

## **How To Move Winfin Program To Another Computer**

Here are the steps for moving the Winfin Union Finance Program and Data Files to a New Computer:

1. First you must install the Winfin Program on the new computer from an original installation disk. Call us if you cannot find your original installation disk.
2. Next you need to copy the entire Winfin Folder from your old computer to a CD or USB/Jump Drive. See instructions below.
3. You must copy the Winfin folder from the CD or USB Drive from Step2 above to the new computer.

### **Winfin2005 Backup to CD/USB Drive Instructions**

The Winfin2005 Union Finance Software Backup Utility cannot write directly to a CD drive or Blank CD. The system (Version 4.5) however can write directly to a USB drive or Jump Drive. You also can use a USB floppy drive to backup directly to a floppy disk.

Below is the procedure to manual copy the Winfin2005 program and data files to a CD.

First make sure that the Winfin2005 system is NOT running or make sure that you close the system before doing this procedure.

1. Click on the "MY COMPUTER" icon on your computers desktop or click on the START button and then click on "MY COMPUTER".
2. Next click on the "LOCAL DISK C:" or "Local Disk" so you can see the File Folder on your computers C:Dirve.
3. Next you should find the "WINFIN05" or "WINFIN99" file folder on the local disk C: drive.
4. Next you should "Right Click" your mouse on the Winfin05 or Winfin99 file folder. From the Menu that pops up, you should click on the "Send To" menu item.
5. When the "Send To" menu selections popup, you should click on the drive that represents your CD drive (i.e. CD Drive, Drive D, DVD Drive E). This will start the copying process. You will see the files being copied to your CD drive.
6. Once the copying process is completed, you should click on the "BACK" button at the top left of the "MY COMPUTER" screen. Next click on your CD Drive to

open it and you should see the “WINFIN05” or “WINFIN99” folder on your CD drive.

7. Next click on the “File” menu item at the top of the “MY COMPUTER” screen. From the menu you should see “Write these Files To CD”. Click your mouse on this menu item.
8. A CD Writing Wizard Screen should appear. Just follow the prompt to write the data to your CD.

This procedure will backup your Winfin system to a CD drive. If you use a CD RW disk then you should be able to backup to the same disk each time. We recommend you do this procedure once a month.

**See Instructions Below For Backup To A USB Drive:**

### **Backup To USB Drive/Jump Drive Instructions**

Use the following instructions to backup to a USB Drive/Jump Drive. **You should insert your USB Drive before doing the following steps.**

1. Following Steps 1 – 4 as outlined above.
2. When the “Send To” menu selection popup, you should click on the drive that represents your USB Drive (i.e. Drive E: F:I: etc). This should copy the Winfin Folder To your USB Drive.

### **Copying The Winfin Folder To The New Computer**

To copy the Winfin05 or Winfin99 folder from the CD or Jump Drive do the following:

1. Insert the CD or Jump Drive into the New Computer.
2. Click on the Start Button and open the “MY COMPUTER” screen
3. Left Click the CD Drive or USB Drive to see the contents of the drive
4. Right Click on the Winfin Folder that you copied in the step above, then click on the “Copy” menu item. This will copy the folder to memory.
5. Next click on the “BACK” button at the top left of the My Computer Screen, you should then be able to see the “C-Drive” or “Local Disk C:”.
6. Next Right Click on the “C-Drive” and then click on the “Paste” menu item, you should see the files being copied to the new computer.
7. Next Check to make sure the Winfin folder was copied to the C-Drive of the new computer. Left click on the C-Drive to open it up and you will see all the folders listed. You should see the “Winfin05” or “Winfin99” folder that you copied in the

previous step. Next ,left click on the Winfin Folder to open it up. Then right click on the 'winfin.exe' file, when the menu pops up, select the "Send To" menu item, next select the "Desktop Create" menu item.

8. You should now be able to click on the Winfin icon on your desktop and run the program.