

Updating to Latest CAMEOfm from Version 2.1 or Later

CAUTION!

Installing a new version of CAMEOfm will overwrite your data.

To ensure that your data is successfully transferred to the new version, follow these instructions carefully.

Phase 1: Prepare Your Data (Before Installing CAMEOfm)

1. **Quit CAMEOfm**, if your existing version of the program is open.
2. **Make a zipped backup copy of your CAMEOfm data** as an archive of your current data.
 - Windows users: Zip your CAMEO Data folder, which is typically installed at C:\Users\Public\Documents\CAMEO Data. That folder stores all your data (CAMEOfm records, site plans and document files, and map objects for MARPLOT 4.x users).
 - Mac users: Compress your CAMEO folder, which is typically in the Applications folder.
3. **Make a folder called “CAMEOfm Data Transfer”** anywhere on your computer that is convenient. You’ll use this folder to store all the data files that you’ll need to complete the transfer of your existing data to the latest version of CAMEOfm.
4. Most users should **skip this step and export site plans and linked documents in Phase 2**. However, if instead you want to manually transfer those files, then you need to make a copy of the SitePlans folder (it’s inside the CAMEO Data folder on Windows and inside the CAMEO folder on Macs). Put the copy in the CAMEOfm Data Transfer folder.
5. Most users should **skip this step, except in special cases for MARPLOT 4.x users**. People using the latest MARPLOT 5.x versions (and non-MARPLOT users) can go to Phase 2. If you’re using MARPLOT 4.x, are you going to install your new version of CAMEOfm in a different location than your current version?
 - If you **answered NO**, then **skip this step**.
 - If you **answered YES**, then **make a copy of the CameoMap folder** (it’s inside the CAMEO Data folder) and put it in the CAMEOfm Data Transfer folder. (On a Mac, the folder is called CAMEOMAP and it is inside the CAMEO folder.)

Phase 2: Export Your CAMEOfm Data

1. **Start your existing version of CAMEOfm** (version 2.1 or later).
2. **Export the data from all modules.**
 - From the **File** menu, select **Import\Export**, and then click **Export**.
 - Click **Export ALL CAMEO data**.
 - Click **Yes** when asked about including site plan and document files in the export (recommended).
 - When prompted, browse to your CAMEOfm Data Transfer folder, enter a name for the export file, and then click **Save**.
 - Click **Done** on the completion message. (In older versions of CAMEOfm, you need to click **OK** on the completion message, and then click **Close** on the Import/Export Log.)

CAMEOfm has made a zip file that you'll use to transfer your existing data to your new CAMEOfm. The information in the zip file includes all of the data on your CAMEOfm records, including the site plan/document files and any links to those files or MARPLOT map objects.

If you're a MARPLOT 4.x user, be aware that the CAMEOfm-related map objects are not included in the zip file. They are stored separately in the CameoMap folder, which is why you had to make a copy of that folder in Phase 1 if you're installing CAMEOfm in a different location than your old CAMEOfm.

If you're a MARPLOT 5.x user, all of the map objects started being stored within MARPLOT when you upgraded to the new version of MARPLOT. (So you no longer need to transfer map objects as part of your CAMEOfm updates, and you can actually delete your old CameoMap folder if you want.)

Phase 3: Download and Install CAMEOfm

Windows users: Download and run the installer. The program files are installed in the CAMEO folder and the data files are installed in the CAMEO Data folder. By default, those folders are in separate locations, so that you can pick a location where you have write permission in the CAMEO Data folder. **Install your new CAMEOfm in the same locations that you used for your old CAMEOfm**—unless you followed the instructions (mentioned on page 1) for installing in an alternate location.

Macintosh users: Download and open the installer .dmg file. Drag the CAMEO folder onto the Applications folder. It will overwrite any existing folder, but you already made an archived copy.

Phase 4: Sync the Programs and Transfer Your Data

1. **Sync your new CAMEOfm and MARPLOT 5.x (or 4.x) so that they will work together.** Skip this step if you do not use the MARPLOT mapping program.
 - Start MARPLOT 5.x (or 4.x), and then start your new CAMEOfm.
 - Quit both programs.
2. Most users should **skip this step, unless they are manually transferring their site plans and linked documents.** If you put a copy of the SitePlans folder in your CAMEOfm Data Transfer folder in Phase 1, copy that old SitePlans folder to the correct location in the new CAMEOfm (in the CAMEO Data folder on Windows or the CAMEO folder on Macs.)
3. Most users should **skip this step, except in special cases for MARPLOT 4.x users.** If you put a copy of your old CameoMap folder in your CAMEOfm Data Transfer folder in Phase 1, copy that old CameoMap folder to the correct location in the new CAMEOfm.
 - Windows users: The CameoMap folder should be copied to the CAMEO Data folder, which is typically installed at C:\Users\Public\Documents\CAMEO Data.
 - Mac users: The CAMEOMAP folder should be copied to the CAMEO folder, which is typically in the Applications folder.
4. **Import your CAMEOfm data.**
 - Start your new CAMEOfm.
 - From the **File** menu, select **Import\Export**, and then **Import**.
 - Browse to the export file that you stored in your CAMEOfm Data Transfer folder, then click **Open**. CAMEOfm will import all of the records that you saved in the export file.
 - Click **Done** on the completion message.

Now that you've transferred all of your existing data to the new version of CAMEOfm, you can begin to work with the new program. You created a separate backup copy in Phase 1, so you can delete your CAMEOfm Data Transfer folder now that the transfer is complete.