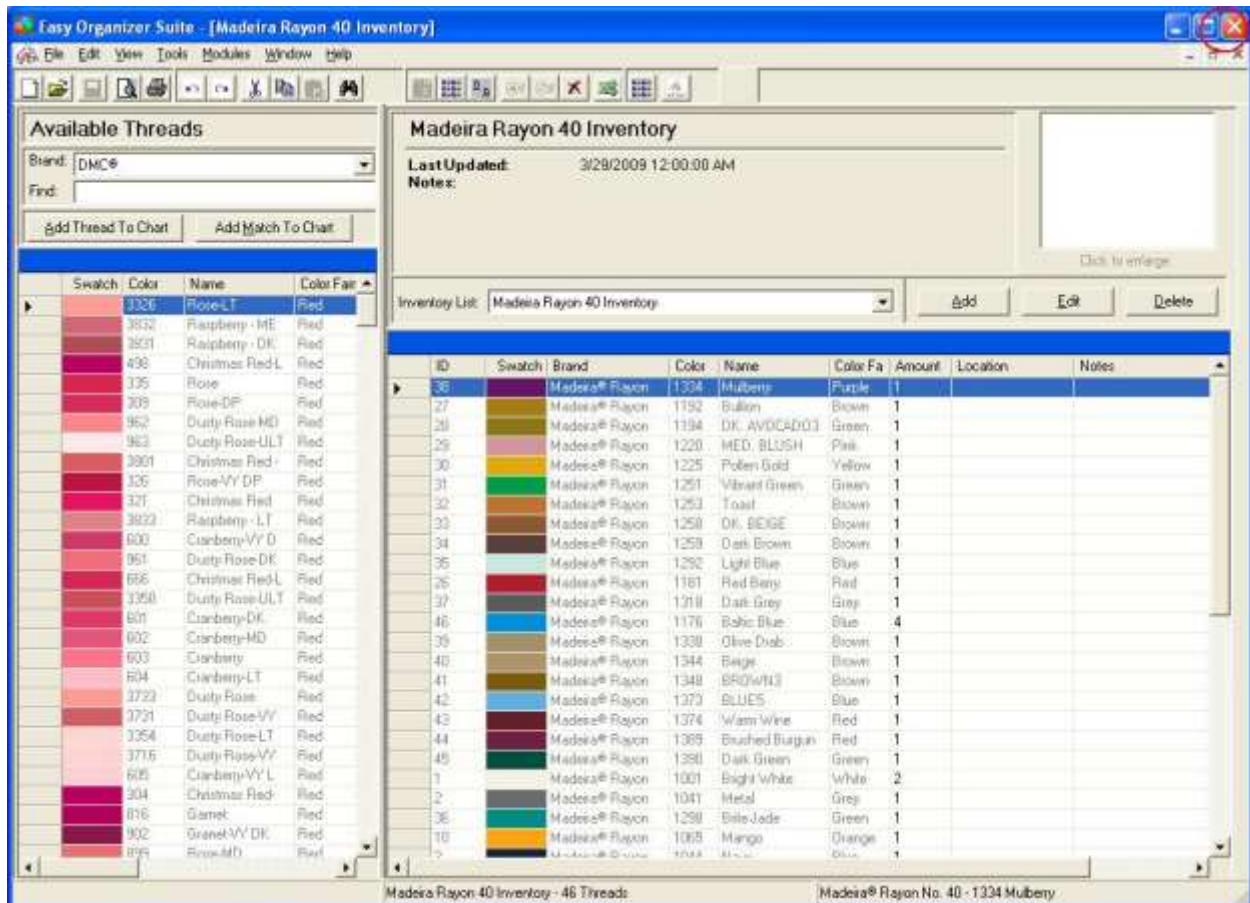


# Easy Organizer Suite™

## How To Upgrade Easy Organizer Suite™ Manually on Windows XP

To upgrade Easy Organizer Suite™ manually on Windows XP, follow these instructions:

1. If Easy Organizer Suite™ is open, close it by clicking on the red X in the upper right corner of the window.



## How To Upgrade Easy Organizer Suite™ Manually on Windows XP

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2. Download the upgrade file. Click [here](#) to download the upgrade file. The File Download window will be displayed, click on the Save As button.

If your anti-virus software does not allow you to download the file or you have any troubles downloading the file from the Easy Organizer Suite website, please click [here](#) to download the file from the Dropbox location.



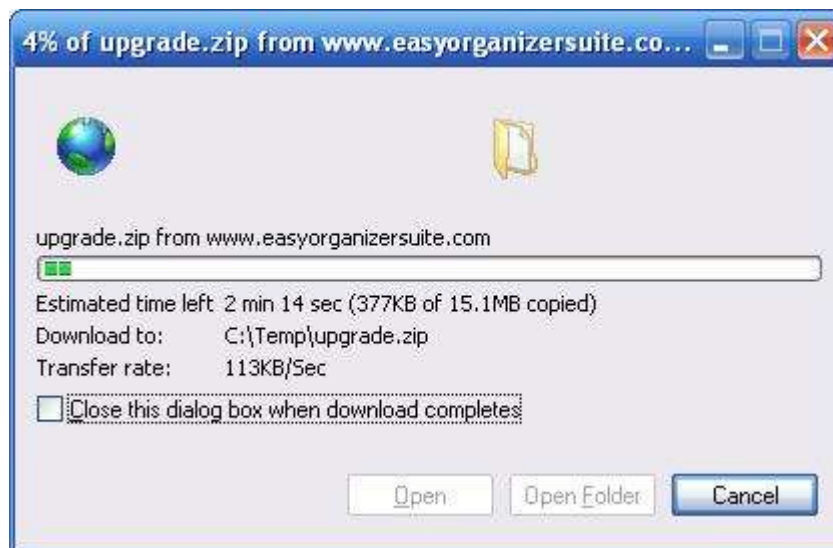
## How To Upgrade Easy Organizer Suite™ Manually on Windows XP

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3. Select a clean folder (with no other files in it) to save the file in, and click on the Save button.



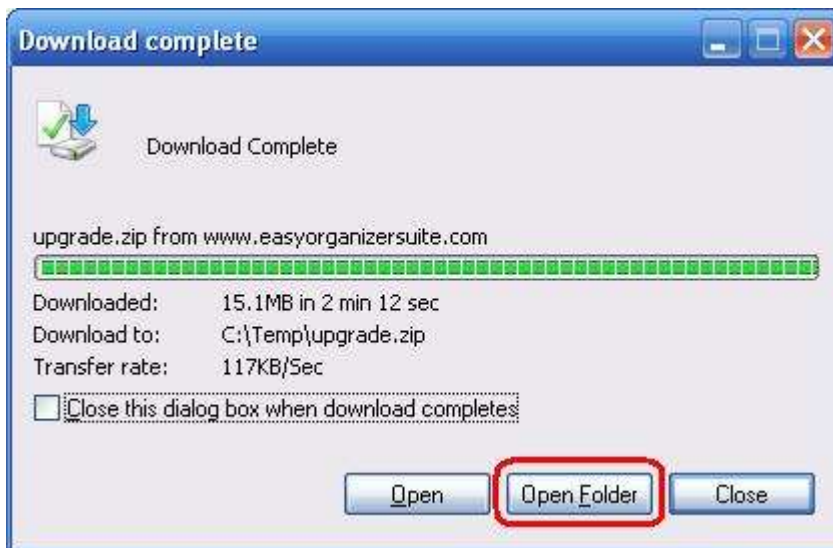
4. The file will download. This may take several minutes.



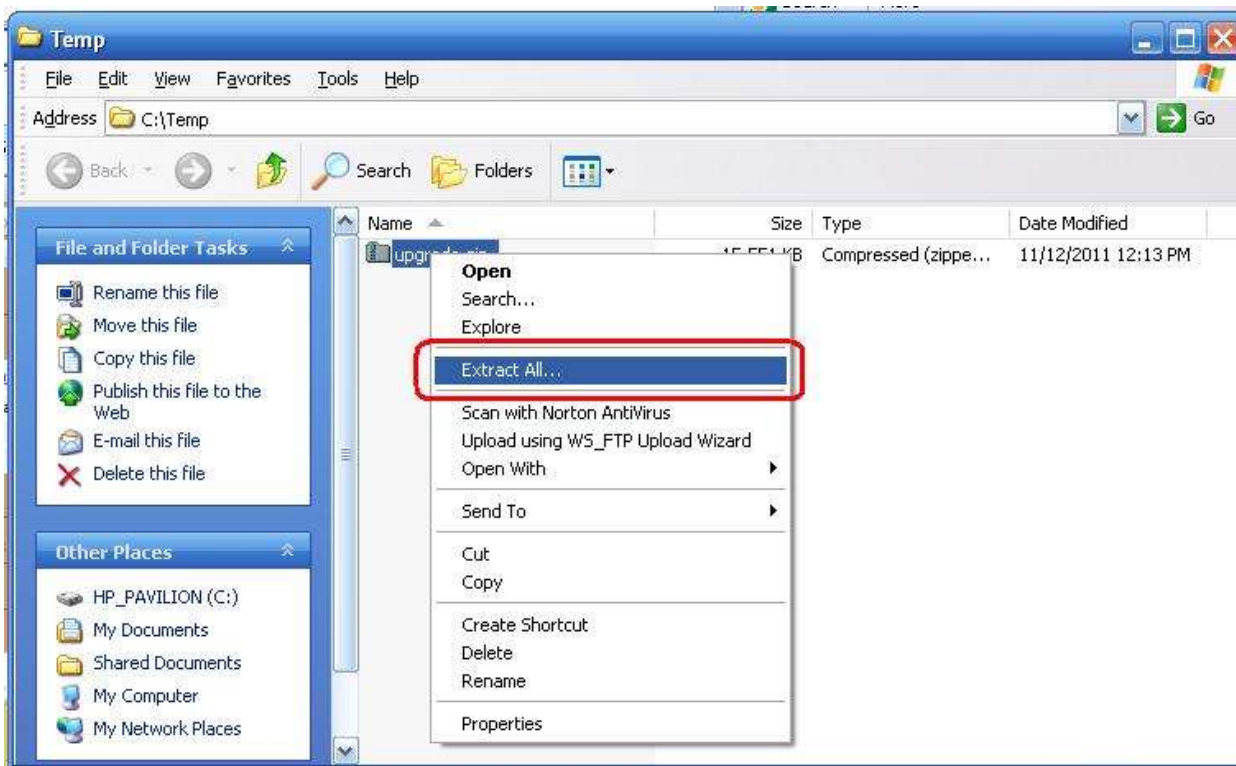
## How To Upgrade Easy Organizer Suite™ Manually on Windows XP

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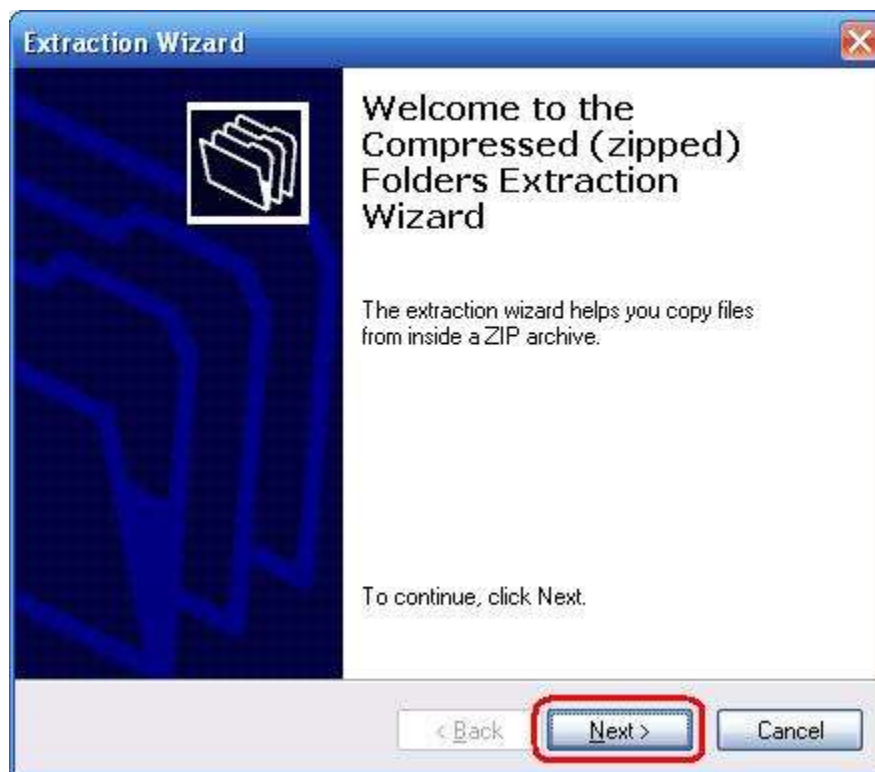
5. Click on Open Folder.



6. Right click on the file called upgrade.zip and select Extract All.



7. The Extraction Wizard window will open. Click on the Next button.



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8. The Extraction Wizard will allow you to select a folder to extract the zipped file to. Click the Browse button to select a folder or accept the default folder. Click Next to continue.





9. The Extracting Wizard will extract the files from the zip file.



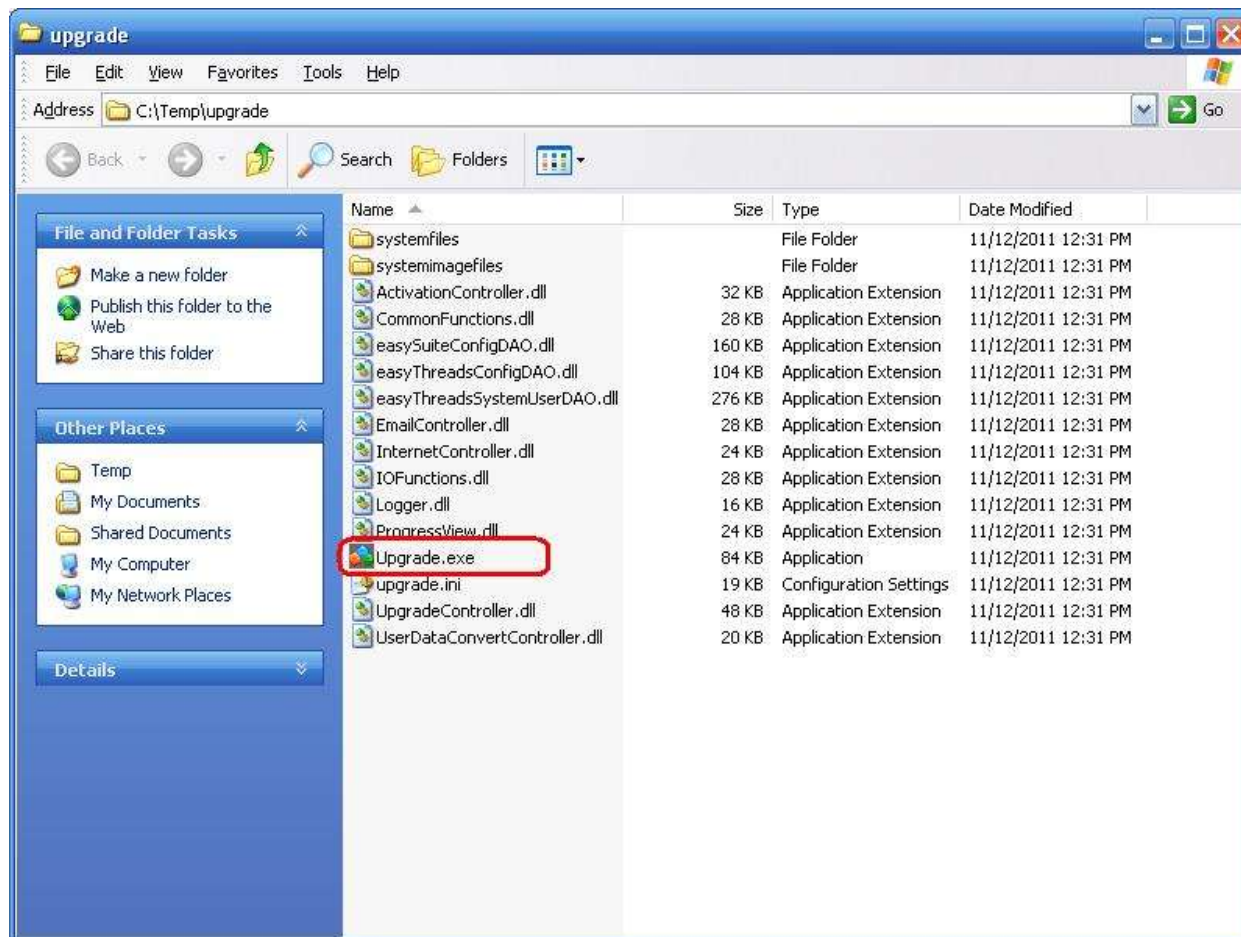
10. When the Extraction Wizard has finished extracting the files, it will let you know. Click on the Finish button to continue.





## How To Upgrade Easy Organizer Suite™ Manually on Windows XP

11. Run the Upgrade Wizard by double clicking on the Upgrade.exe file.



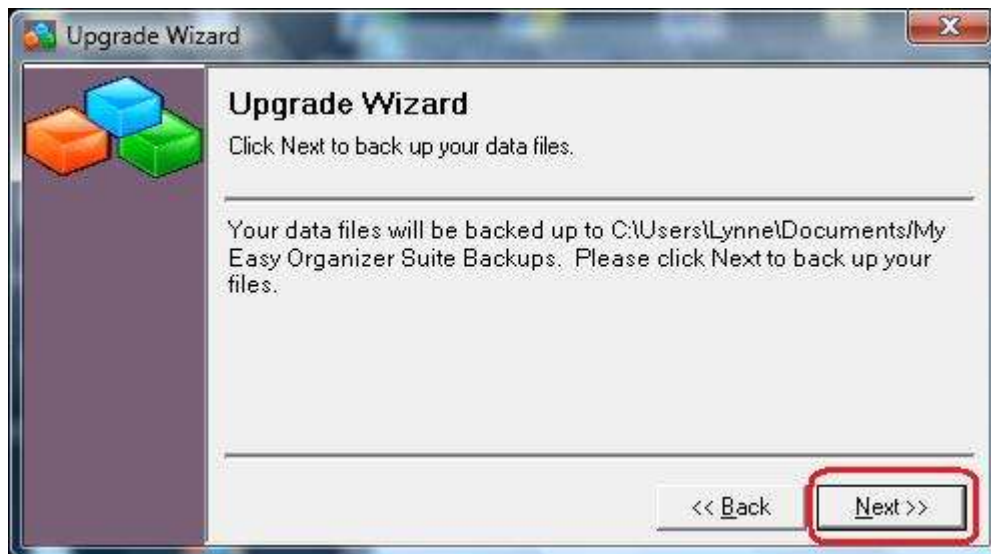
12. If the Open File - Security Warning appears, click on the Run button.



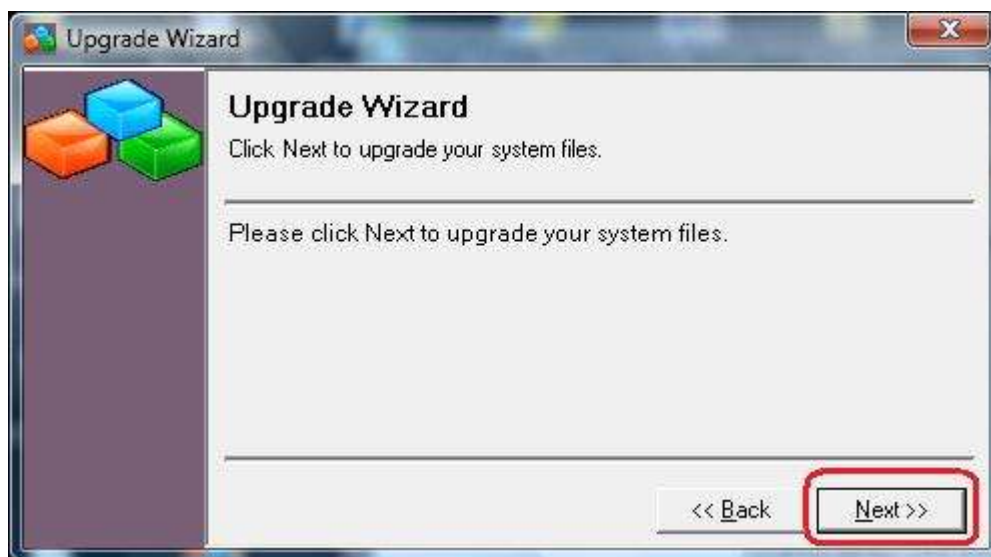
13. The Upgrade Wizard Welcome screen will appear. Click the Next button to continue.



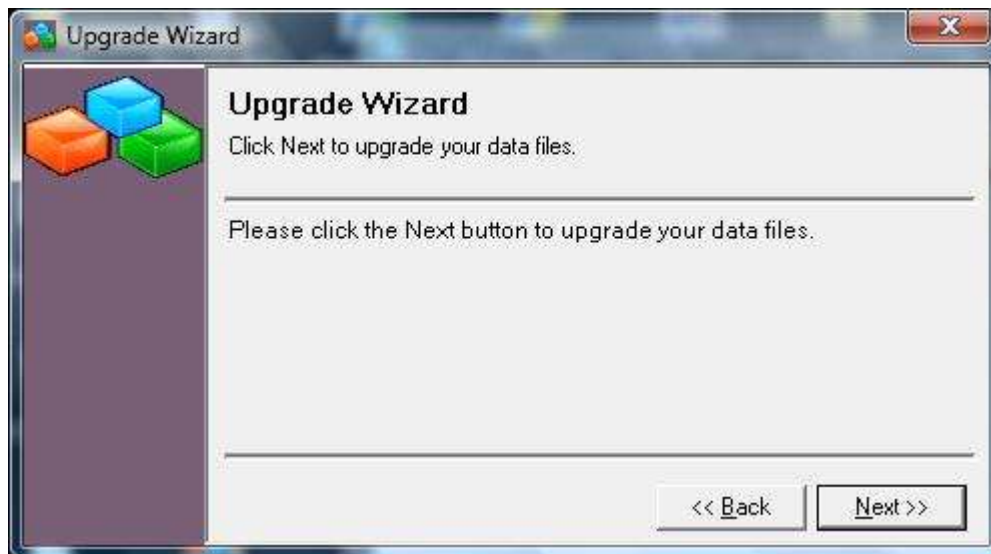
14. The Upgrade Wizard will now back up your data files. Click the Next button to continue.



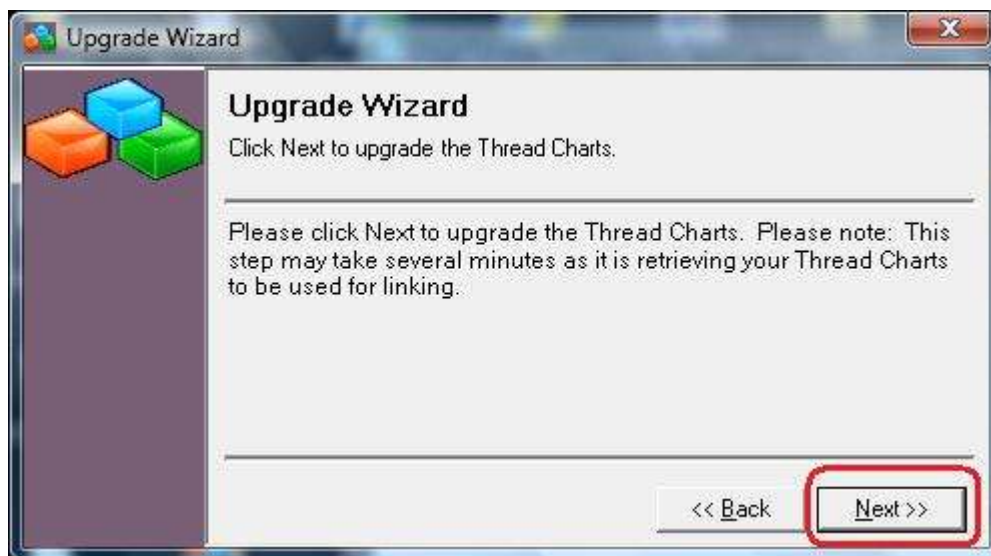
15. The Upgrade Wizard will now upgrade the system files. Click the Next button to continue.



16. The Upgrade Wizard will now upgrade your data files. Click the Next button to continue.



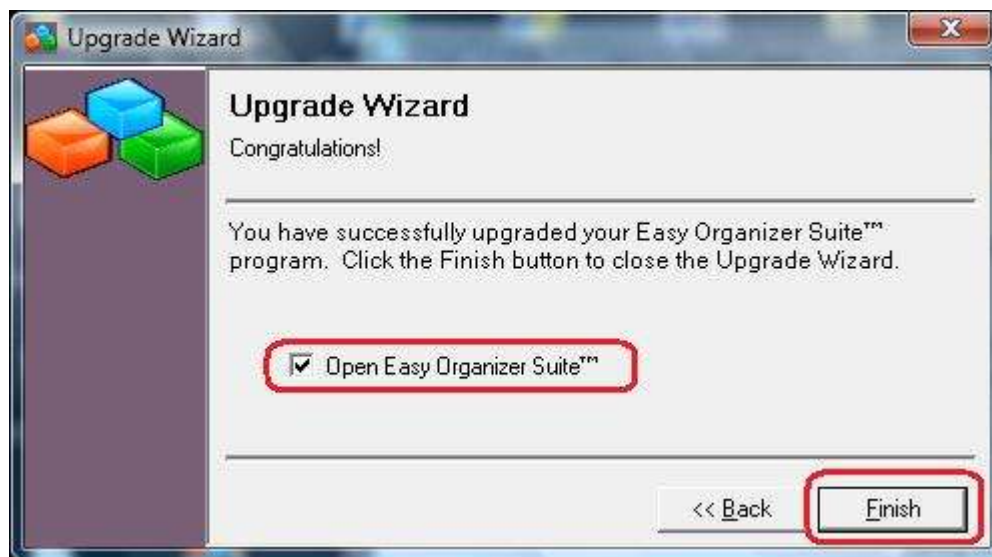
17. For the new Links feature, the Upgrade Wizard will now add all of your Thread Charts into the database. Click on the Next button.



## How To Upgrade Easy Organizer Suite™ Manually on Windows XP

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18. The Upgrade Wizard for Easy Organizer Suite™ has completed. To open and run the Easy Organizer Suite™, ensure that the "Open Easy Organizer Suite™" checkbox is checked. Click on the Finish button.



19. Your Easy Organizer Suite™ program has been upgraded to the latest version and build.