

# **AcuBase Pro**

## **Update Instructions**

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## **A Note About Backups**

### **PLEASE READ!**

Before you do this update, be sure you have a good backup of your program on a CD drive, USB-based backup hard drive. Trigram Software will not be held responsible for data loss. It is essential that you keep a backup of all files related to AcuBase, as well as any and all other mission-critical files that you use. This is your responsibility as a businessperson and a prudent computer user. We recommend using a backup or CD drive on a daily basis (use 5 disks—a separate disk for every day of the week). Any media that may provide reliable backup of at least 100 megabytes of data and is easy to restore in case of data loss may also be employed. Note that backing up to a CD-RW makes the AcuBase files read-only. If you need to recover lost data from a backup on CD, you will need to select all of the files after you've moved them to your hard drive, and then un-select the "Read-Only" designation in order to make your files modifiable.

Simply backing up the AcuBase Pro+ folder/directory (with the program CLOSED) will save all data related to the program. Mac users, copy the AcuBase Pro folder from your hard drive to your backup media. PC users, back up the AcuBase directory, located at C:\program files\trigram software\acubase pro+ (where "C:" equals the letter of your hard drive).

## **AcuBase Pro Update Instructions for Single Computers and Network Versions**

In order to perform the update, do the following (Network version users, do all of this on your server, with no one else logged into the program):

1. If you have changed or added user names and passwords in the program, perform the following steps to prepare for the update. (If you have not changed the User password, and your program opens without asking for a password, skip to step 2 below.)
  - A. Open AcuBase and log in as User.
  - B. Go to Preferences (the tool icon on the top-right side of any screen), and go to the General tab.
  - C. Under Starting Point, make sure "require login at startup" is set to ""No".
  - D. Under Account Management, click on "Change Your Password" and click the Manage button. Put in your old password on the first line, then for new password, use 'password' (lower case, with no spaces or quotes).
  - E. Once you have changed your password for the User login to 'password', choose Re-login from Account Management and log in again as User, with the password 'password' (again, no quotes) to verify that you properly changed your password

The above steps allow AcuBase to have permission to update your old data. Note that you will need to re-enter any user names and passwords you created into the new program after doing the update.

2. Close AcuBase Pro+ and when asked to make a backup, say OK to do it. We recommend that you then make a full backup of your program to an external media

such as a CD, Zip drive, or Flash drive. You can simply back up the Backup folder within the AcuBase Pro. (For Mac users, the Backup folder will be within your AcuBase Pro OSX folder, wherever you chose to locate the folder [presumably on your desktop]. PC Users, this will normally be at C:\program files\trigram software\acubase pro+. Some Vista users may have saved the program onto their desktops.)

3. Move three files: AcuBasePro.USR, AcuBaseCalendar.USR, and LogFile.USR (Networked users, your file extension will be \*.fp7 instead of \*.USR) from within your AcuBase Pro+ folder to the "Update" folder within the AcuBase Pro+ folder. For Mac users, these files will be within your AcuBase Pro OSX folder, wherever you chose to locate the folder (presumably on your desktop). PC Users, this will normally be at C:\program files\trigram software\acubase pro+. Some Vista users may have saved the program onto their desktops.

One important note about the process above: Be sure you have moved the AcuBasePro.USR file, and not the AcuBasePro.EXE file (Mac users, the \*.EXE file is simply called "AcuBasePro" without a '.USR' at the end).

4. Download the new files and unzip the file once you've downloaded. With AcuBase Pro closed, grab the AcuBasePro.USR, AcuBaseCalendar.USR, and LogFile.USR files from the download (Network Version users, your files will end with \*.fp7). Copy these three files into the AcuBase Pro+ directory on your computer. PC users, this will normally be at C:\program files\trigram software\acubase pro. For Mac users, this will be wherever you installed your AcuBase Pro folder. Some Vista users may have saved the program onto their desktops.

5. Open the program as you normally would. It should open without asking for a password. Once open, go to the Scripts menu, choose 'Update AcuBase Pro+' to begin the process of bringing your data into the new files. The length of this process will depend upon how many records you have in your old version.

If the program repeatedly asks for passwords, you did not do the first step in this documentation correctly and may need to repeat this process.