



## 2008 TaxSimple Conversion Instructions

The conversion process does not, in any way, change or remove data in your original 2007 TaxSimple data files. The conversion also creates the necessary folders for the Drake data files, making it unnecessary to install the Drake 2007 software in order to convert your client files. During the conversion process, select data is extracted from the TaxSimple data file and used to create a Drake data file, leaving the TaxSimple file in its original state. It is our intent to convert as much information as possible that will remain unchanged for 2008.

***Conversion Program Updates:** If you have an established internet connection, the conversion program, when launched, will automatically pick up and install any updates that have been released. To verify that you are running the latest conversion program, double-click the conversion program icon on your desktop and compare the version number at the bottom of the screen to the version number listed on our support web-site ([support.drakesoftware.com](http://support.drakesoftware.com)). Once you are logged into the support site, click the Conversions link to see a list of all conversions offered and their latest version number. Our support website also provides you with a searchable knowledge base, states website, online EF database and many more useful tools created with you, the tax professional, in mind.*

*If you have clients already in the Drake Software 2007 Program be sure to back them up PRIOR to running the conversion. You will go to Tools/File Maintenance/Back up. If you need assistance please contact our support team at 828-524-8020.*

### Installation

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1. Insert the TaxSimple Conversion CD into your CD drive.
2. The Installation program should automatically run. If it does not, from your desktop, click the Windows **Start** button and then click **Run**. Type **d:\setup.exe** (substitute the correct drive letter if not D). Click the **OK** button.
3. The **Conversion Setup Wizard Welcome** screen window will display. Click the **Next** button.
4. The **Drake License Agreement** window will appear. If in agreement, click the **I agree** button and click the **Next** button.
5. The **Destination Folder** screen will appear. This screen will allow you to choose where you want the conversion program installed. The default (recommended) location will be

preset. Click the **Next** button to use the default location or click the **Browse** button to choose a different location and then click the **Next** button.

6. The **Menu Folder** will appear click the **Install** button.
7. The installation begins when a **Green** installation bar is shown on your screen. When the process is complete Click the **Finish** button.

*Installation of the Conversion utility is complete!*

## Converting Files

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1. To begin converting your client files click on the TaxSimple Conversion Icon on your desktop.
2. Verify the path for your TaxSimple location, if you are not sure use the browse button to browse for the correct path.
3. Verify location for converted files.
4. If you want to convert a single client file, click the box that says, single client, then type in the SSN or the EIN.
5. Click the convert button.

**The conversion process begins. When the process is complete click the exit button.**

After Converting to Drake 2007, you must Repair the Index Files. To do this you will:

1. Select the Tools menu
2. Select Repair Index Files
3. Select Repair All
4. Select Scan Client files and add names to Index.

This will allow you to see all your files under the File menu.

## Important Notes

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- These steps will convert data from TaxSimple 2007 into Drake 2007 format. To update the information to Drake 2008 program please refer to your Drake Software Manual.
- After updating to Drake 2008, you must Repair the Index Files. To do this you will:
  - Select the Tools menu
  - Select Repair Index Files
  - Select Repair All
  - Select Scan Client files and add names to Index.

This will allow you to see all your files under the File menu.

- If you have any questions concerning the conversion or converted data, please feel free to call the Conversion Team at (828) 349-5546.