

# Adjutant Software Customer Support Tech Notes

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

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## 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. Download the program from [www.campaigntoolbox.com](http://www.campaigntoolbox.com) and install as instructed on the web page. Make sure that you are using the Full Program, and not just the update.

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

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

- or -

Use Windows Explorer to copy the following files **to** a USB drive:

1. Your main data file. The default is CAMPAIGN.MDB but it could have been named something else.
2. Any files in the main program folder that end in .LST. The main program folder is C:\Program Files\CTBxx\ where "xx" is the state abbreviation such as FL or KY or PA.

Use Windows Explorer to copy the following files **from** the USB drive:

1. Copy the database file to your My Documents folder or to a location that is regularly backed up.
2. Copy all the .LST files 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".