



## **Transferring Information from a Prior Version of Mouse Manager**

### ***Before You Install the New Version***

#### **Step 1**

1. Launch your current version of Mouse Manager
2. From the Main Menu, click on "Utilities" button, then click on the "Export Mouse Manager Information" Button
3. Click on the "Export Mouse Manager Information"
4. Mouse Manager will export the Contract file, Contract Summary file, Resort Booking file, Vacation Plan file and the Packing List file. It may take a while for the export to complete, so please be patient.
5. Mouse Manager will place these files in a folder named "migrate" that can be found inside the Mouse Manager folder
  - a. Mac users - the migrate folder is located inside the Mouse Manager folder
  - b. Windows users - the migrate folder is located inside the Mouse Manager folder, which can be found in your program file folder on your hard drive
  - c. Windows Vista users - Please be aware that Vista may handle things a bit differently and you may need to use your administrator privileges when looking for or moving files. The exported files will be found in:

C:\Users\\AppData\Local\VirtualStore\Program Files\Mouse Manager 1.0\migrate

#### **Step 2**

1. **IMPORTANT - PLEASE COPY/BACKUP THE FILES MOUSE MANAGER CREATES IN THE "MIGRATE" FOLDER TO A SAFE PLACE. THIS IS ALL OF YOUR INFORMATION AND WILL BE YOUR BACKUP SHOULD THE NEED ARISE.**



### **Step 3**

1. Download Mouse Manager

### **Step 4**

1. Install Mouse Manager

### **Step 5**

1. Open the folder for Mouse Manager 1.1
  - a. Macintosh Users: Mouse Manager will be in your applications folder, or where ever you dragged Mouse Manager to on your Mac.
  - b. Windows Users: The initial setup program that installed Mouse Manager for you put it in your program folder, unless you changed the destination during installation.
2. In this folder you will find 3 folders called: "migrate", "import" and "PointsUpdate". Open the folder called "migrate"

### **Step 6**

1. Copy or move all the files from the "migrate" folder in the older version of Mouse Manager to the "import" folder in current version of Mouse Manager.
  - a. Windows Vista users – Please be aware that Vista may handle things a bit differently and you may need to use your administrator privileges when moving files. Copyt the files to:  
  
C:\Program Files\Mouse Manager 1.1\import (this may require administrator privileges)

You can alternately copy the files to:

C:\Users\<<username>\AppData\Local\VirtualStore\Program Files\Mouse Manager 1.0\import

### **Step 7**

1. Launch the new Version of Mouse Manager. From the Main Menu, click on the "Utilities" button. Click on the "Import Mouse Manager Information" button.
  - a. Click on each of the buttons to import each file



## **Step 8**

1. Quit Mouse Manager
2. Open the "import" folder in the new version of Mouse Manager
3. Drag the files in the import folder to the trash
4. IMPORTANT – DO NOT DELETE THE IMPORT FOLDER ITSELF. ONLY DELETE THE FILES INSIDE THE IMPORT FOLDER
5. IMPORTANT – MAKE COPIES OF THESE FILES BEFORE YOU DELETE THEM. YOU WILL NEED THESE FILES SHOULD YOU FIND YOU MUST REPEAT THE PROCESS.