



Copying TechWizard™ Version 3 Files to Version 4

You can use your TechWizard™ Version 3 files in Version 4. The steps involved in copying the files to Version 4 are outlined below. If you have any difficulties please contact 573-442-4126 for technical support.

Before beginning, make sure you have installed and registered TechWizard™ Version 4.

1. **EXIT ALL TECHWIZARD™ PROGRAMS.** COPYING THESE FILES DOES NOT INVOLVE THE TECHWIZARD™ PROGRAM.
2. Open **Microsoft Windows Explorer.** Right click the **Windows Start** button and select **Explore.**
3. RENAME the following Version 4 files to indicate they are the original files sent with the program.
Select the **C:\TchWzV4\FrmlaFile** directory and select the file **ArchiveTWZ.xls.** Rename it **ORIGArchiveTWZ.xls**
Select the **C:\TchWzV4\IngrdFile** directory and select the file **MainIngr.xls.** Rename it **ORIGMainIngr.xls**
4. COPY the TechWizard™ Version 3 ingredient and formula files into the appropriate TechWizard™ Version 4 folder:
Select the **C:\Program Files\TchWzdVer3** directory and **COPY ArchiveTWZ.xls.**
Select the **C:\TchWzV4\FrmlaFile** directory and **PASTE** the file.

The main formula file has now been moved. If you have other formula files you may move them too.

Select the **C:\Program Files\TchWzdVer3** directory and **COPY C:\MainIngr.xls**
Select the **C:\TchWzV4\IngrdFile** directory and **PASTE** the file.

The main ingredient file has now been moved. If you have other ingredient files you may move them too.

5. COPY the TechWizard™ Version 3 units file into the appropriate TechWizard™ Version 4 folder:
Select the **C:\Program Files\TchWzdVer3\Other** directory and **COPY Units.xls.**
Select the **C:\TchWzV4\Other** directory and **PASTE** the file overwriting the original.

The units file has now been moved.

6. Start TechWizard™ Version 4. Select the **File** menu or tab and click **Display File Info** to make sure the correct ingredient and formula files are being accessed.

Note – You may have set up various user accounts in Version 3. You will have to set these accounts up in Version 4. The procedures for doing this are very similar in both versions. Please refer to *Modifying User Settings* in Chapter 2 using the help feature in the program or your TechWizard™ Version 4 manual.