Adjutant Software Customer Support
Tech Notes

Document Title: Moving Your Program to a New Computer
Document Number: 029
Applies to: Campaign ToolBox, All versions

SUMMARY

This Tech Note describes the steps involved in transferring Campaign ToolBox to a new computer. This does not describe the actual process of copying the files since that depends on what type of media is being used.

PROCEDURE

1. Install Campaign ToolBox - Download the setup file from www.campaigntoolbox.com and install the program on the new computer as instructed on the web page where you downloaded it from.

2. Copy Data Files - Copy the following files onto a USB drive or other media. From the blank screen, click on Tools > Copy data files to folder. This is what will be copied:

Main Database File - This is the file displayed on the Opening Form ("The current database file is …") You could have named it anything, but it will always end in ".MDB". The file name and path is also displayed when you click on the menu item "File". If you are filing for more than one reporting entity, you will need to back up the database file for each reporting entity.

User-Definable List Files - These files contain lists such as "Contribution Source", "Expense Category", etc. The List files will always be located in the main program folder - C:\Program files\CTBxx (where "xx" is the state abbreviation of your program). The main program folder could be different if you manually changed the default during installation. The program comes with default items in the list files, but some users add or delete items to customize the list files for their own use. Copy all files in this folder that end in ".LST".

If you have not modified any of the User-Definable list files, use the simpler method of selecting Tools > Copy database file only to folder. You can disregard all of the .LST files.

3. Transfer Files to New Computer - The User-Definable List files must go into the same folder as the main program. This is usually C:\Program Files\CTBxx (CTBFL, CTBGA, CTBKY, or CTBPA). The Main Database file(s) can be located anywhere on your computer or network as long as your computer has access to the location; however, unless you have a specific reason to do otherwise, place it in the *CampaignToolBox* folder created directly under the *My Documents* folder. If you are on a network that gets backed up regularly, make sure it is in a location that is included in that backup routine.

4. Locate the Database File - Start Campaign ToolBox and click on the "Close this form" button. Click on the "File" menu item, then select "Open". Browse around to locate the database file, select it, and click "Open". Once you have done this, the program will continue to open on that database file until you change it. Note that you should <u>NOT</u> need to go through Initial Program Setup again unless there have been basic changes in your campaign.

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The method for copying these files depends on what type of media you are using. When copying to a CD, you will probably want to use your regular CD-burning program; USB drives, removable hard drives, etc., would use Windows Explorer to copy the files. Also, keep in mind that when files are copied to CD, they are usually set to "Read Only". This attribute must be turned off before Campaign ToolBox can use the files (Locate the file on your hard drive using Windows Explorer, right-click on the file, select "Properties", uncheck the "Read-only" check box, then click "OK")