

15-0001-EN-How do I upgrade/convert my old Version 4, 5...

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Importing your existing Website from an earlier version of our software is easy. Just follow the steps listed below.

ShopFactory 6, 7, 8

- 1: Select a shop: Open ShopFactory V9 and check on "Recent Files" Select a shop from the List. ShopFactory 9 will have imported your Recent Files list from ShopFactory 6, 7 or 8. If you can not find a shop listed, use the Browse (open envelope icon) button to select it on your harddrive. Normally, your shop projects would be stored in "MyDocumentsShopFactory Websites" folder. Click on OK and ShopFactory 9 will import and optimize your website as well as remove files no longer required.
 - 2: Select a V9 Website Theme (IMPORTANT): ShopFactory 9 has better looking and more professional website themes – it's about time you give your online shop a new look. It is important you update to a V9 Website Theme to update your V6/7/8 pages as one of the major improvements in ShopFactory 9 is that the pages are no longer contained in frames. To choose a different theme, simply click on the Designer menu and choose "Select website Theme" and then click on a specific template you like -> click OK.
 - 3: Customize a Website Theme (optional): First click on My Website. Now you can customize your website theme by selecting the appropriate Tab at the bottom of the editing window. Once you have switched to a new template, you need to change images via Customize Design -> left click on the banner image and change it accordingly. This part works the same way in ShopFactory 7 and 8.
 - 4: Check your Tax settings (You might need to setup tax again): Click "Properties" menu -> select "Taxes" and enter the appropriate tax you charge for your region.
 - 5: Setup your Payment Methods Accepted: Click Properties -> Payment Methods Accepted -> follow through the process depending on the Payment provider you wanted to use.
- That's all there is to it.

ShopFactory 4, 5

1. Open ShopFactory V9
- 2: Create a new Website (you will be taken to this window automatically) : Click on the "New" button to create a new website.
3. Enter the name for your website (A new shop will be created in the Version 9 folders so the name can be the same as previous shop)
- 4: Select a Website Theme: Select a Website Theme for the website you want to import.
- 5: Select a Page Style (optional) : Click on " Page 1" with your mouse. Then click on the small triangle next to the page properties button: . From the menu which opens choose "Select a Page style". This page style applied to Page 1 will be applied to all pages imported. You can change the page style for selected pages after the import.
- 6: Select a Product Style (optional) : Click on " Page 1" with your mouse. Then click on the small

triangle next to the product properties button: . From the menu which opens choose "Select a product/ Paragraph style". This paragraph style applied to Page 1 will be applied to all paragraphs imported. You can change the page style for selected paragraphs and products easily after the import.

7: Customize your Website (optional) : If you want to customize the design of the website, we recommend you do this before you import your existing website. Just click on the "Customize Design" Tab at the bottom of the editing window. Of course you can customize and change the website design also after an import. 8: Start the import: Now you are ready to import your existing website. Just Click on the "File" Menu and select the option "Import older websites" to launch the appropriate wizard.

10. Now the upgrade will ask you which previous version you had. Select the appropriate version and click the Next button

It will help you select your existing Website project on your computer and then import it.

11: Check your Tax settings (You might need to setup tax again): Click "Properties" menu -> select "Taxes" and enter the appropriate tax you charge for your region.

12: Setup your Payment Methods Accepted: Click Properties -> Payment Methods Accepted -> follow through the process depending on the Payment provider you wanted to use. That's all there is to it.