



TO3000 V7 to V8 Upgrade Guide

Please follow these steps to switch from Translation Office 3000 V7 to Translation Office 3000 V8 quickly and painlessly:

1. Please create a backup file of your Translation Office 3000 V7 database (as the proverb says, caution is the parent of safety).
2. Download the new version of Translation Office 3000 (TO3000 V8) using one of the following links:

	Download Link (USA):
SetupTO3000V8.exe	
	Alternative download 1 (Canada):
SetupTO3000V8.exe	
	Alternative download 2 (United Kingdom):
SetupTO3000V8.exe	

3. Install TO3000 V8 with empty database (using Upgrade utility for transferring data is only possible if the new database is empty). For this:
 - Run SetupTO3000V8.exe.
 - Follow the steps of the setup procedure.
 - On the fourth step select "Empty database" option

Note: If you already have TO3000 V8 installed without database (i.e. you have selected "Do not install database" option when installing), please reinstall the program with "Empty database" option set.

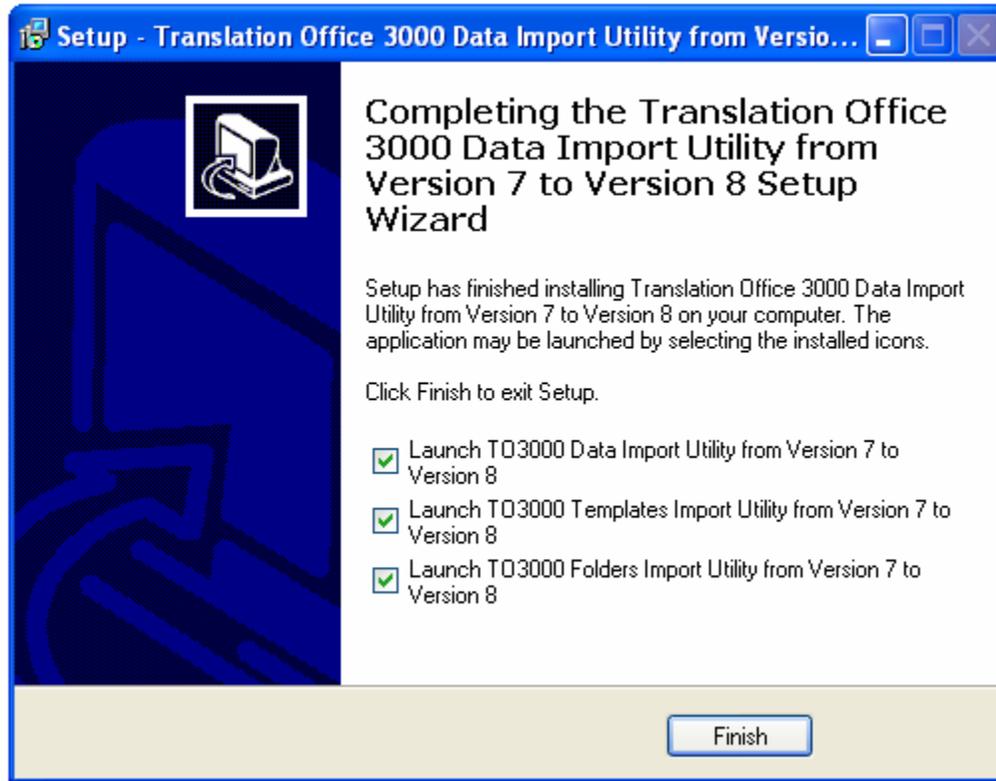
And if you already have TO3000 V8 installed with demo database (i.e. you have selected "Demo database" option when installing, please uninstall the program, physically remove the TO3000.fdb database file (it is located Translation Office 3000 V8\db\)) and install the program with "Empty database" option set.

4. Download the TO3000 V7->V8 Upgrade Utility using one of the following links:

	Download Link (USA):
SetupTO3000V8Import.exe	
	Alternative download 1 (Canada):
SetupTO3000V8Import.exe	
	Alternative download 2 (United Kingdom):
SetupTO3000V8Import.exe	

The Upgrade Utility is purposed for importing data from the old TO3000 database to the new one. It will help you to avoid manually reentering all your business data.

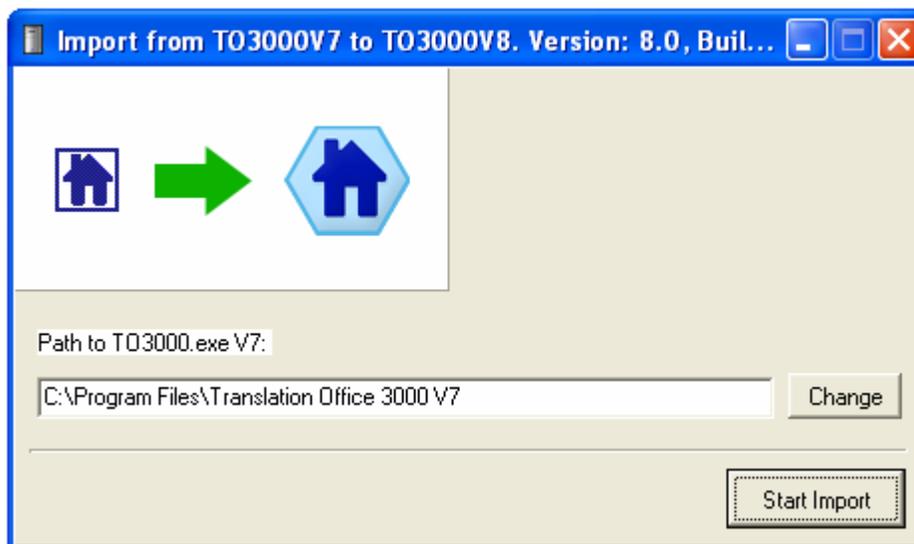
5. Make sure that both TO3000 V7 and TO3000 V8 are shut down.
6. Install the Upgrade Utility. For this:
 - Run TO3000DataImport7to8.
 - Follow the steps of the setup.
 - On the last step select Launch TO3000 Data Import Utility:



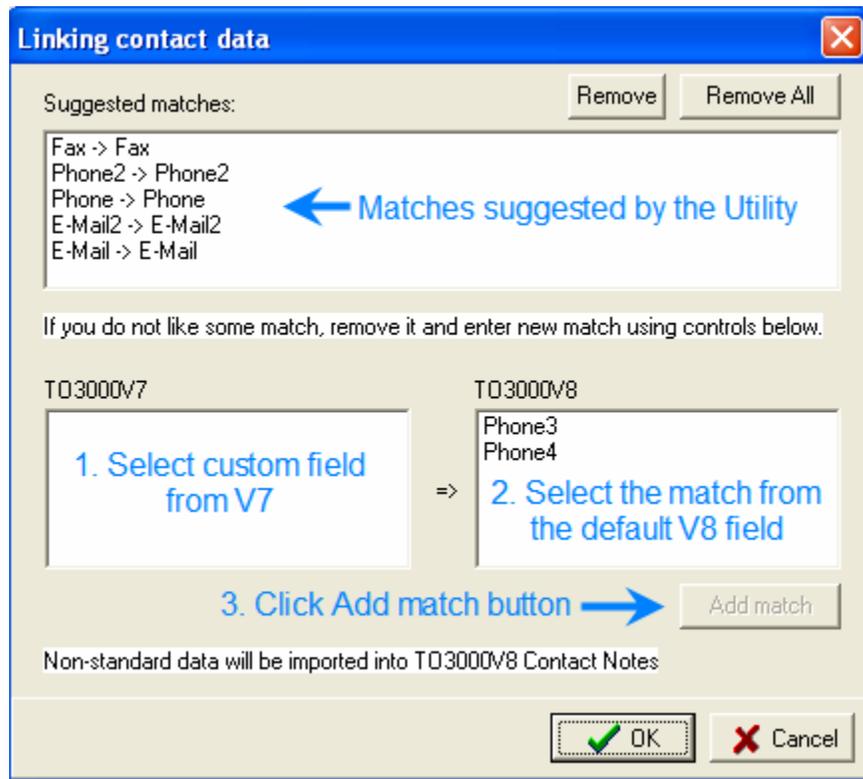
Note: If on any reason you do not want to start importing data at once you can later run the Upgrade Utility double-clicking the TO3000Upgrade8.exe from the Upgrade TO3000 from V7 to V8 folder (its location you specified when installing the Utility).

7. Follow the steps of the data transferring procedure:

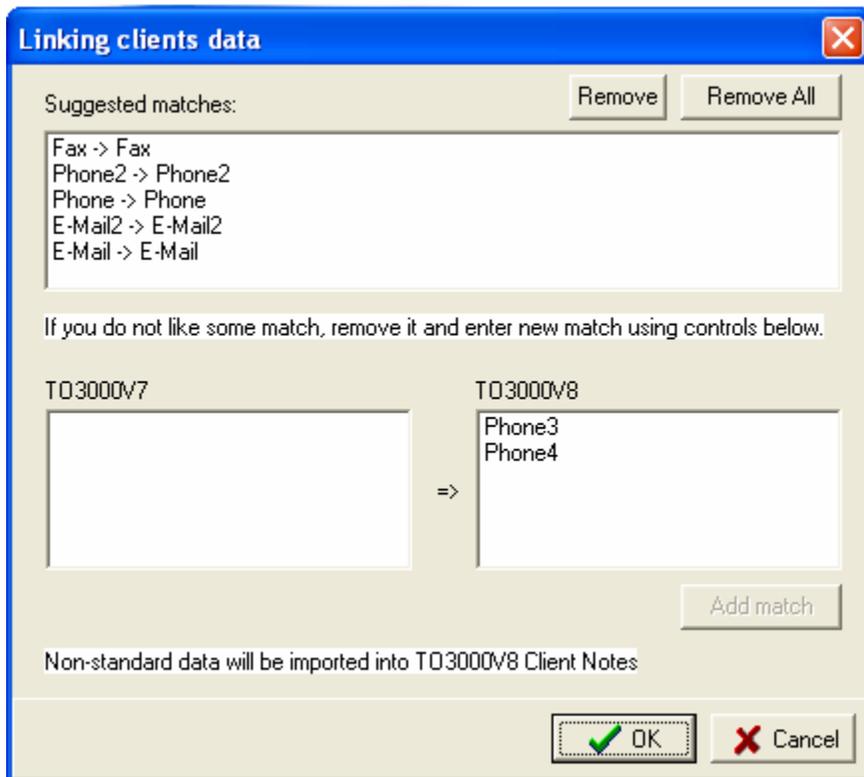
- Specify the location of your TO3000 V7 program folder and click Start Import button.



- Specify matches between custom fields for contacts created in the TO3000 V7 and custom fields (the default ones) of the TO3000 V8 and click OK button:



- Specify matches between custom fields for contacts created in the TO3000 V7 and custom fields (the default ones) of the TO3000 V8 and click OK button:

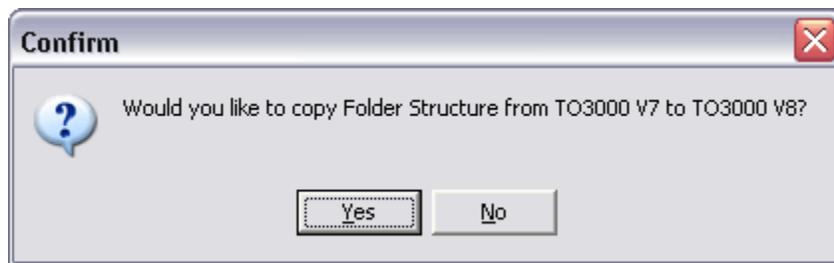




8. Click OK to finish:



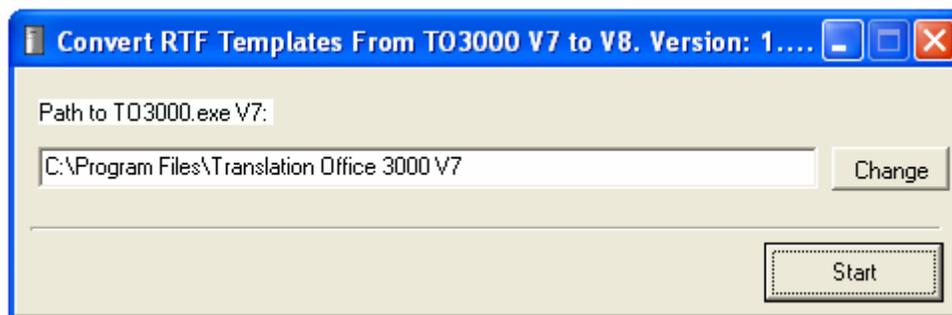
9. You will be asked, if you would like to copy the folder structure from TO3000 V7 to TO3000 V8 (i.e. copy all files and folders from TO3000 to the correspondent folders of Business folder. The latter is the root folder for all documents etc. created with TO3000 V8). Click Yes button if you would like to.



Note: You can perform this operation later by running Folders Import Utility (TO3000FoldersImport7to8.exe), which was installed automatically with Upgrade utility to the folder, which you specified during the installation.

10. If you have used custom templates in TO3000 Version 7, please use TO3000 V7->V8 Templates Converting Utility to make your custom templates compatible with the new version (it was installed automatically with the Upgrade utility). Just do the following:

- Run TO3000TemplatesImport7to8.exe (you can find it in the same folder, which you specified for the installation of Upgrade utility)
- Specify the location of your TO3000 V7 program folder and click Start button:



The conversion process will immediately start. It may take several minutes.

- After conversion will be completed click OK button:



- Close the Template Conversion Utility. Now you can find your custom templates converted in Templates subfolder of TO3000 V8 folder (by the default it is C:\Program Files\Translation Office 3000 V8\Templates).

Now all your data from old TO3000V7 is copied to the TO3000 V8 database. Uninstalling of TO3000V7 is optional.

Unlike the old version, TO3000 V8 contains such entities as Projects in its turn containing Client Jobs.

Each Job from TO3000V7 is exported as a separate Project, except multi-item and CAT Jobs, which are combined into one Project.

Please note, that it is highly advisable to continue your work in TO3000 V7 until you study the evaluation version of TO3000 V8 and decide to register it (or continue to use V7), as you will not be able to import your data back from V8 to V7.

If you have any questions, one of our team members would be pleased to assist you.

E-mail us at: support@to3000.com