

---

## Transferring your Database to a New Computer

This instruction sheet explains how to transfer your database to a new computer. For complete instructions on transferring the software and clicks to a new computer, see Blue Moon **Technical Note:** *Transferring your Software to a New Computer - #TN04.*

### 1) Check the version number

The computer you are transferring your database to must be running the same version of Blue Moon software as the computer you are transferring the database from. You can check the version number by selecting Help | About. If the version numbers are different, you may need to upgrade one. If you are not sure what to do, call Blue Moon technical support.

### 2) Copy your database from the old computer

If your software includes a “Backup Database” option under the file menu (Version 4.0 and higher), choose File | Backup Database to save your data to a blank floppy disk.

If your software does not have this option (Version 3.x), place a blank floppy disk in your disk drive and follow these steps:

- a) Double-click on the “My Computer” icon on the desktop
- b) Double-click on the “C” drive (this is usually correct, may be “D” on your computer)
- c) Double-click on the “WinTAA” folder
- d) Double-click on the “Data” folder
- e) Choose Edit | Select All
- f) Choose Edit | Copy
- g) Double-click on the “My Computer” icon on the desktop
- h) Double-click on “3 1/2 Floppy A:”
- i) Choose Edit | Paste

### 3) Copy your data to the new computer

If you used “Backup” to save your data, use “File | Restore Database” on the new computer.

Otherwise, place the disk with your data in the floppy drive of the new computer:

- a) Double-click on the “My Computer” icon on the desktop
- b) Double-click on “3 1/2 Floppy A”
- c) Choose Edit | Select All
- d) Choose Edit | Copy
- e) Double-click on the “My Computer” icon on the desktop
- f) Double-click on the “C” drive (this is usually correct, may be “D” on your computer)
- g) Double-click on the “WinTAA” folder
- h) Double-click on the “Data” folder
- i) Choose Edit | Paste

