Uninstalling the Conversion Tool

This guide will discuss how to uninstall the EMTS Conversion Tool (ECT). If a version of the Conversion Tool is already installed, the user must uninstall the existing version of the Tool before installing a new version.

Prior to installing the new version it is recommended that the user save a backup of the current version. If the ECT fails to completely uninstall, the new install will fail. Reinstalling the saved version, and then uninstalling again, will often fix this.

Please note that the user must completely exit the ECT application before attempting to uninstall the tool. If the user has not completely exited the tool (i.e., if there are still processing screens up), the tool will not completely uninstall even though the tool no longer appears in the "Add or Remove Programs" panel. In order to correct this, the user must re-install the version that was being used and uninstall it properly, as noted in the previous paragraph.

Uninstalling the ECT

To begin uninstalling an existing version of the ECT, the user should access the "My Computer" link available on the Start Menu (see Figure 1).
From "My Computer," the user should look under the "System Tasks" tab on the left side of the window and select "Add or remove programs" (see Figure 2).
Figure 2: "My Computer" Location
On the "Add or Remove Programs" window shown in Figure 3, the user should click on the record for the EMTS Conversion Tool (ECT) and then press the "Change/Remove" button within the record.

Figure 3: "Add or Remove Programs" Window
The resulting screen (see Figure 4) prompts the user to "remove the application from this computer" by clicking "OK." Doing so successfully uninstalls the EMTS Conversion Tool.

**Figure 4: "EMTS Conversion Tool (ECT) Maintenance" Window**

Note that uninstalling the ECT will not remove the "WRITE" folder or its contents, located by default at:

```
C:\Documents and Settings\<user>\My Documents\EMTS Conversion Tool (ECT)
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For instructions on changing the location of the "WRITE" folder, please see the guide "Installing and Setting Up the Conversion Tool."