

Adjutant Software Customer Support Tech Notes

Document Title: Electronic Filing on a CD
Document Number: 025
Applies to: Campaign ToolBox, all states

SUMMARY

Many states and counties are set up to receive electronic filing on a 3.5" floppy disk; however, many new computers no longer come with a floppy drive as standard equipment. This Tech Note describes how to copy the electronic filing data file onto a CD for those places where a CD is acceptable.

PROCEDURE

What you will need

- A CD drive that is capable of writing files to (burning) a CD
- A blank CD compatible with your drive
- CD-writing software. This typically supplied with the CD drive.

Writing a file to a CD is more involved than writing it to a floppy disk. Special CD-writing software is required to do this, and Campaign ToolBox does not have that capability. You will need to manually copy the electronic filing data file(s) from your hard drive to the CD.

1. When you use Campaign ToolBox to create your electronic filing data file, you will see several message boxes. One of these tells you the name of the data file and where on your hard drive it is being saved (Campaign ToolBox always creates the file and saves it to your hard drive before anything else gets done with it). Make a note of the file(s) and the location.
2. Close Campaign ToolBox.
3. Insert a blank CD and start your CD-writing software (it may start automatically when it detects a blank CD). Copy the electronic filing data file(s) from the hard drive directly to the CD. Do not put the files in a folder. The CD should have only the electronic filing data file(s) on it - no other files and no folders.

NOTES

1. Use either CD-R or CD+R format.
2. Do NOT use a rewritable CD for this due to possible compatibility issues.
3. Do NOT use "Direct CD" to create the CD.

Adjutant Software does not provide technical support for this operation.