# Quick Guide: 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. The document "Quick Guide -- Installing the Conversion Tool.doc" contains instructions on how to install a new version of the ECT.

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).

Figure 1: "My Computer" link
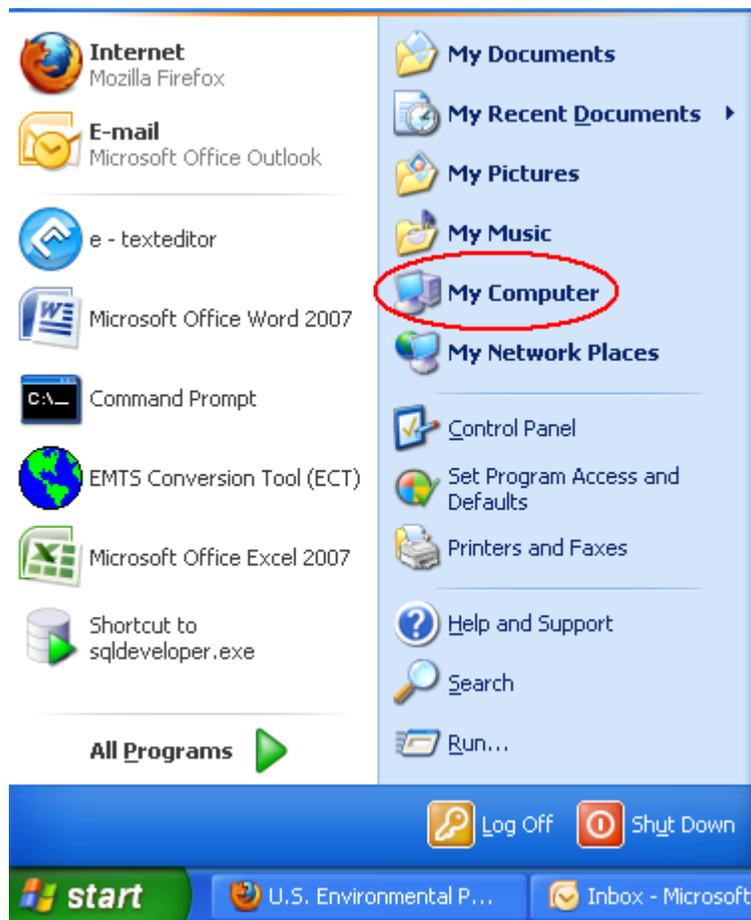
From the "My Computer" location, the user should look under the "System Tasks" tab on the left side of the window and select "Add or remove programs" (see Figure 2).

Figure 2: "My Computer" Location
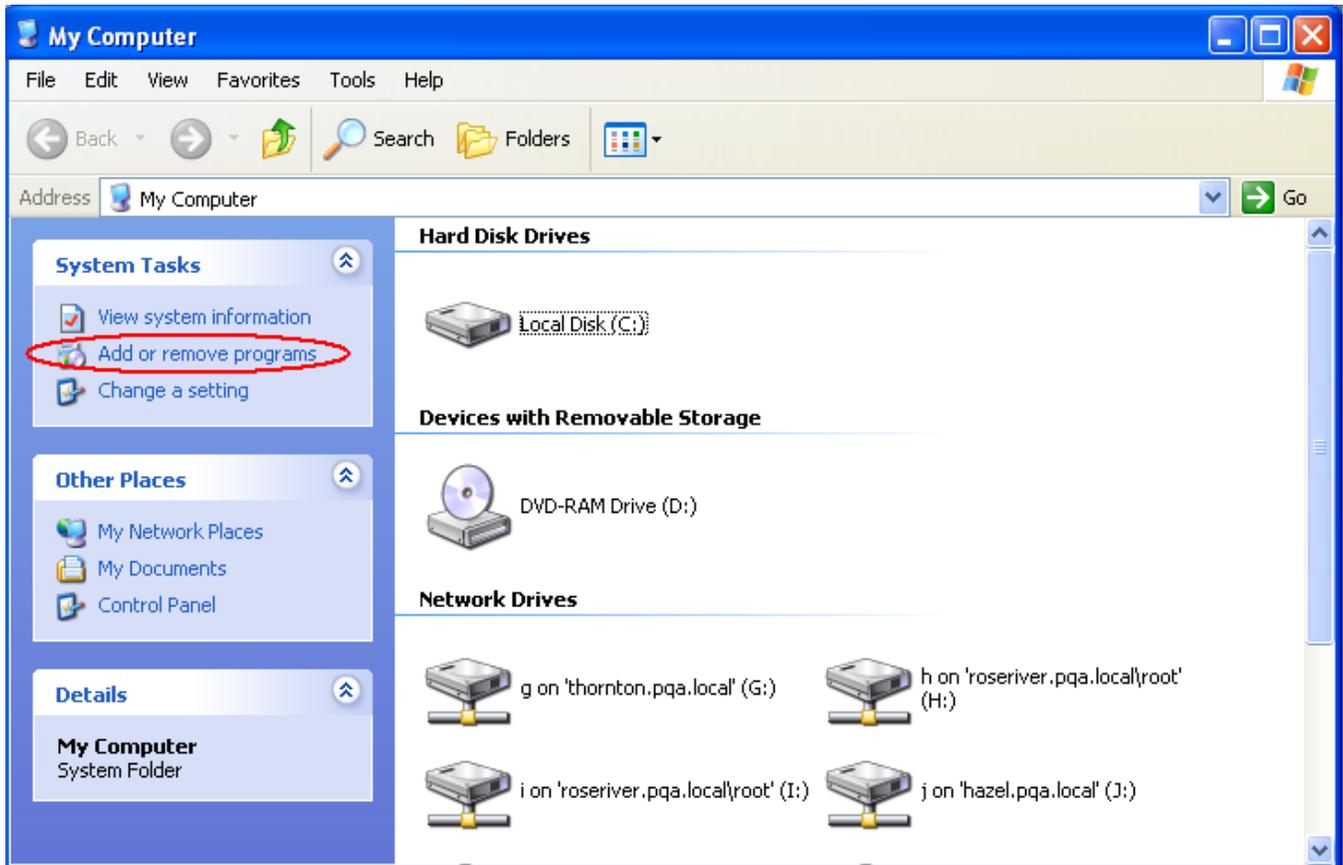
On the "Add or Remove Programs" window shown in Figure 3, the user should click on the record for the EMTS Conversion Tool (ECT) and then press the "Change/Remove" button within the record.

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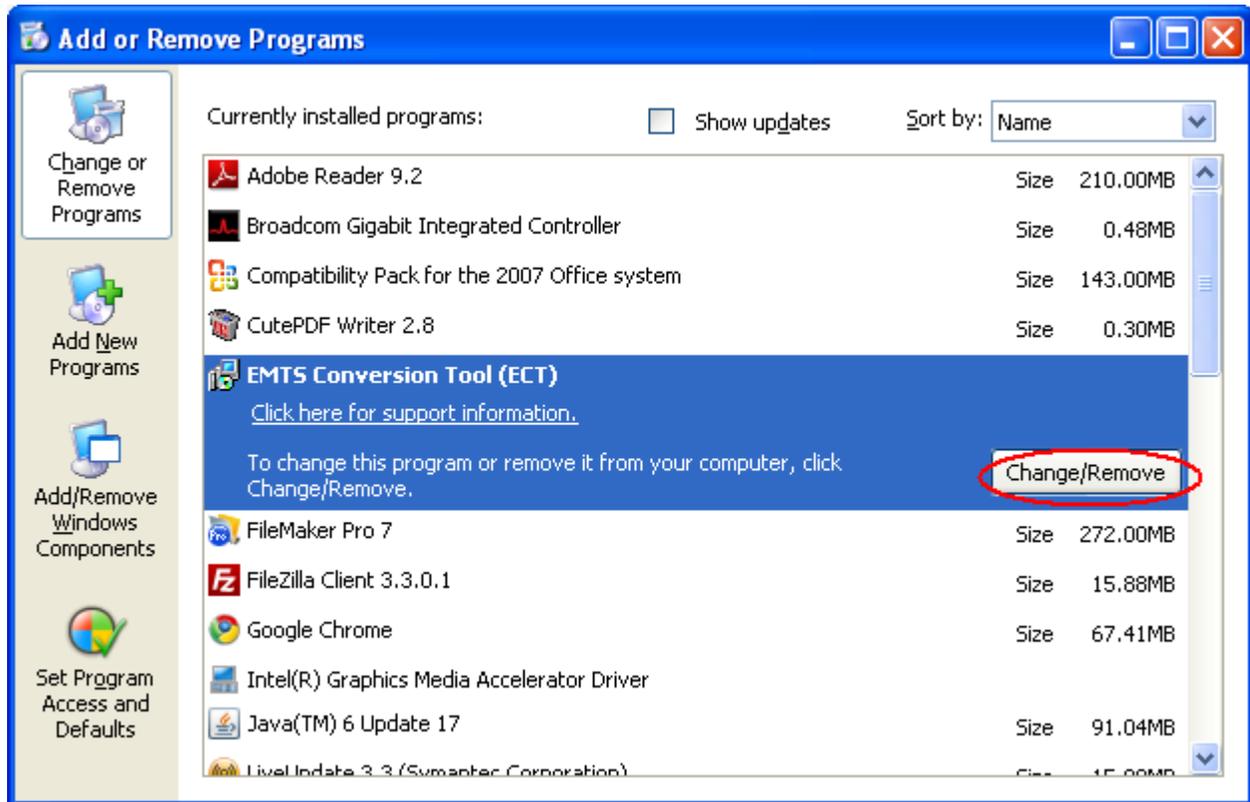
The resulting screen (see Figure 4) prompts the user to "remove the application from this computer" by clicking "OK." Doing so successfully uninstalls the EMTS Conversion Tool.

Figure 4: "EMTS Conversion Tool (ECT) Maintenance" Window
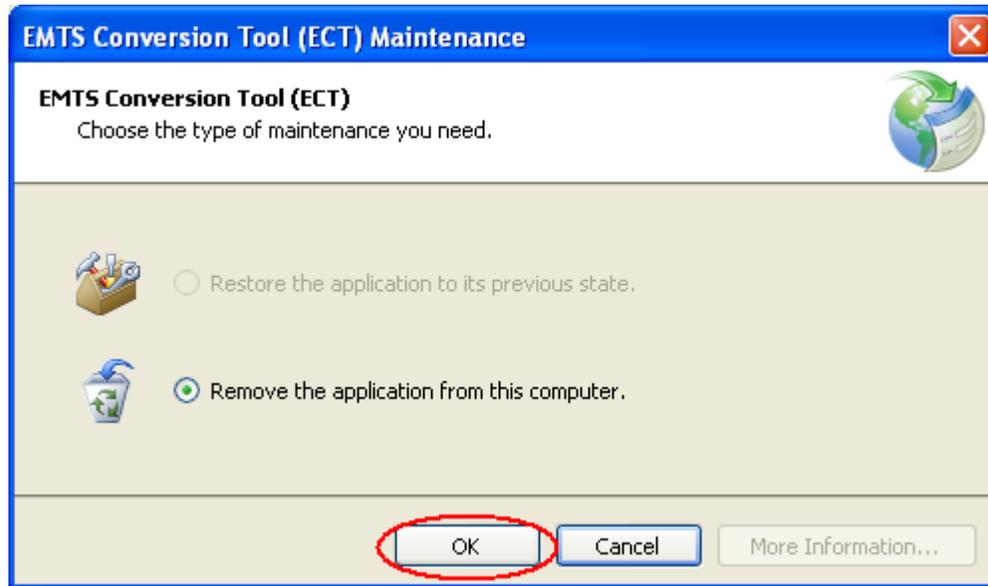
Note that uninstalling the ECT will not remove the "WRITE" folder or its contents, located at:

C:\Documents and Settings\<user>\My Documents\EMTS Conversion Tool (ECT)