Moving Business Objects Documents

When you switch to using Web Intelligence 4.1, the default folder where documents are automatically saved will change. If you were storing your Documents in the old default User Docs folder, you will probably want to move those documents to the new folder.

**Step 1: Copy the documents from the 3.1 User Docs folder**

1. Open your **Documents** folder (Start > Documents)
2. Open the **My Business Objects Documents** folder.
3. Open the **User Docs** folder.
4. Select all of the Web Intelligence documents in this folder (Hold SHIFT to select all)
5. When all of the files are selected, press CTRL X (Cut). (or you can right-click and select Cut from the menu)
6. Click on **Documents**

7. Open the **My SAP BusinessObjects Documents** folder

8. Open the **UserDocs** folder

9. Click in the folder and click **CTRL V** (Or right-click and select Paste)
All of your Documents will now be moved to the new SAP Business Objects 4.1 User Docs folder.