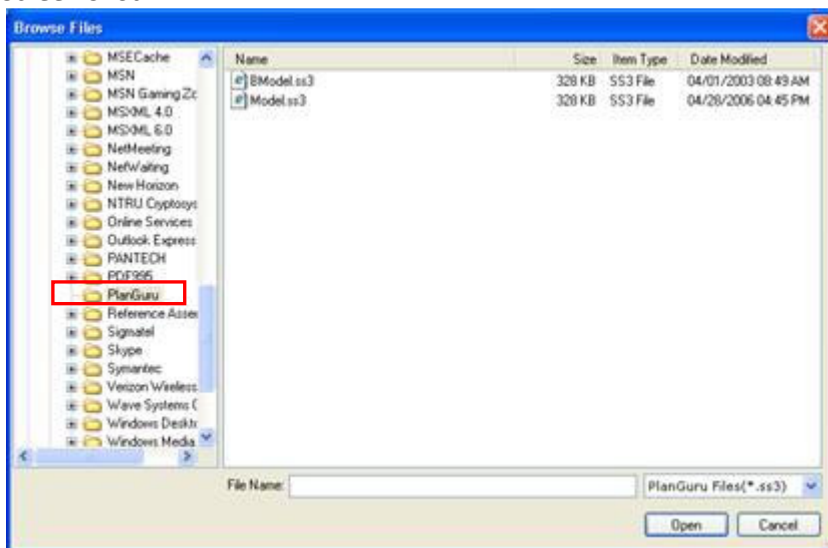**Using the File Conversion Utility**

Here are the basic steps you'll need to take to convert an analysis from a prior version.
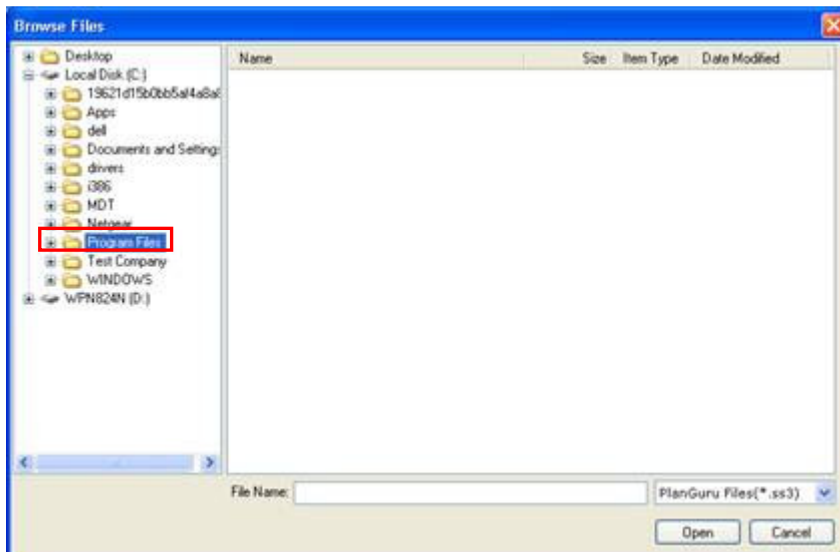
1. Open PlanGuru 2011, and create a new company modeled after the prior version company you will be converting from. During the process of creating this company you will be prompted to create a new analysis as well. Try to select setup options that closely resemble the analysis you are converting from.

2. Once you have created your new company and analysis go to File>Utilities>Convert File from prior PlanGuru version. When prompted to save changes to you existing analysis click yes.

3. A window titled "Convert Pre PlanGuru 2011 File window will appear". Use the browse button to navigate to you file. If you find that the focus in the browse files window is on the Program Files\PlanGuru folder and there are no contents below it (See screen shot below) follow the next three screen shots. Otherwise locate the file to convert and move on to step 4.
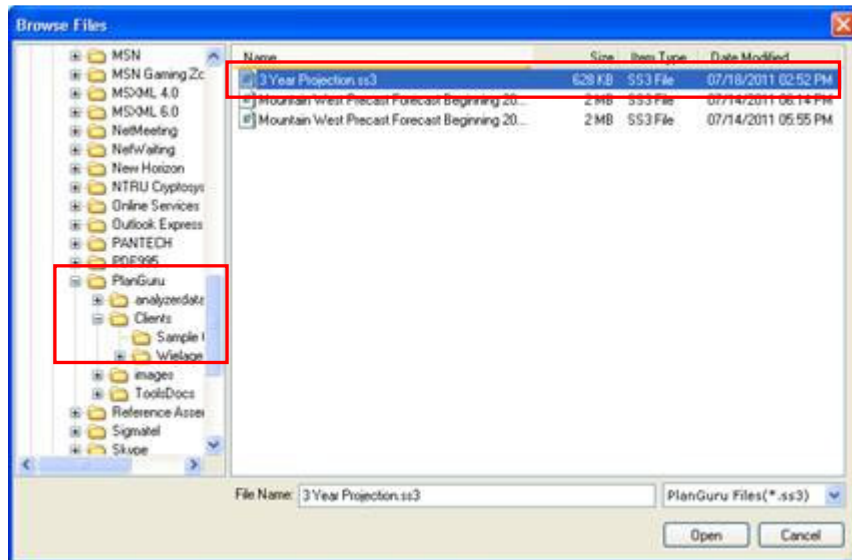
Screen shot 1

This shouldn't be happening, we are currently addressing this. However the work around is to first collapse the Program Files folder (shown in screen shot 2)

Screen Shot 2

Next re-expand the Program files folder and you should now be able to drill down into Program Files>PlanGuru folder (shown in screen shot 3) and select the file you want to convert by clicking the "Open" button.

Screen Shot 3

4. Next click OK to begin conversion and the application will begin to convert the file; this may take a few minutes.

5. You may be prompted into the Note Payable Wizard, if so fill out the pertinent information regarding your notes payable and continue advancing through the windows.

6. At this point the conversion process is complete.