

### **Transferring a database from one PC or server to another**

1. On machine 1 (where the database is currently) log into ACT! and open the database
2. Perform a backup – File... Backup... and put the file on a memory stick (or a network drive shared by both machines)
3. On machine 2 log into ACT! but do not open any databases – insert memory stick
4. Do File... Restore... Database... then choose the option to Restore As
5. On the next screen Browse to the memory stick or to the shared network drive [OK]
6. In the box at the top enter a [new] name for the database – it can be the same name as before
7. The “To location” is the default location on this machine – it should be fine if you are a single user, otherwise make sure you choose a shared location.
8. Enter the user name and password (if there is one) of the main (only!?) user of the original database [Ok]
9. Open and check the database
10. If your database was a “publisher” database for remote databases then you will need to ensure that the synchronisation settings are changed to reflect the new location.

On the old machine (1), once you are confident that the database is running properly on machine 2, you should delete the original to avoid confusion later. Open it and go into Tools... Database Maintenance.... Delete Database and follow the prompts.