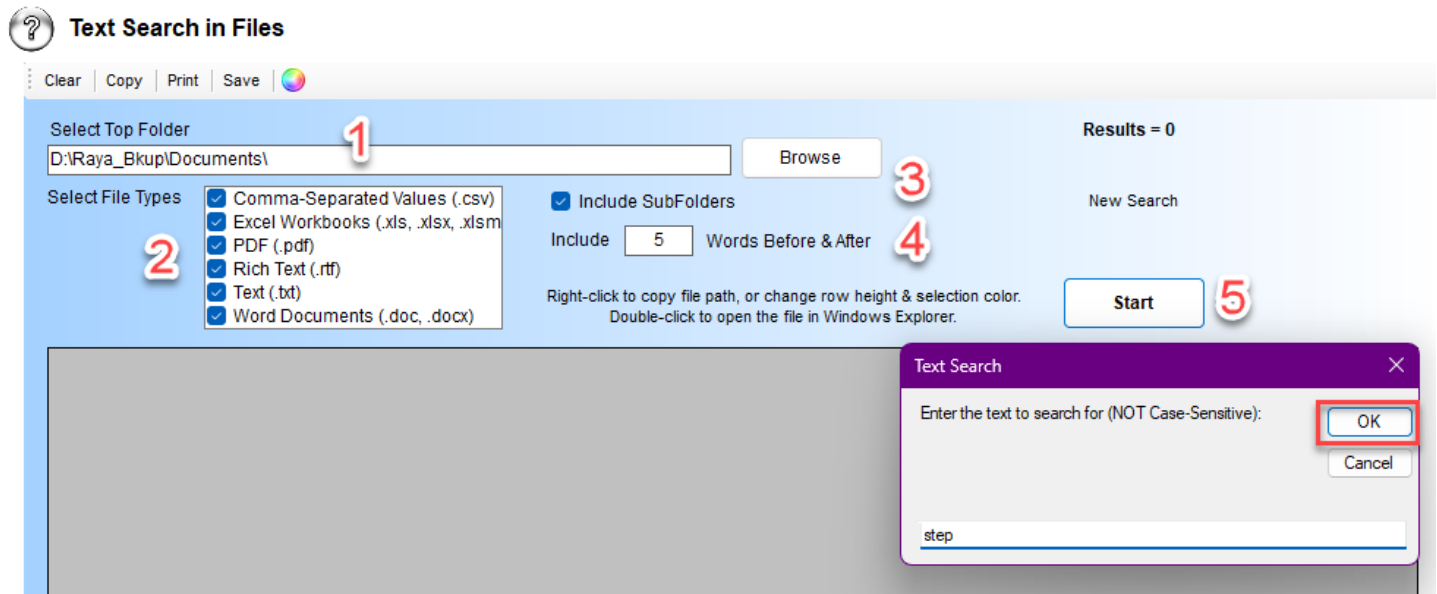
- Additional tips and tricks for using these features.

Search Files

What Is It?

- A utility to search for specific text INSIDE Word, Rich Text and Text documents, PDF files and Excel spreadsheets.
- A full list of “finds” is displayed including surrounding text for context. Just double-click on a row to open the file in its native application.

NOTE: Microsoft Word (Desktop version) required for Word, PDF & Rich Text searches. Microsoft Excel (Desktop version) required for Excel workbook searches.



How Do I Use This?

Follow these steps to start a search:

1. Use the **Browse** button to choose the top folder to search.
2. Select the **File Types** to search. NOTE: If you do not have the desktop version of Excel on your computer that option will not be listed. If you do not have the desktop version of Word, the PDF, Rich Text and Word options will not be listed.
3. Choose to include searching in folders within the Top folder by checking the **Include SubFolders** option.
4. The results displays the text you're searching for surrounded by a number of words before and after that text. This context makes it easier to determine if that's exactly what you're looking for. By default, it includes 5 words on both sides, but you can change it here by entering a different number.
5. Click the **Start** button and enter the text to search for in the prompt. This text is NOT case-sensitive. Click **OK** to run the Search.
6. The results will be displayed in the grid at the bottom of the form. Just double-click on a row to open the file displayed in the **File Path** column. Use the file's application "Search" feature (most have it) to locate the exact text you're looking for.

See [1-Step Desktop User Guide >> Search Files](#) for additional information about:

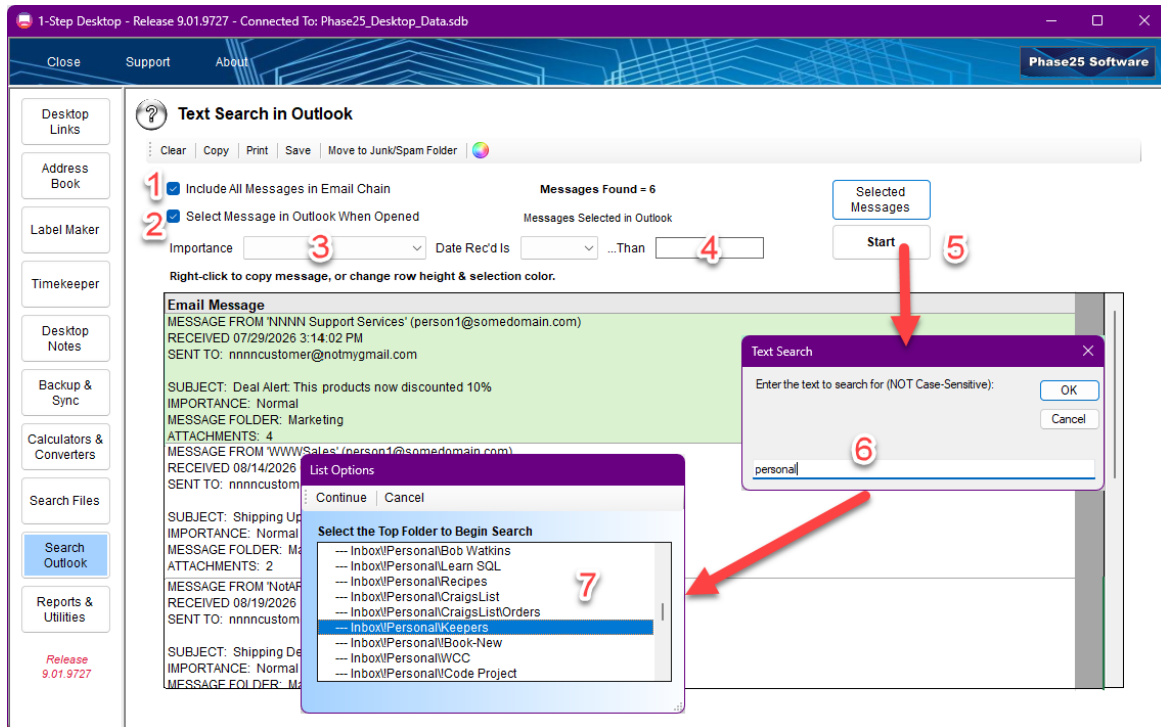
- Additional tips and tricks for using this feature.
- Options for changing the appearance of the grid (worksheet) at the bottom of the form.

Search Outlook

What Is It?

- A search utility to find email messages in Outlook quickly and easily
- A complete list of “finds” is displayed; double-click on a row to open the message in Outlook.
- All displayed messages are converted to simple text so you can copy and paste the contents into any other application.
- You can also move all selected messages directly to your Junk/Spam folder with a simple click!

NOTE: Microsoft Outlook (Desktop [Classic] version) required.



How Do I Use This?

Microsoft Outlook (Classic) must be open on your desktop, then follow these steps to run the search:

1. Check the **Include All Messages in Email chain** to bring ALL messages in an email chain into the view. Uncheck it to display only the message containing the search text.
2. Check the **Select Message in Outlook when Opened** to automatically have Outlook select and display the same message when you double-click on a row to open it.
3. You can search messages by **Importance** by choosing a value from this list: High, Low, Normal.
4. Search by Received Date by choosing the operator (Date Rec'd is =, >, >=, <, <=) and entering the Date.
5. Click the **Start** button to begin the search and enter the text to search for; this is NOT case-sensitive.
6. A list of readable folders is displayed. If you have multiple email addresses connected in Outlook, each address will display the folders under its name. Select the top folder to search and click **Continue**.
7. The results is displayed in the grid at the bottom of the form. Double-click in any row to open the email directly in Outlook.

See the [1-Step Desktop User Guide >> Search Outlook](#) for additional information about:

- Additional tips and tricks for using this feature.
- Options for changing the appearance of the grid (worksheet) at the bottom of the form.

Reports & Utilities

What Is It?

- This is the page you will see the first time you open the application and has options for:
 - Managing your 1-Step Desktop database (or additional databases)
 - Setting your Preferences (colors, etc.)
 - Checking for FREE updates for licensed users of 1-Step Desktop
 - Running reports on your computer, folders and files.
 - Setting an additional security step for Desktop Link (to protect your logins and passwords)

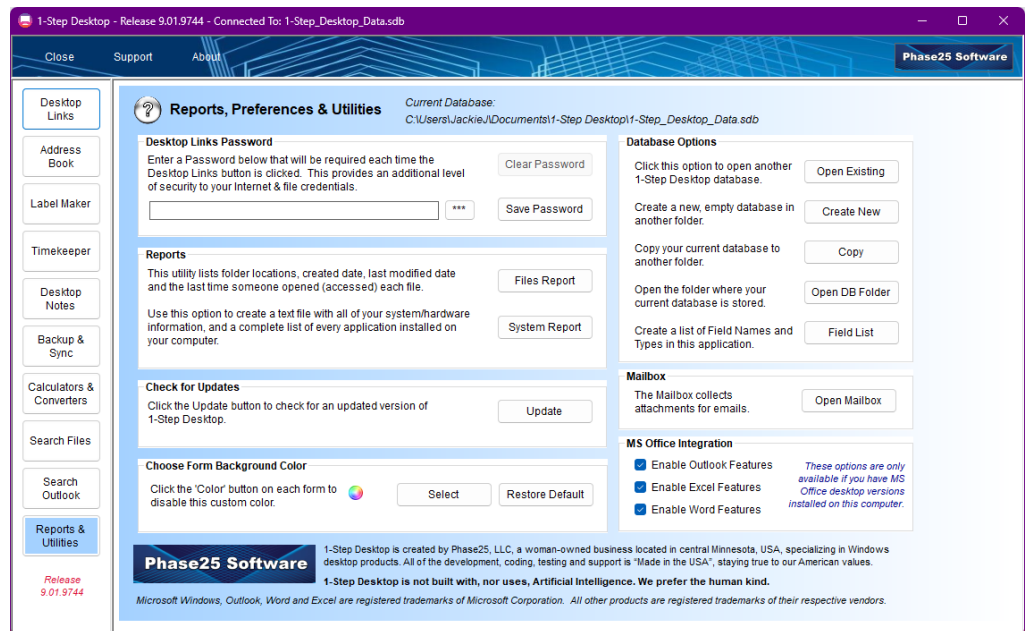
How Do I Use This?

The utilities on this page include:

- **Desktop Links Password** – add a password to the Desktop Links page for added protection for your internet logins.
- **Reports** – two reports with information about your computer hardware, installed applications and files and folders.
- **Check for Updates** – If you're a licensed user just click this button to see if a newer version exists... FREE!
- **Choose Form Background Color** – Choose a different color for the form backgrounds (default color is light blue).
- **Database Options** – A database for storing your data is automatically created in the "Documents/1-Step Desktop" folder, which can be used without changes. These are additional options for managing your data.
- **The Mailbox** - If you have Microsoft Outlook **DESKTOP** Version (called Classic), the **Open Mailbox** button will be available where you can gather a list of attachments to add to an Outlook message.
- **MS (Microsoft®) Office Integration** - ONLY available if you have the Microsoft Office **DESKTOP** versions installed on your computer. If present, integration with Outlook, Excel and Word is automatically enabled (the boxes are checked). These are the feature dependent on each Office application:
 - **Outlook-Linked Features:** **Search Outlook** button on the Main (side) Menu is enabled; creating a new Outlook message by double-clicking on an email field (Address Book); all **Mailbox** features.
 - **Excel-Linked Features:** **Import** features (Import from Excel & Download Excel Template); **Export to Excel;** the Worksheet's **Copy to Excel** option; the **Search Files** utility includes Excel in its list of File Types.
 - **Word-Linked Features:** The **Search Files** utility includes **Word, PDF and RTF (Rich Text)** in its lists of File Types to search; options to save the reports in the Print Preview window to MS Word or as a PDF file.

See the [1-Step Desktop User Guide >> Reports & Utilities](#) for additional information about:

- More about using the **Mailbox** to gather attachments to send in an email message.
- Specific instructions for setting the password for **Desktop Links**.
- Additional tips and tricks for using these features.



Downloading & Installing 1-Step Desktop

All Phase25 Software products are built on the latest Microsoft technology and will install and run on any **Windows 10 or 11** system that meets the [basic system requirements](#).

NOTE: Phase25 Software products do not install or run on Macintosh (macOS) systems.

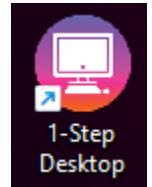
To Upgrade a Trial Version: All Phase25 software products are available via download from our website at <https://phase25.com>. Click on the download link on the Product page. This will give you the full release (all features) to try for 30 days without purchasing a license. If you have a prior version installed you should uninstall it before installing the new download.

We offer free upgrades to our licensed users! Just click the **Update** button on the **Reports & Utilities** page to see if a newer version exists. If it does, just follow the prompts to update your application. You don't need to uninstall your current version and your database will not be impacted or changed.

Running the Installer

When you download the installer it is saved to your "Downloads" folder with a .zip file extension. This means the installer is compressed (zipped) and you will need to unzip it to get to the actual installer program. Follow these steps:

- Copy or move the "1StepDesktop_Installer.zip" file to your desktop
- Right-click on the .zip file and choose "Extract All". **YOU CANNOT RUN THE INSTALLER BY DOUBLE-CLICKING ON THE .ZIP FILE TO SEE WHAT'S INSIDE.**
- Check the **Show extracted files when complete** checkbox and click **Extract**.
- The open folder will show the installer (.exe) file, called "1StepDesktop_Installer_91_nnnn" where "nnnn" is the current Release number.
- Right-click on this .exe file and choose **Run As Administrator**.
- Answer "Yes" to any security prompts. As long as you see the **Verified Publisher** is "Phase25, LLC" you know the file is safe to run.
- Follow the installer prompts.
- The **1-Step Desktop** icon will be on your desktop!



Registering Your License Key

When you use the unlicensed, 30-day trial version, each day you will see the "count-down" on how many days are left before the trial period ends. Before that happens, purchase a license key on the 1-Step Desktop page by clicking the **Add to Cart** button. When your purchase is complete, we will email your License Key to you.

Open 1-Step Desktop, and when asked for the key, copy and paste it from the email into the prompt. You should get a message that your product is now unlocked and the key is registered.

The License Belongs to YOU!

This license is issued to you the buyer, not your friends, relatives, co-workers or casual acquaintances. This means you can install 1-Step Desktop on any number of computers that YOU use. If you enjoy 1-Step Desktop, GREAT! Spread the word, share our website, but please ask others to support us by purchasing a legal license. See our [EULA \(End-User License Agreement\)](#) for details.

Visit our website for additional guides and video tutorials: <https://phase25.com>.

System & User Requirements

Phase25 Software (Phase25, LLC) products are designed to be straightforward and easy to use, with minimal administration by the customer, both on a hardware and software level. We strive to quickly resolve any and all issues regarding installation, performance and daily usage; however following these standard Requirements must be met before we can effectively do so.

General User Requirements

Users must have an overall general understanding of how to use a computer, including but not limited to basic Windows skills, such as copy/paste functions and file & folder navigation in Windows Explorer.

NOTE: Phase25 Software products do not install or run on Macintosh (macOS) systems.

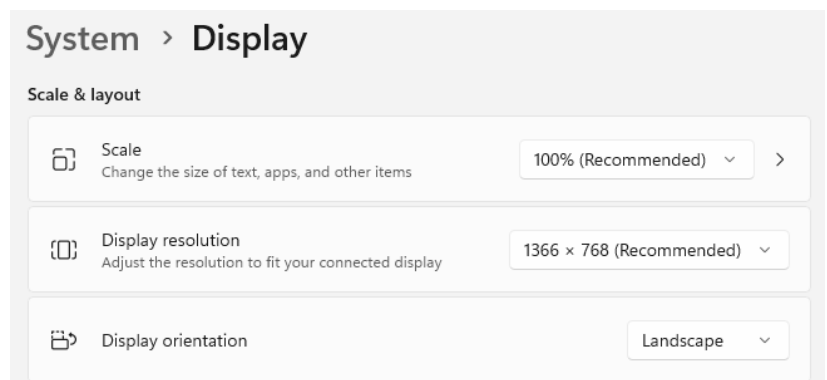
User (Workstation) Hardware Requirements

- Operating Systems: Windows 10, Windows 11 (please make sure all updates and service packs are applied regularly)
- MINIMUM 8GB RAM (12GB+ Suggested). More RAM results in better performance.
- 10MB Hard Drive Space for setup and installation; additional storage required for database
- Video Resolution Minimum of 1280 x 800 (100% Resolution); settings that vary from the default proportions for your system may cause some pages to appear distorted
- **Microsoft Office 2016 (or newer) or Office 365 DESKTOP Version (for integration with Word, Excel & Outlook utilities; Outlook is named “Classic”). If a desktop version of Office is NOT on your computer, these features will be disabled:**
 - Import data from Excel
 - Export data to Excel (can still export to comma-separated values file [.csv])
 - Workbook option to “Copy to Excel”
 - Double-click an email address to auto-create an Outlook message
 - Mailbox Collector (gathers files to attach in an Outlook message)
 - Text Search in Word, Excel and PDF files (can still search Text files)
 - Text Search in Outlook (all features)
- High-Speed Internet Connection (for updates and remote support)
- Other computer hardware less than 3 years old.

Display Recommendations

1-Step Desktop opens to a “best fit” size for the features in it. You can resize it to a larger size by dragging the corners out or by clicking the Maximize button on the top border to fill your entire screen. However it maintains a minimum size of 1150 pixels wide by 710 pixels in height so that smaller resolution screens can still display the application.

We recommend you keep your System Display settings at their recommended values (see image at right). Changing the Scale and or Resolution to settings not supported by Windows may distort the 1-Step Desktop forms and pages.



Where Your Data Is Stored

When 1-Step Desktop opens for the first time a SQLite* database is created in your Documents folder. All data you enter in Desktop Links, Backup & Sync, Address Book, Label Maker, Timekeeper and Desktop Notes will be stored in this database file:

C:\Users\<your login name>\Documents\1-Step Desktop\1-Step_Desktop_Data.sdb.

You can use this startup database or if you want to move it to another folder on your computer, you can do that in Windows Explorer, just like moving any other file folder-to-folder. Only a couple of rules around that:

1. Close the application before moving the database.
2. **Do NOT move the database into a folder that's linked to online file storage, like Google Drive or OneDrive. Why Not?**
 - a. Because every time you save data (a record) to your database, the online service will see that the file is changed and try to upload it to the cloud, slowing your computer's processing and possibly locking the database until the "sync" is done.
 - b. When that happens, you may experience hang ups in the application or even lock ups where you must restart the application to get a connection with the database again. A worst-case scenario is that you lose your changes or corrupt the database.
 - c. As your database grows, the time to "sync" that file to the cloud will increase and cause further disruptions in the application.
3. After you move the database, the application will not find it the first time you open it again. Use the **Main Menu >> Reports & Utilities >> Open Existing** button to reconnect it.

You can see the current database's file path on the top of the **Reports & Utilities** page.. You can open the file location (folder) where it resides by clicking the **Open DB Folder** button on that page.

See the Chapter called **Reports & Utilities** for information on managing your database.

* A SQLite database is a standalone database engine widely deployed in web browsers, operating systems mobile phones and desktop systems. This database type is called *zero-conf*, which means it needs no administrative services.

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