

Adjutant Software Customer Support Tech Notes

Document Title: Copying program and data to a new computer
Document Number: 003
Applies to: Campaign ToolBox

SUMMARY

This document tells how to install the program on a new system and copy existing data files to the new system. This is done when restoring from a hard drive crash or when using the program on multiple computers with a single updated database.

PROCEDURE

To install Campaign ToolBox onto a new system:

1. Load the program CD as instructed on the label or download the current version from the web site and install it.
2. Download and run the latest update (if any – not needed if program is downloaded).

To copy your data files from the old system to the new system:

Either click on the menu item: Tools | Copy data files to disk

- or -

Use Windows Explorer to copy the following files **to** a floppy disk:

1. Your main data file. The default is CAMPAIGN.MDB
2. Any files in the main program folder that end in .LST.

Use Windows Explorer to copy the following files **from** the floppy disk:

1. Copy the database file to either the main program directory or to a location that is regularly backed up.
2. Copy all other files on the floppy disk to the main program folder.

To set up Campaign ToolBox for the database file:

1. Start Campaign ToolBox and close the Opening Form
2. Click on File | Open
3. Browse around to locate your database file
4. When the database file has been selected, the program will open using that file.

NOTES

1. For help using Windows Explorer to copy files: in Explorer click on Help | Help Topics. On the Index tab, type "Files", then scroll down to "copying". A list box will appear - click on "To copy a file or folder".