



Version 7.1+ Upgrading Guide

## Backup and Upgrade Directions Version 7.x:

If you have CheckWriter 4.1 or above and you are upgrading to a new version, or if you are moving your 7.1 to a new computer, **back up your database first.**

**NOTE: Exporting data will not fully maintain your database.**

Export would require you import and manually map each field to recover your data and is not advised or supported. If you already did this follow the directions at: <http://checkwriter.net/7/features.html#impo>

### BACKUP 1 – 2 – 3

1.

To back up your existing 6.x – 7.x database, go to the machine where CheckWriter™ is currently installed and look in:

<c:\Program Files\CheckWriter6>

- or on your mapped network drive if you have the Network Edition.

If you have CheckWriter™ 5.3 or prior, your database is located in

<c:/program files/CheckWriter> **not** <c:\Program Files\CheckWriter6>.

2.



Here you will find the file 'cw50.mdb'. [You may also see the file as "cw50"]. This is your database file. Be sure your CheckWriter software is closed, then right click on the cw50.mdb file and select copy.

3.

Paste this copy, or save it to removable media or a network drive or your desktop for easy access.

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## To import your backed up data into your new 7.xx CheckWriter:

OPEN CheckWriter and GO TO THE FILE MENU, then SELECT IMPORT

This will import a 4.1 through 6.9 backed up database:

- CheckWriter™ 6.xx database with contents
- CheckWriter™ 5.xx database with contents
- CheckWriter™ 4.xx database with contents

**Please see the reverse side for step-by-step instructions to import your old CheckWriter data into your New CheckWriter 7.xx series software.**

[If you are upgrading from a 7.x to a different version of 7.0, simply back up your 7.0 database as shown in the backup directions above, and replace the blank database with your back up once you have installed your upgrade.

**There are 4 steps** to importing your CheckWriter 4.x, 5.x, 6.x or 7.x data:

### 1. Select your file:



Step 1

Import file:  Browse

You will select your OLD cw50.mdb file

### 2. Leave this just how it is and CLICK "Show Columns" then SKIP TO THE NEXT STEP

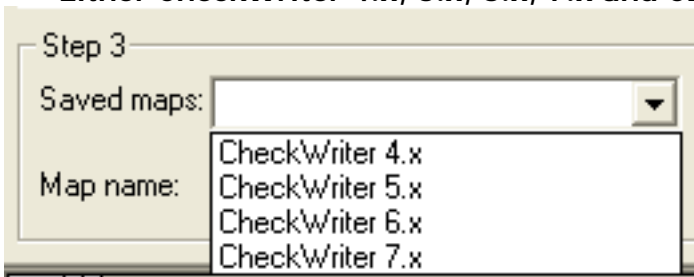


Step 2

Field Delimiter:  Text Qualifier:

Skip first row

### 3. Choose a pre-made field map for your PRIOR version. Either CheckWriter 4.x, 5.x, 6.x, 7.x and CLICK LOAD MAP.



Step 3

Saved maps:

Map name:

- CheckWriter 4.x
- CheckWriter 5.x
- CheckWriter 6.x
- CheckWriter 7.x

Column	Name	DBColumn
1	'First Name Last Name'	ContactName
2	'Company Name'	CompanyName
3	'Address Line one and	Address
4	'City Name'	City
5	'ST'	State
6	'PostCode'	PostalCode
7	'Pho-nen-umber'	Phone
8	'email@address.com'	Email

You will see CheckWriter match up your data.

### 4. Click Import Data



Step 4



**WAIT FOR THE SUCCESS MESSAGE! [Especially for large files]  
DO NOT CLICK IMPORT DATA MORE THAN ONE TIME.**

Once the data is imported successfully, you can start using your new CheckWriter with all the old data right away.