Transfer Records from Older PhotoByte into Later Versions

Instructions

You must, first, prepare the records in your old version for transfer into the new one.

♦ *Before* you copy the new PhotoByte folder onto your computer, **start the older version** of PhotoByte that is already installed.

♦ From the Main Menu, click the *Preferences* button to view the Preferences screen.

♦ Click the *Import/Export* button at the top of the screen.

♦ Click the *Prepare Records for Export* button on the next screen you see.

PhotoByte will open all files and select all records, then Quit automatically. This way, no records will fail to export or be skipped.

◆ Back up the older version of PhotoByte (the one you just Quit) onto separate media; i.e. a Zip™ disk, CD-ROM, or an external hard drive, etc.

◆ Insert your PhotoByte Master CD-ROM.

> In the future, when we establish an ftp download site for PhotoByte, you may download updated installers directly onto your hard drive from the Web.

◆ Double-click the *Install* icon on the PhotoByte Master CD-ROM.

◆ Follow the on-screen directions to complete the simple installation procedure for Mac OS.

◆ Start PhotoByte after completing the installation:

◆ Select the *PhotoByte®* alias under the Apple menu (installed automatically) at the top left corner of your computer screen.

> **Note:** You may place and keep the *PhotoByte® v5.2* folder anywhere you wish within the hierarchy of your hard drive. It is neither advisable nor necessary to open the actual PhotoByte® v5.2 folder under routine circumstances, let alone make any changes or additions. Never change file names!

> **Hint:** This is a good time to "play" with the newly-installed version of PhotoByte which contains the same sample records you may have seen before. Experiment with the new look and feel of the software. Create some phony assignments. Click some buttons. Navigate between sample documents. If you have any questions, write them down *while you are using the software* and post them on the PhotoByte Users Group forum. To join the PhotoByte Users Group, send an email to: *photobyte-subscribe@yahoogroups.com*

◆ Quit the new version of PhotoByte.

All copies/versions of PhotoByte should be closed at this point. You should have only two copies/versions of PhotoByte on your hard drive: your previous working version and the new version containing sample records. No back-up copies of the PhotoByte folder should exist on your hard drive. Back-ups should be located on separate—preferably removable—media.

♦ Move your <u>old</u> PhotoByte folder onto your Desktop. (It was probably located inside another hierarchical folder.)

♦ Rename the folder:*PhotoByte® 2000 Old*.

(The 2000 in this name is a vestige of earlier versions and must be maintained for now, even when upgrading versions that do not include 2000 in their names. In a future upgrade, we'll re-write the export/import scripts to reflect the name changes).

> **Note:** Make sure that the name reads exactly as indicated above, including the trademark-registration symbol (*option – r*) and the space before the word *Old*. If it does not have the space, the new PhotoByte may not be able to find it and import the records.

♦ Place the new PhotoByte® v5.2 folder on the Desktop, right next to *PhotoByte® 2000 Old*.

♦ Rename the following files remaining in the PhotoByte® 2000 Old folder, adding the suffix, Old to each one:

Activity	FilmList	Phones
Billings	Inv#	Stk#
Company	Jobs	StkPhoto
Contacts	Letters	
Equipt	License	

They should now look like this (including the space between text):

|		
Activity Old	FilmList Old	Phones Old
Billings Old	Inv# Old	Stk# Old
Company Old	Jobs Old	StkPhoto Old
Contacts Old	Letters Old	
Equipt Old	License Old	

Don't worry about renaming any additional files. They may be left alone.

♦ Close the PhotoByte® 2000 Old folder.

Very Important!
When you are ready to import your records from an old version, you *must*, first, delete the sample records in the new version. Here's how to delete the sample records:

♦ Start the <u>new</u> PhotoByte.

♦ From the Main Menu, click the *Preferences* button.

♦ Click the *Import/Export* button.

♦ Click the *Delete Sample Records* button.

♦ When all records have been deleted, click *OK*.

• All Records have been deleted from PhotoByte.

Zip Codes and Preferences remain unchanged.

OK
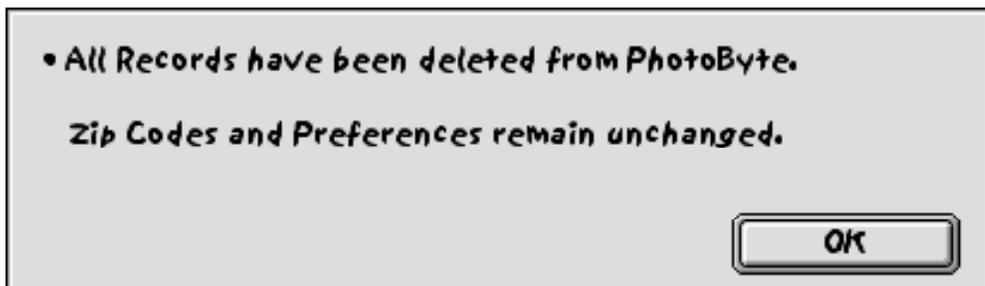
You will see the Import/Export screen again.
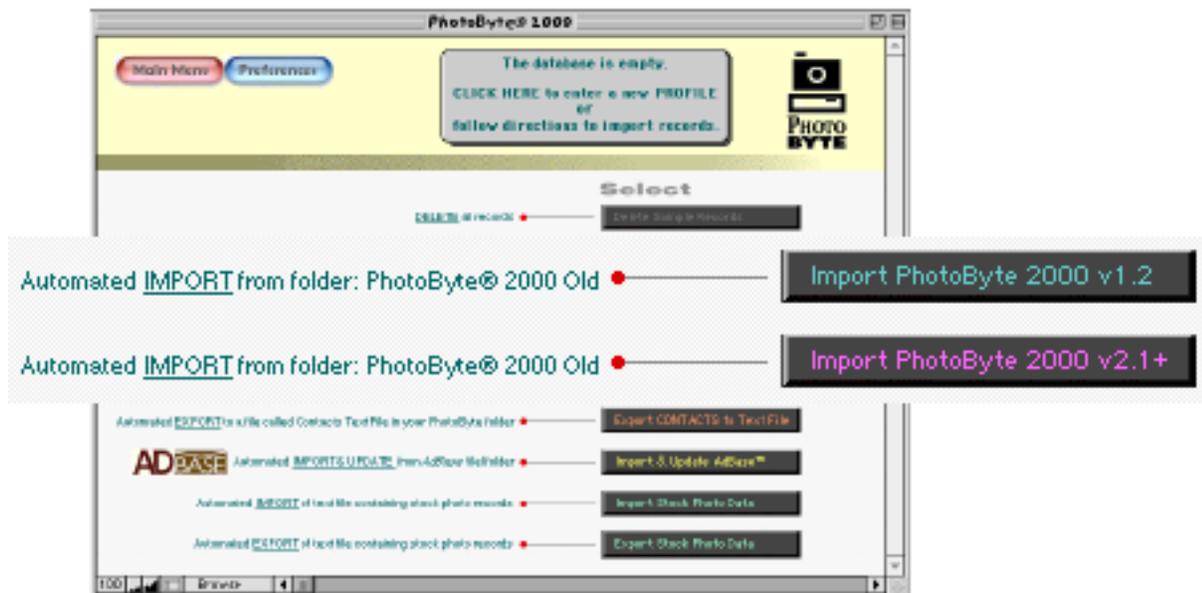
♦ Click the button that corresponds to the older version of PhotoByte you were using, either *Import PhotoByte 2000 v1.2* or *Import PhotoByte2000 v2.1+*, the plus sign indicating any version later than PhotoByte 2000 v2.1.

The rest of the procedure will occur automatically. All of the files in these complex relational databases and the records they contain will be transposed to their proper places. When finished, you will see the Main Menu of your new version of PhotoByte displayed on your Desktop, ready for use.

Note: You must re-enter your preferences. Instead of re-scanning your logo and signature, etc., you can cut and paste them from the previous version of PhotoByte. It's okay to have both versions open at the same time. Nonetheless, it is suggested that, after you quit and make a back up copy of the old version (on separate media), you completely remove it from your computer hard drive to avoid confusion later on.