

Common Creditor Conversion - Matthew-Bender TopForm - Windows version

Locate the Common Creditor List in your old software:

- a. Click Start | Find Files (For Windows 2000 and XP, click Start | Search | Files or Folders).
 - b. The "Named" field should be **master.bdb**.
 - c. Make sure it the "look in" field is My Computer and the "include subfolders" checkbox is checked.
 - d. Click **Find Now** (For Windows 2000 and XP, click **Search Now**). A file should appear in the window below the Find Files Window.
2. **E-MAIL** (If you want to send us a disk, skip to #3)
- a. Write down the path name for **master.bdb** (usually found in C:\Program Files\TopForm\Master).
 - b. Close Find Files.
 - c. Open e-mail program.
 - d. Click new mail or new message.
 - e. Send to address is help@bestcase.com.
 - f. Click Attach or Attachment, or click the Paper Clip (Please note that all e-mail systems add attachments differently. Contact Best Case if you have problems adding attachments.).
 - g. Navigate through the new window that appears to the directory where **master.bdb** is located and double click on **master.bdb**
 - h. This should bring you back to the e-mail screen - have them type in a subject (i.e. Gilbert Law Office TopForm Common Creditor List).
 - i. Then click on Send to send the e-mail.
3. **DISK** (If you want to e-mail us, see step 2 above)
- a. Place Disk in disk drive - (make sure you label the disk - i.e. Gilbert Law Office TopForm Common Creditor List).
 - b. Right click on the **master.bdb** file in the Find Files window.
 - c. Right clicking should give you the option to **Send to**.
 - d. Select Send to | 3 1/2 Floppy A:
 - e. The step above should send **master.bdb** to disk to double check that you did this successfully follow the next few steps.
 - f. Close find files.
 - g. Open My Computer.
 - h. Double Click on the A: drive with the disk in the drive.
 - i. If **master.bdb** appears, Success.
 - j. Have them mail the disk to Mark Steeves at Best Case Solutions, Inc., P. O. Box 32, Evanston, IL 60204-0032.