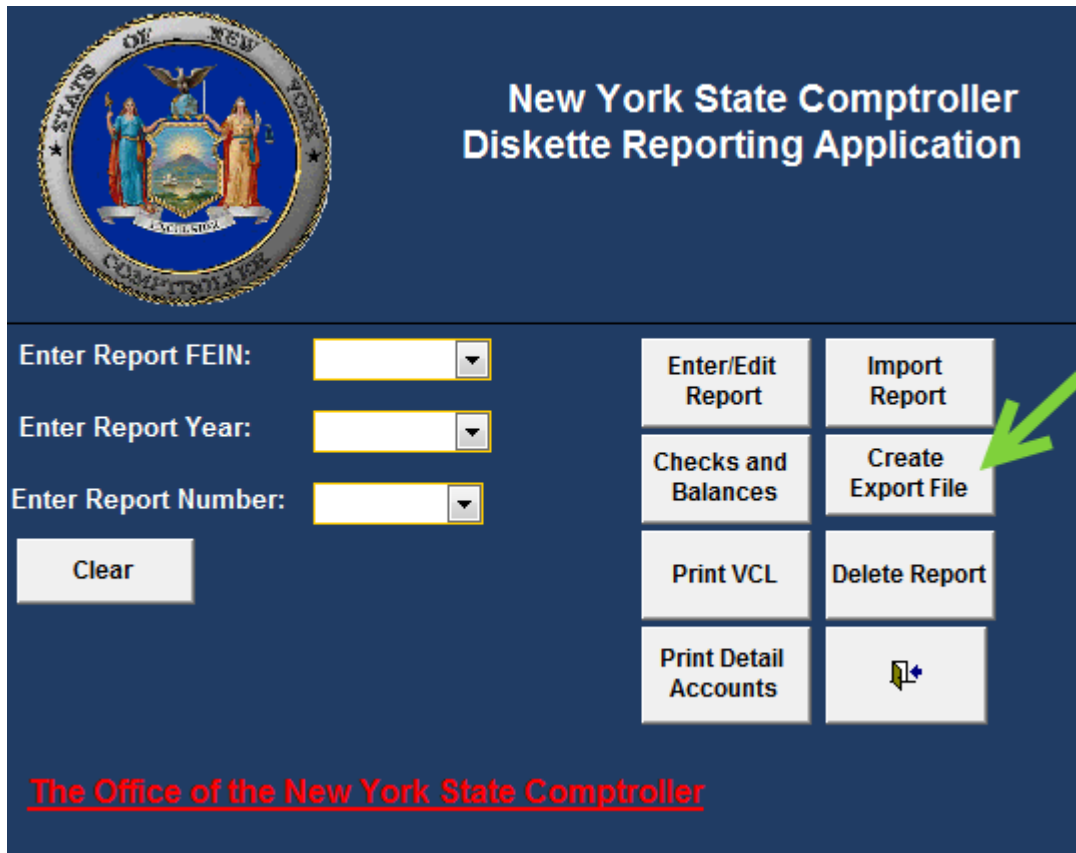# **Important Information Before You Install New Version of NYCD**

Create Export Files
You can export all your data before installing the new version by following these instructions:
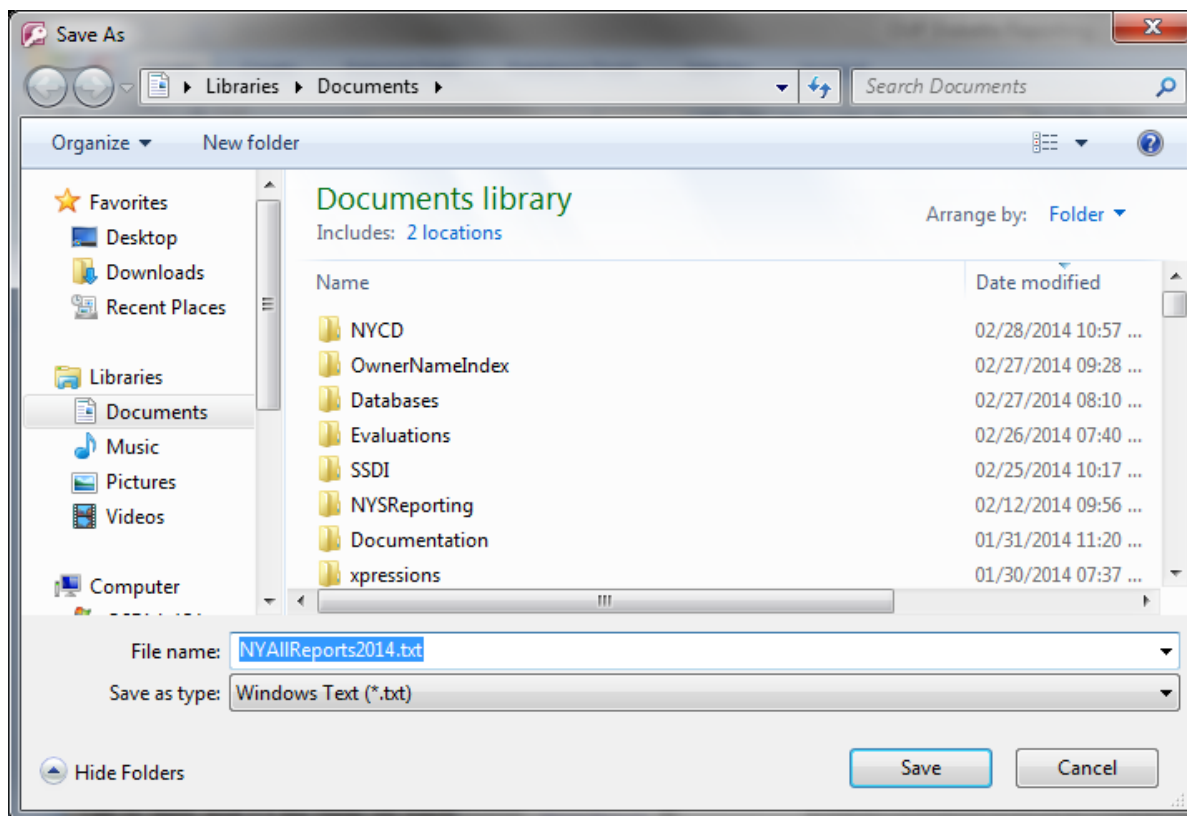
1. Leave all dropdown fields blank and click **Create Export File**.

2. When you click Create Export File: a. The Save As screen appears.
b. You can save to any folder on your pc or network drive
c. The file name is created for you and there is no need to change this.
d. If you do change the filename be sure to add .TXT to the end of the file name you enter otherwise an error will occur.
e. After you click "Save" the program will automatically create the Export file where you chose to save it and return you to the Switchboard screen.

3. Click the Exit button and Install the New Version

4. After the New Version has been installed, open the New Version and select **Import Report** on the Switchboard to import the data you previously exported.
5. Click **Import Diskette** and select the .txt file you just saved in Step 2. You should then be able to enter or change

5. Click **Import Diskette** and select the .txt file you just saved in Step 2. You should then be able to enter or change your data.