

How do I convert my current CaseWare file to the new version of CaseWare Working Papers?

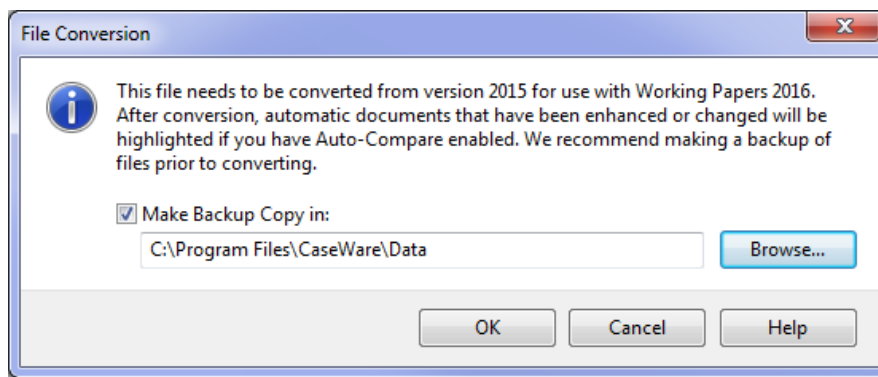
I've recently installed the newest version of CaseWare Working Papers. How do I convert my current files to the latest version of CaseWare Working Papers?

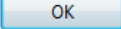
Solution

- 1) Ensure you have a backup of all your CaseWare Working Paper and Jazzit files (client and masters/Resource Centres) before you convert them to the new version of CaseWare Working Papers. Once the file has been converted, it **cannot be opened** by an older version of CaseWare Working Papers. CaseWare Working Papers will prompt you to backup your file when converting.
- 2) Please refer to the [CaseWare workstation settings](#) technical bulletin for help in setting up your CaseWare Working Papers.

For the Jazzit Administrators

- 1) Convert all master files (including GENMST, FULMST, and FRMMST) and Resource Centres (KLIB and FRMLIB) and any firm master files.
- 2) Open the files using CaseWare Working Papers, the **File Conversion** dialogue will open:



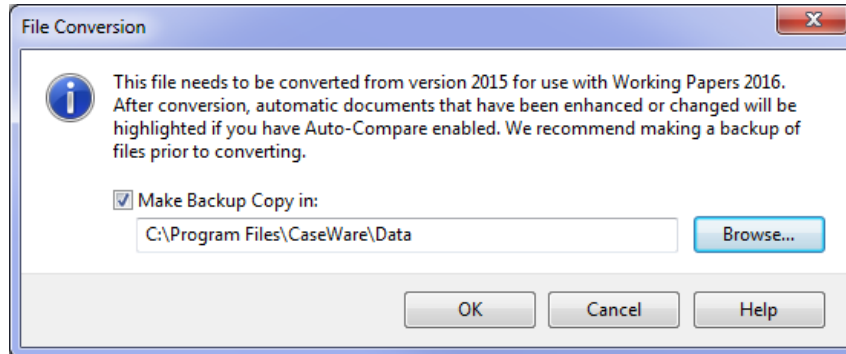
- 3) Check the **Make Backup Copy in:** checkbox and browse for the backup path. Click on the  button to continue.
- 4) The file will be backed-up and the conversion process will be completed.

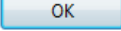



Do not compress the KLIB or FRMLIB files, these must be uncompressed.

For the Preparers

- 1) The preparer will open the client file using CaseWare Working Papers, the **File Conversion** dialogue will open:



- 2) Check the **Make Backup Copy in:** checkbox and browse for the backup path. Click on the  button to continue.
- 3) The file will be backed-up and the conversion process will be completed.



*In the past, CaseWare has suggested that you complete a **Tools > Repair file** (check off all options) in CaseWare prior to upgrading to the next major release. It has been our experience that certain client files do require this procedure. The key here is to have backups of your client files which you can open in the old version of CaseWare should you need to repair the file.*

If you encounter ANY problems in the new version of CaseWare Working Papers which were not present previously, please call us as soon as possible.