

How to Transfer W2 Mate to a New Computer

You have the option to move a single company or to move all companies at once.

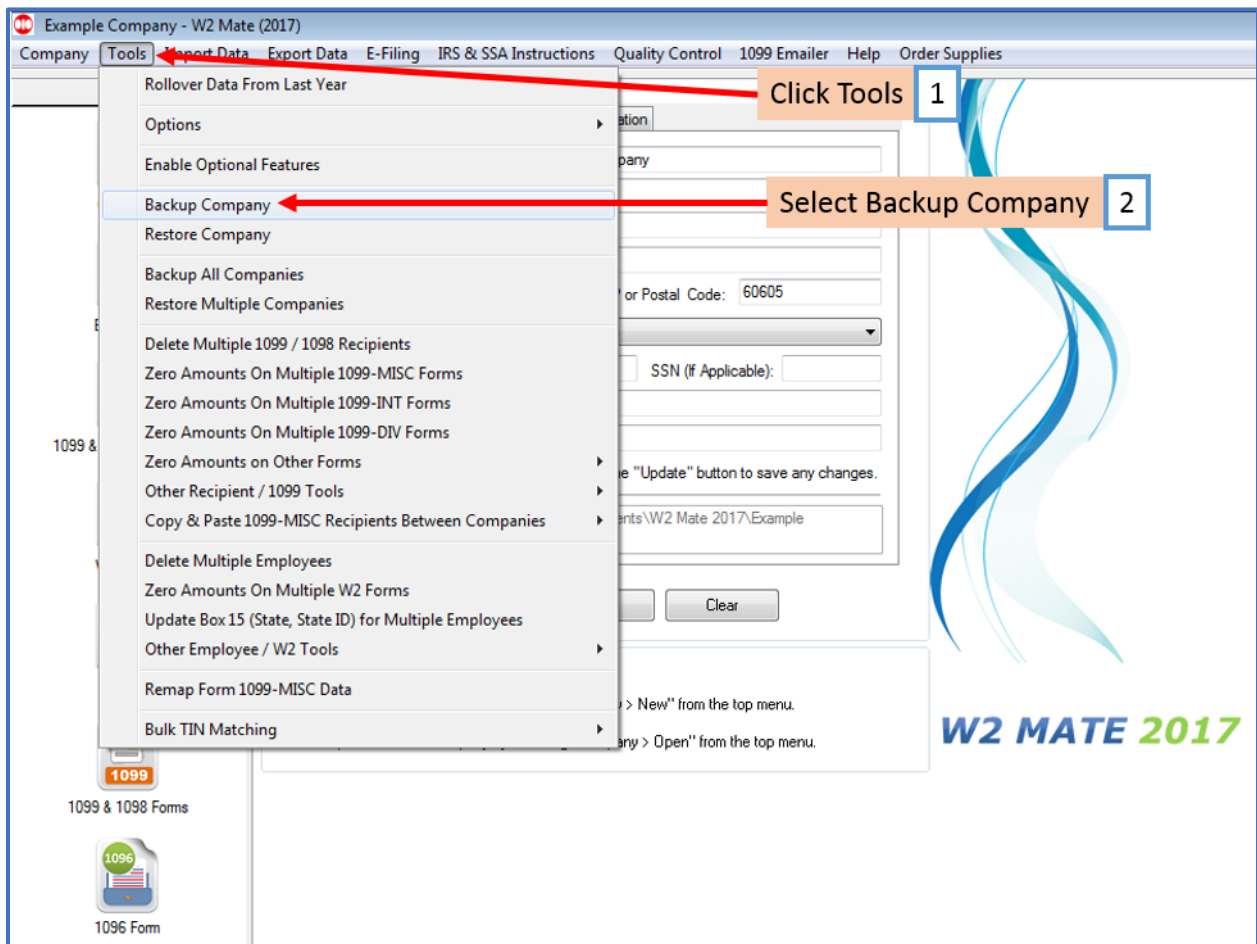
*Single Company

Open W2 Mate software on the original computer

Make sure you have the correct Company open inside W2 Mate

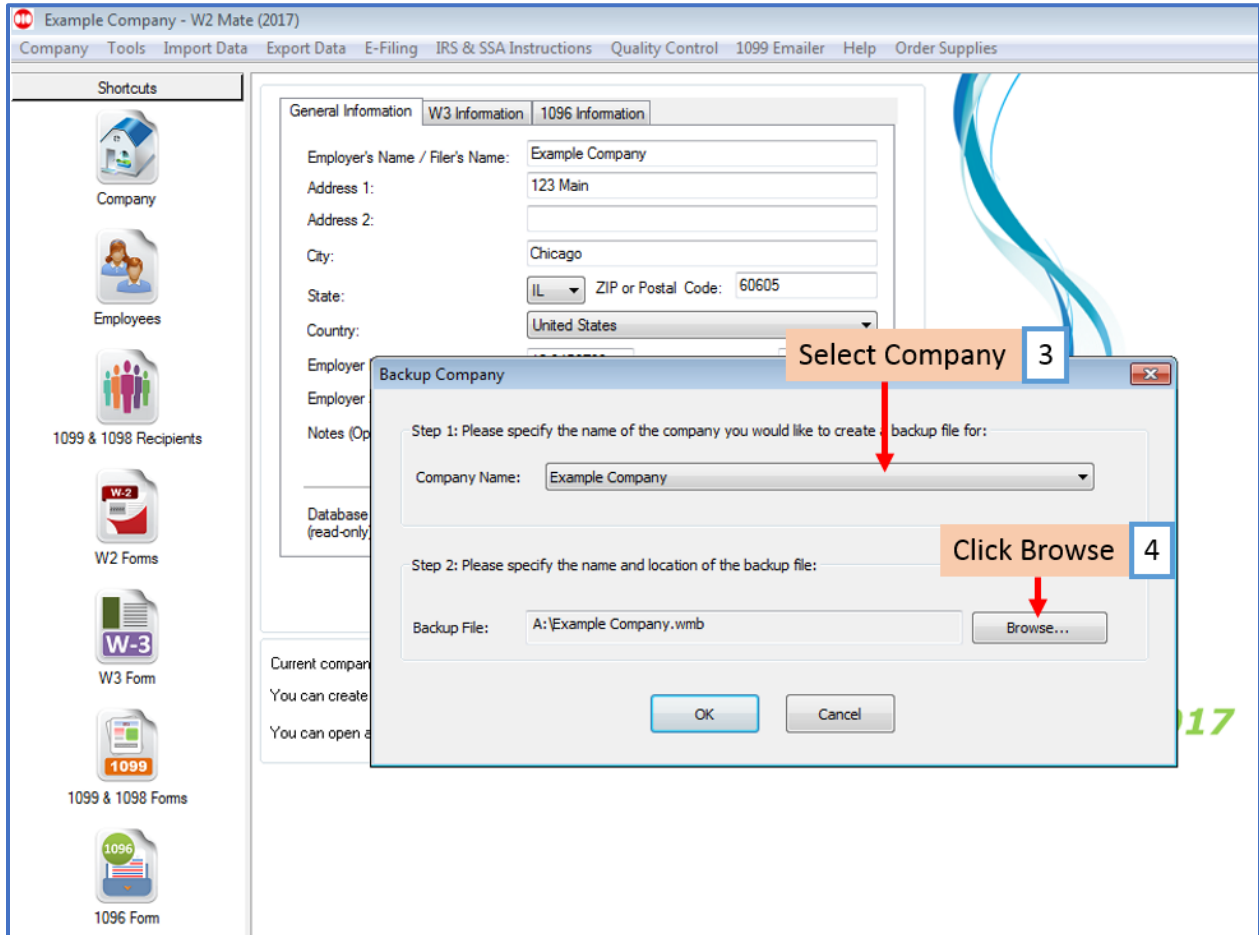
1. Click Tools

2. Select Backup Company



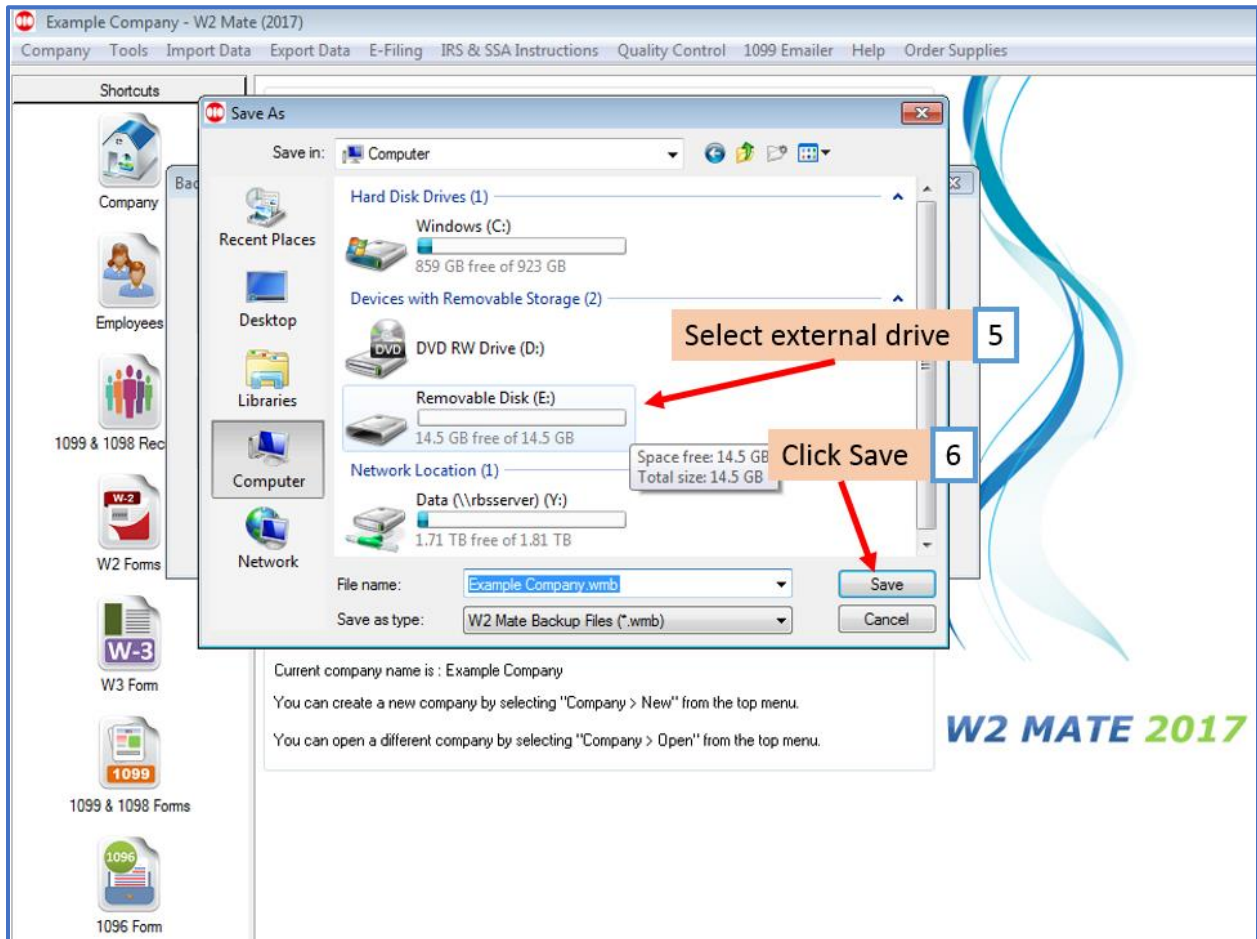
3. Select Company from drop-down menu

4. Click Browse

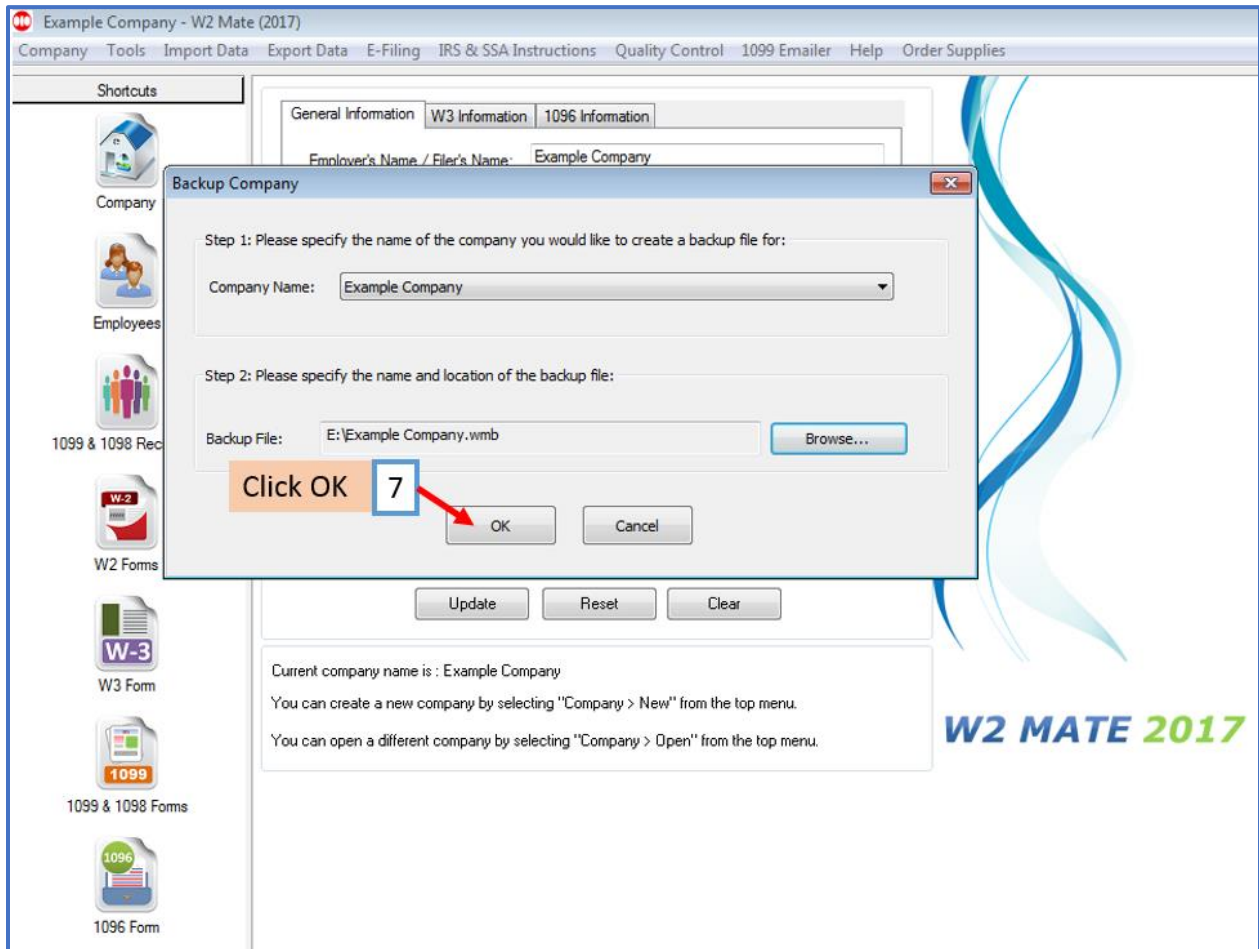


5. Select the external drive

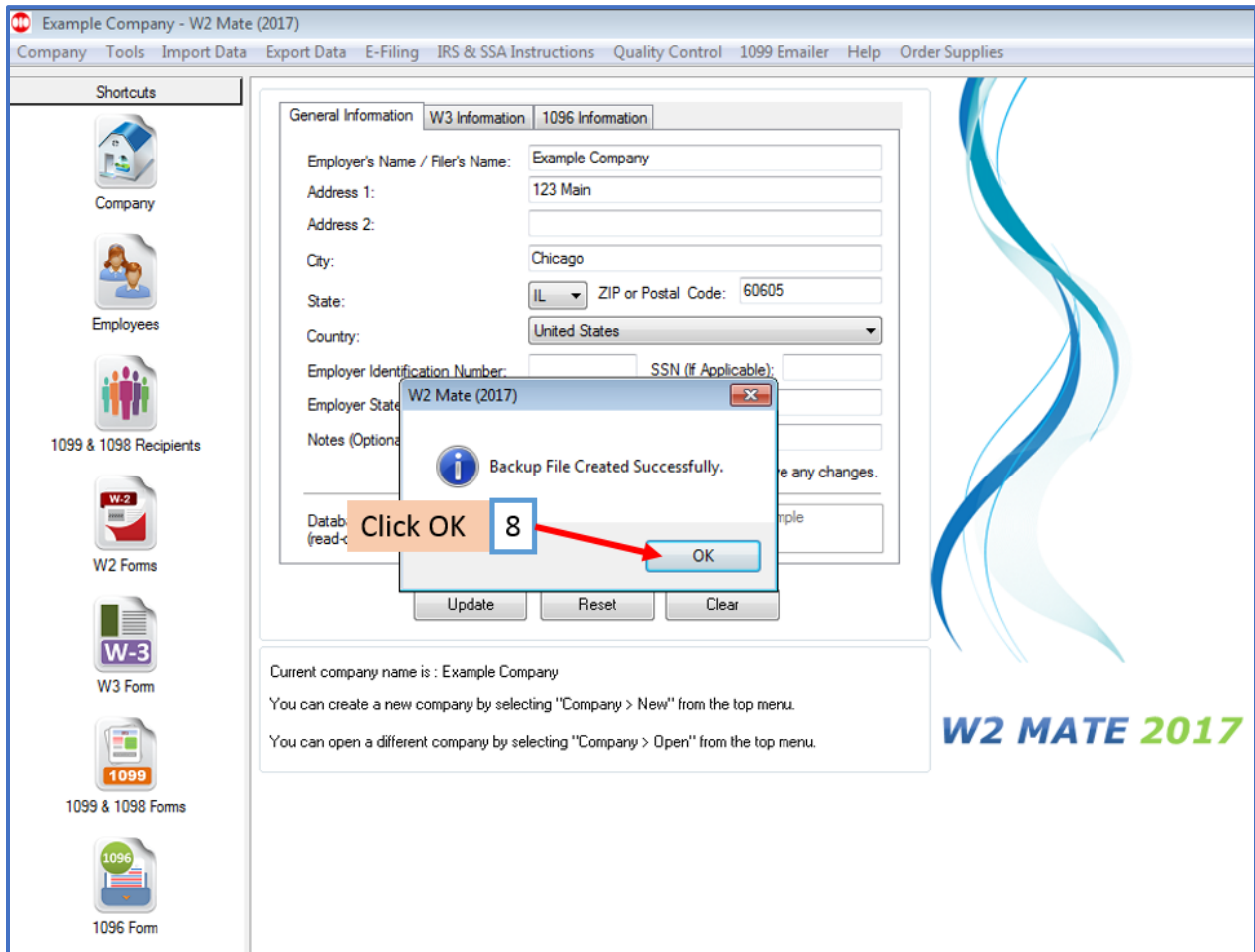
6. Click Save



7. Click OK



8. Click OK



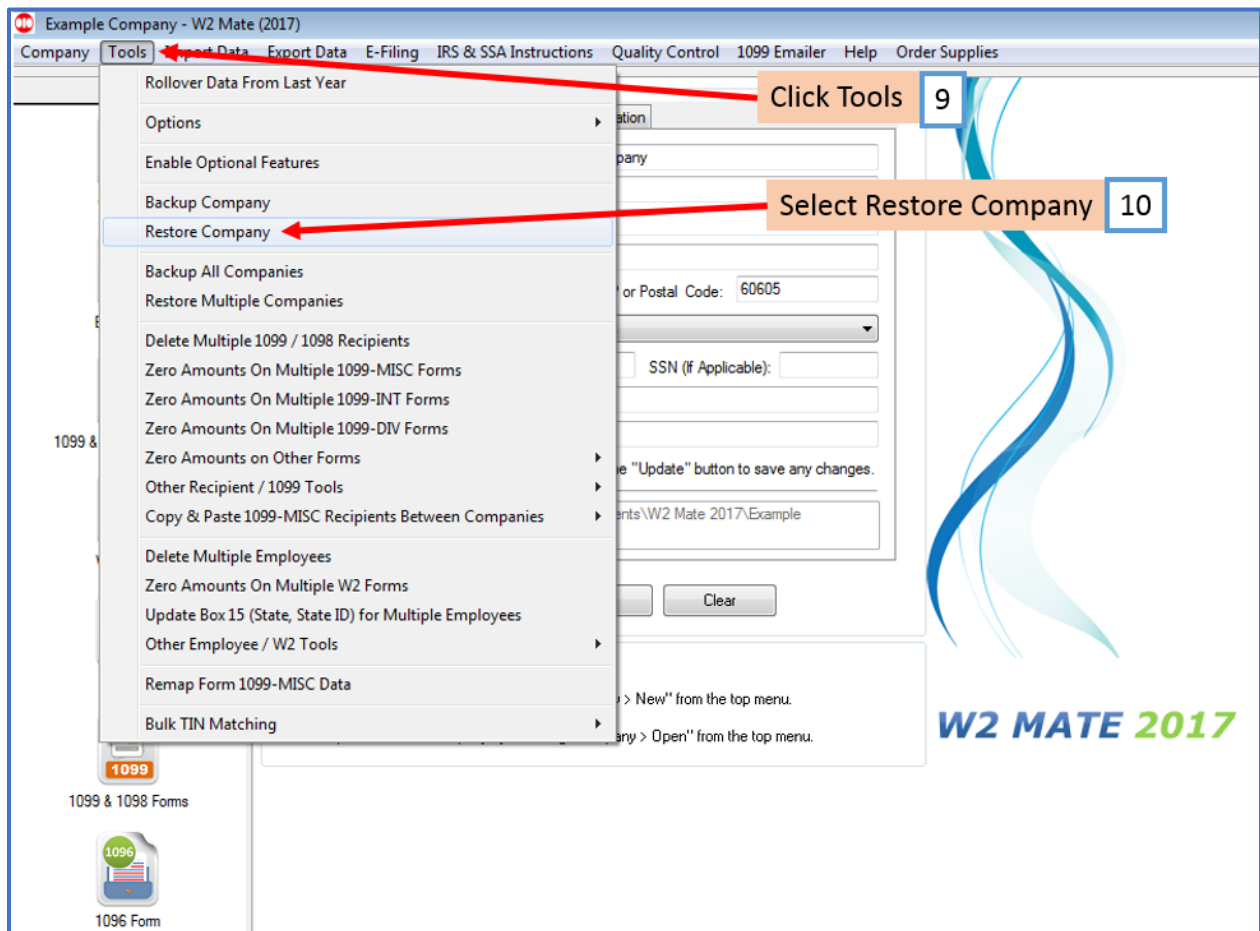
Repeat steps 1-8 for each company you want to move

Go to the new computer and connect to your external drive

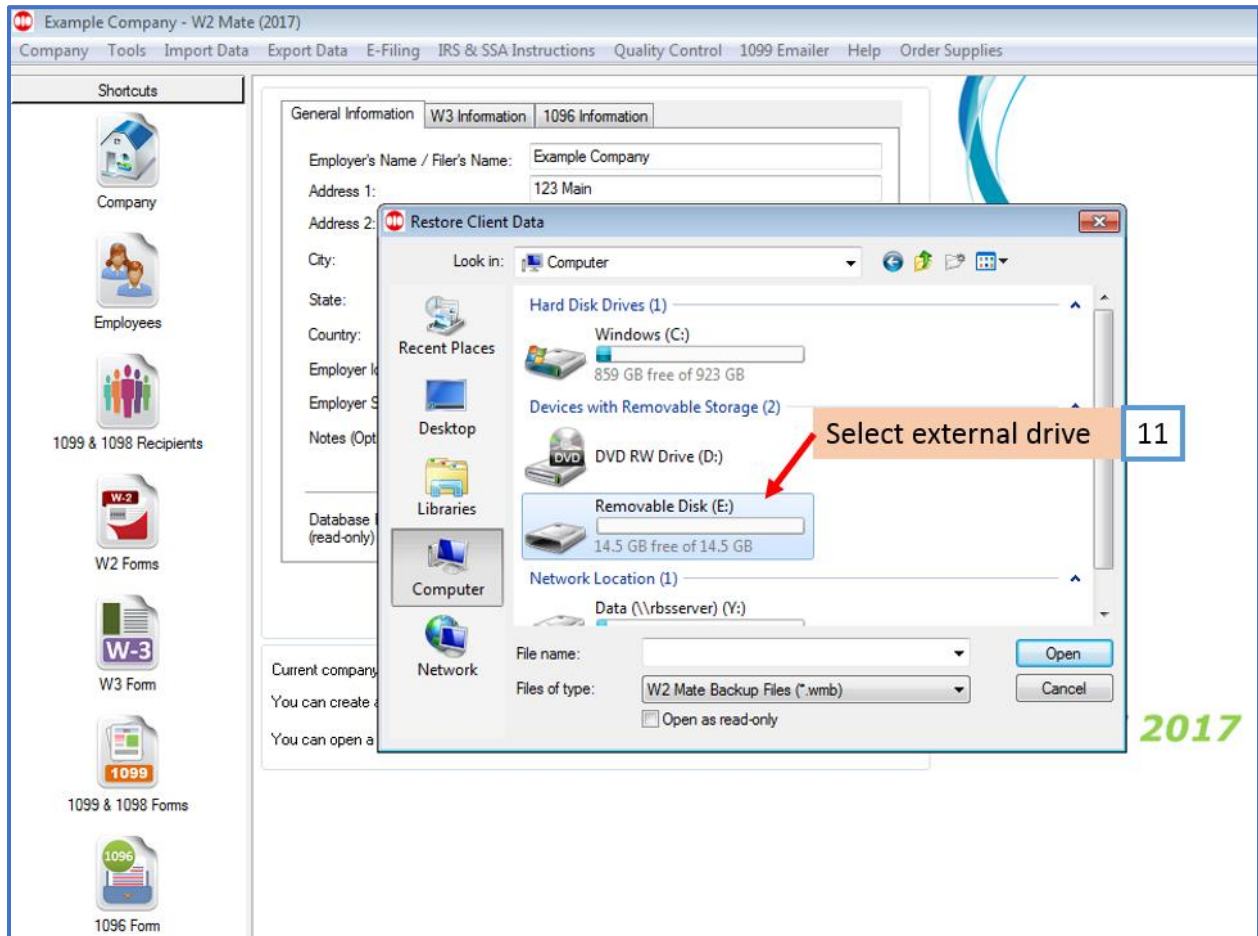
Open W2 Mate (Install and open if you have not already installed W2 Mate)

9. Click Tools

10. Select Restore Company

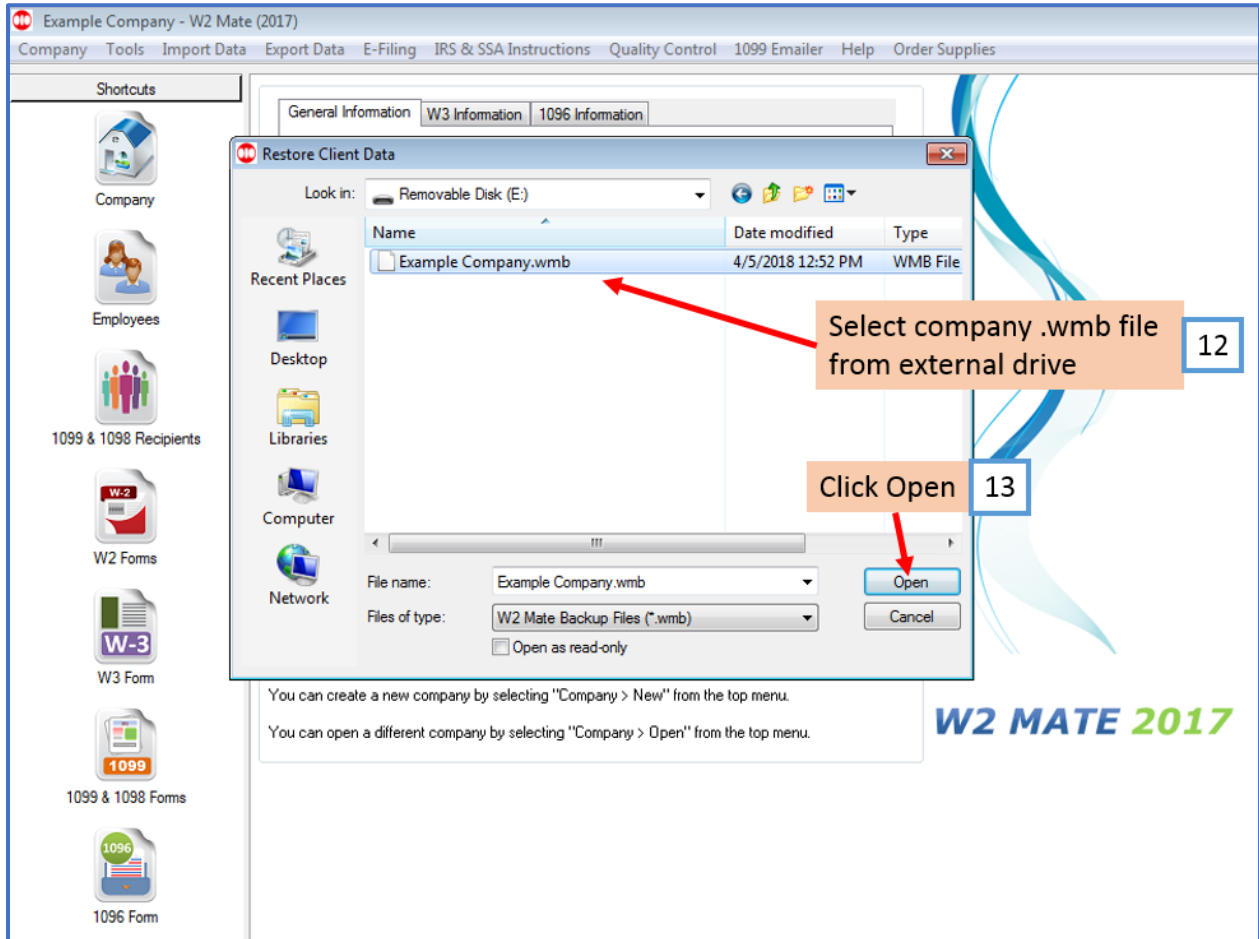


11. Select external drive

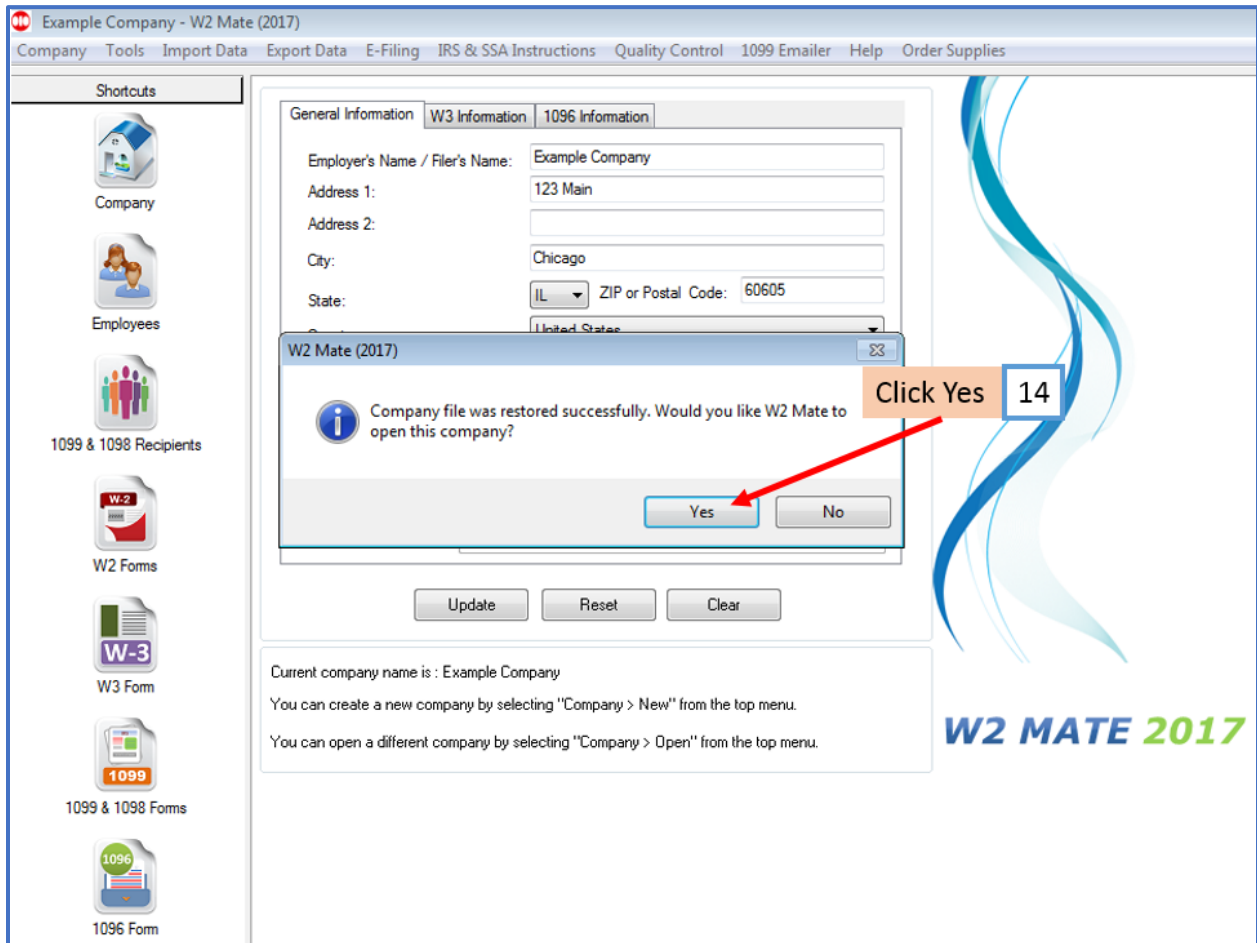


12. Select Company .wmb file

13. Click Open



14. Click Yes



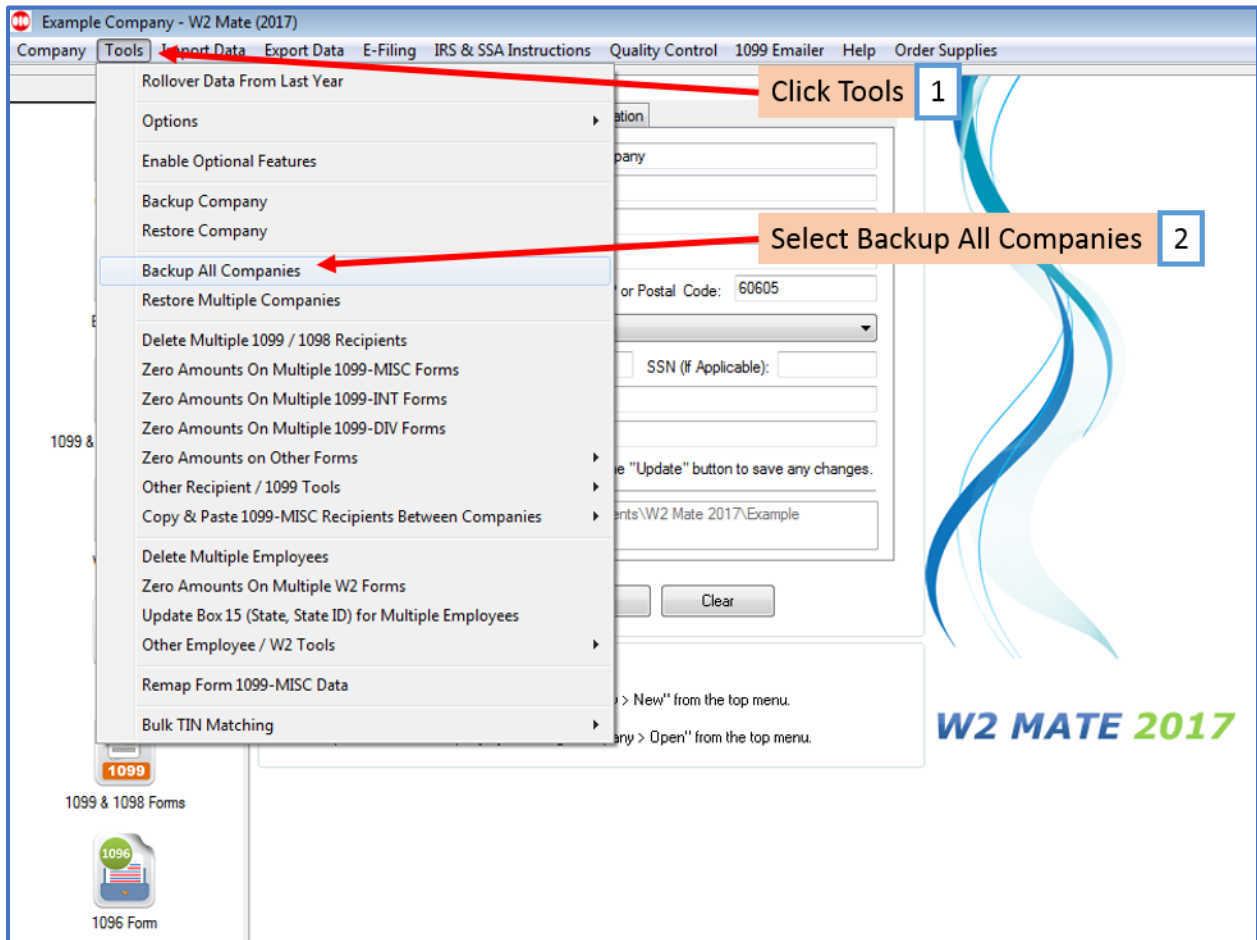
Repeat steps 9-14 for each company you want to restore

*All Companies

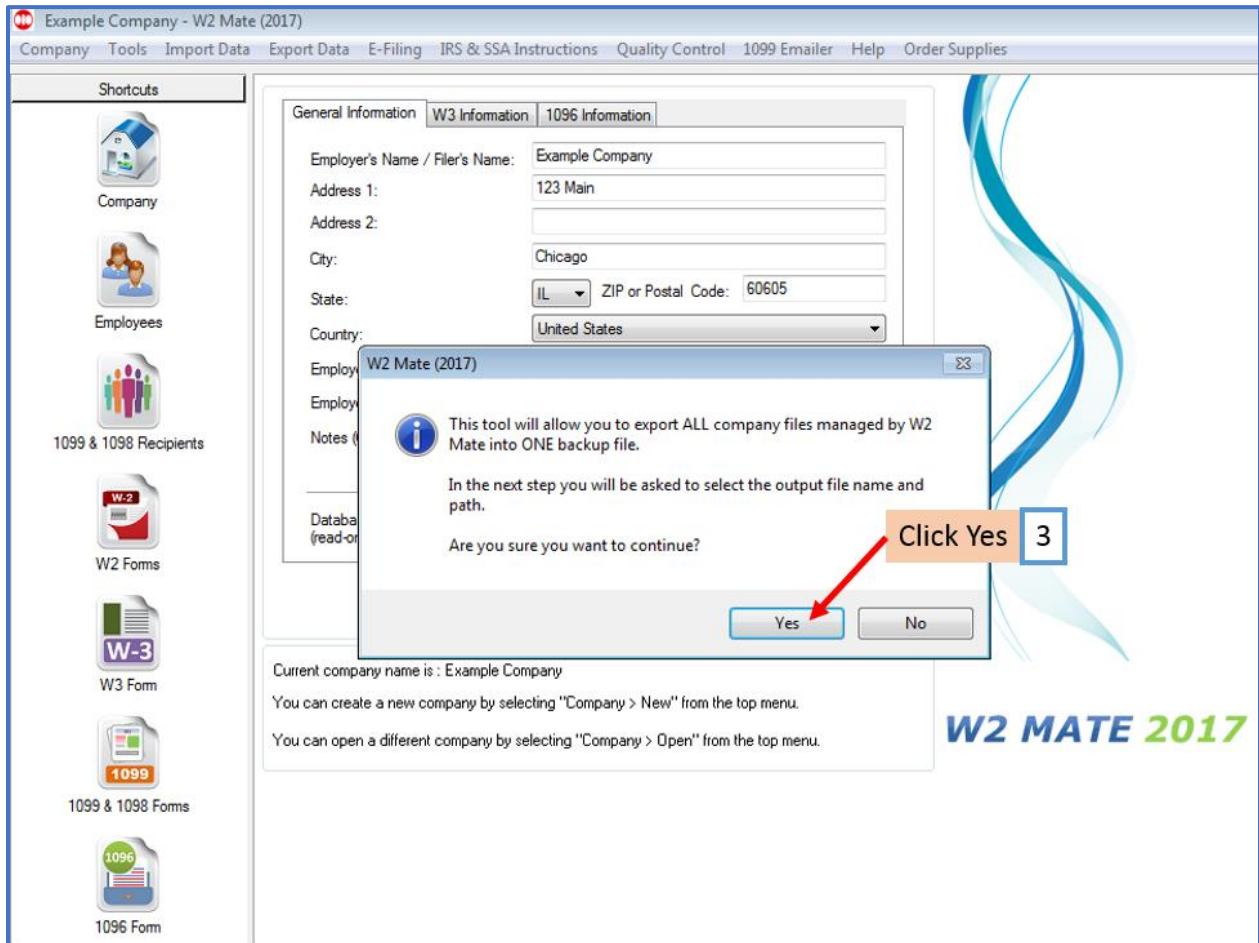
Open W2 Mate software on the original computer

1. Click Tools

2. Select Backup All Companies

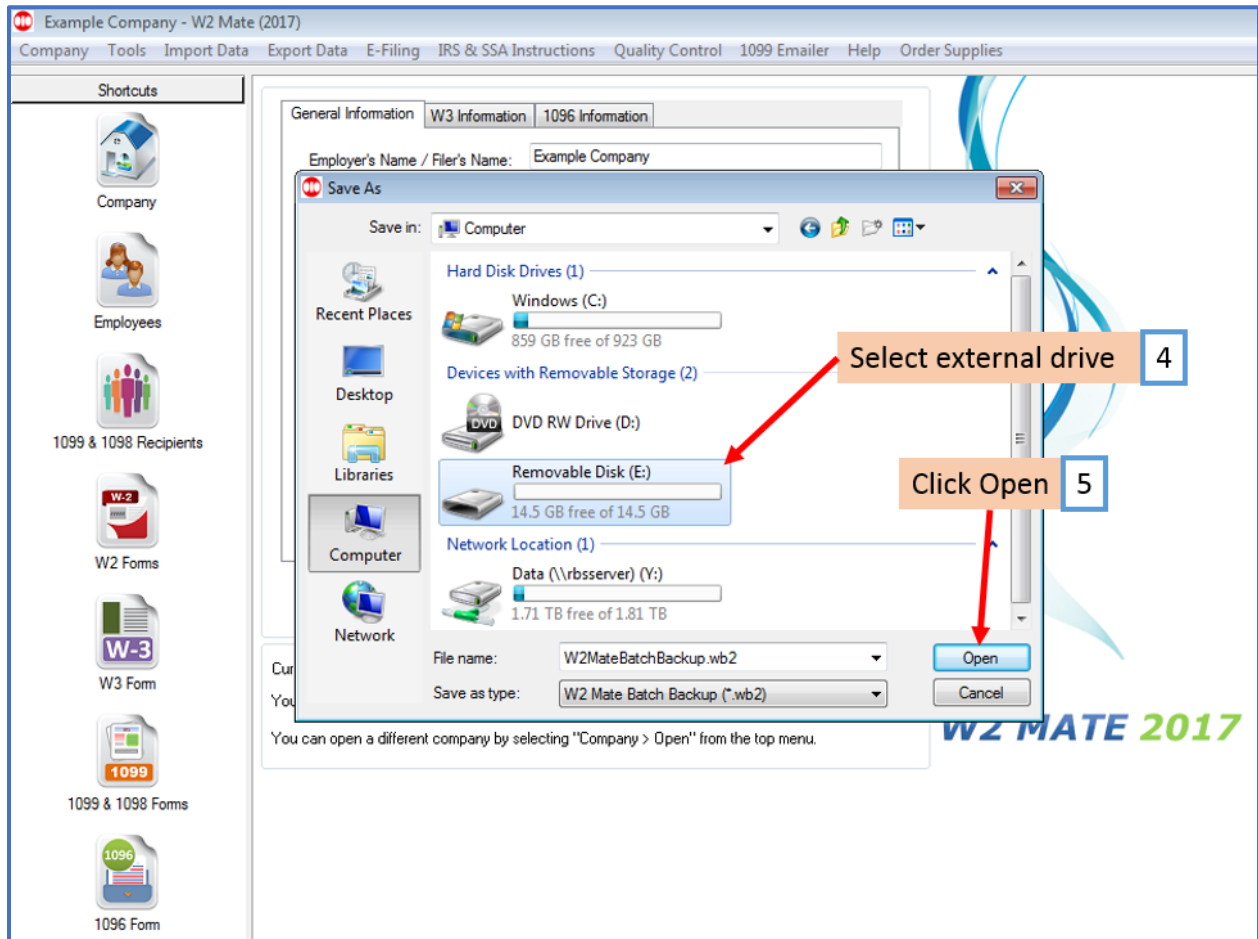


3. Click Yes

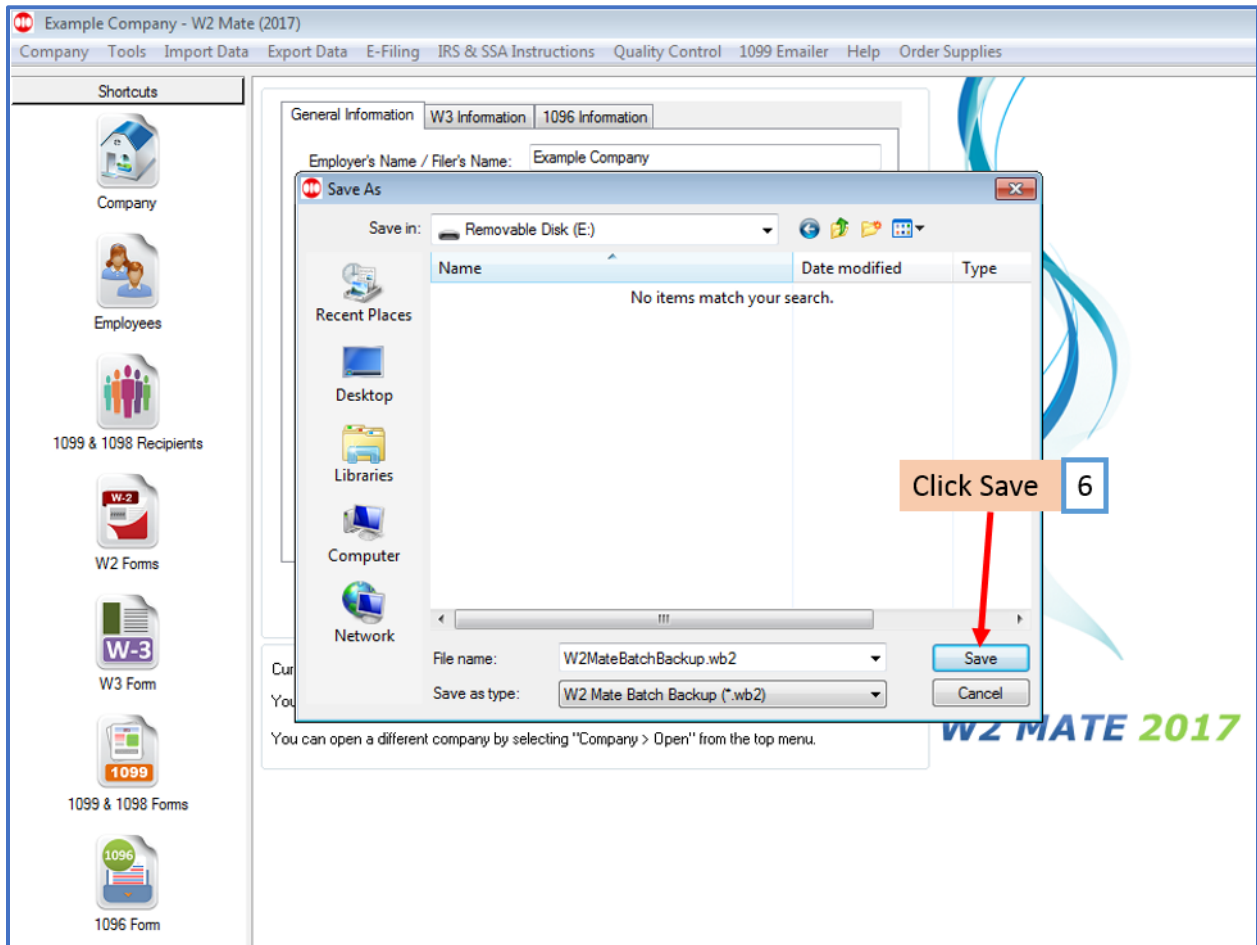


4. Select external drive

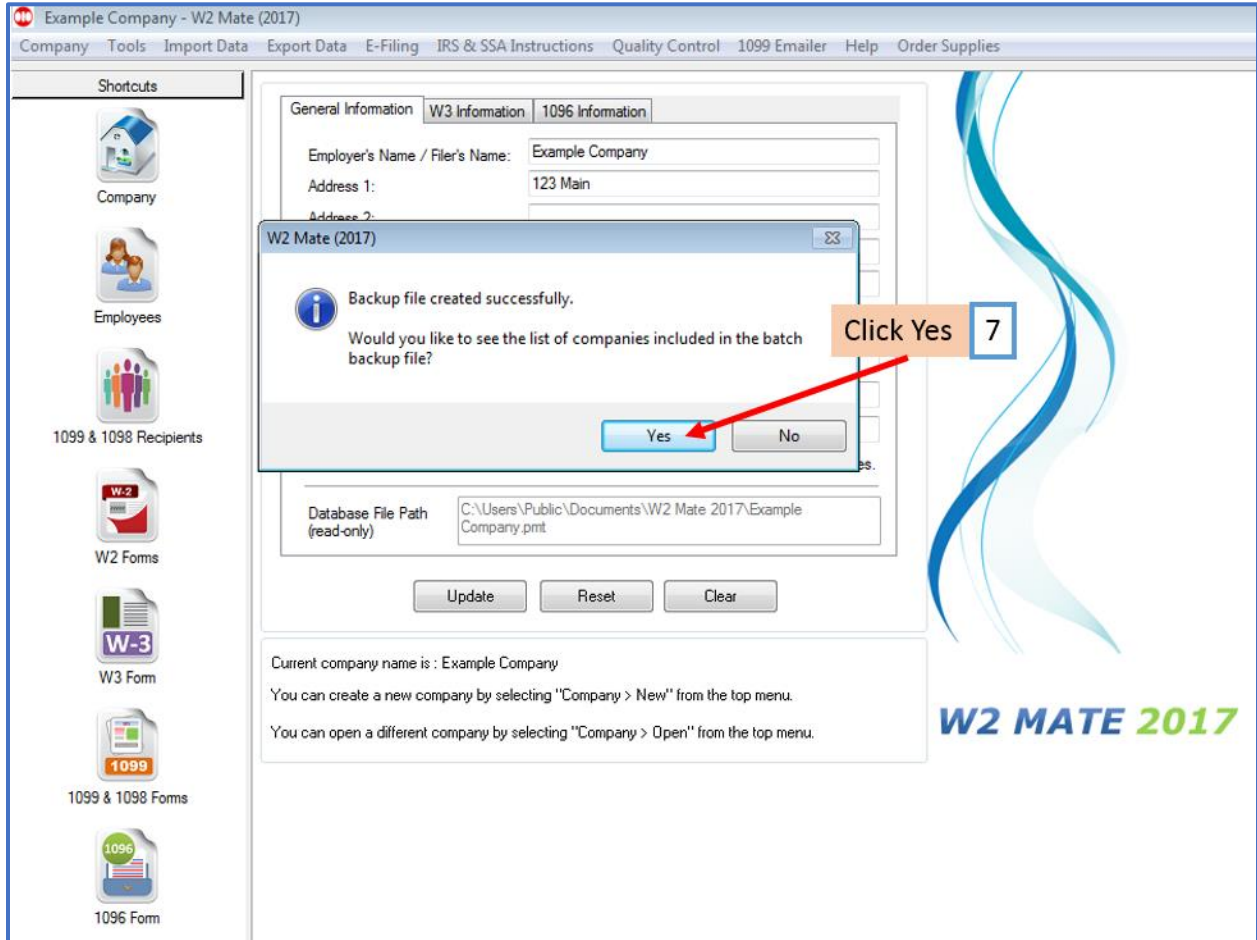
5. Click Open



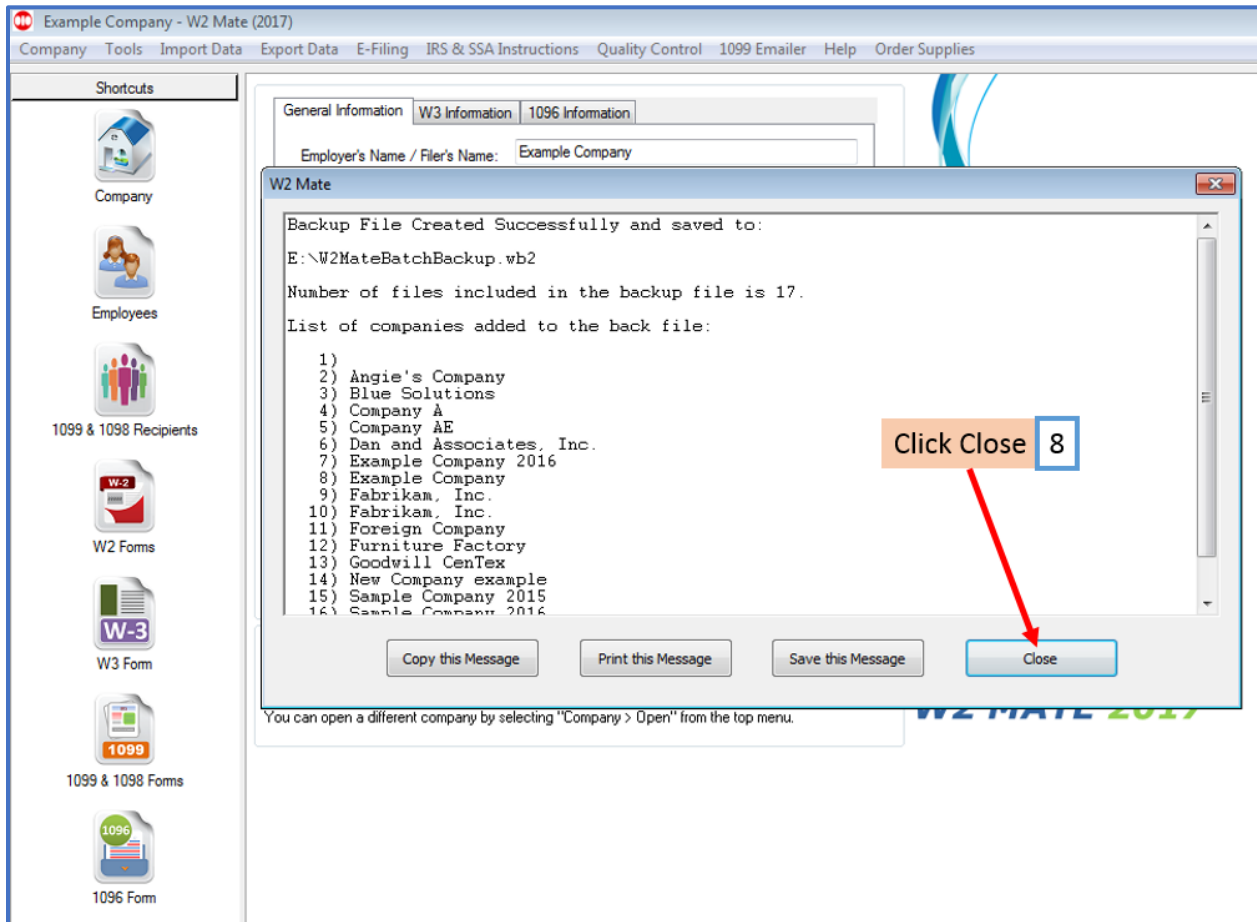
6. Click Save



7. Click Yes



8. Click Close

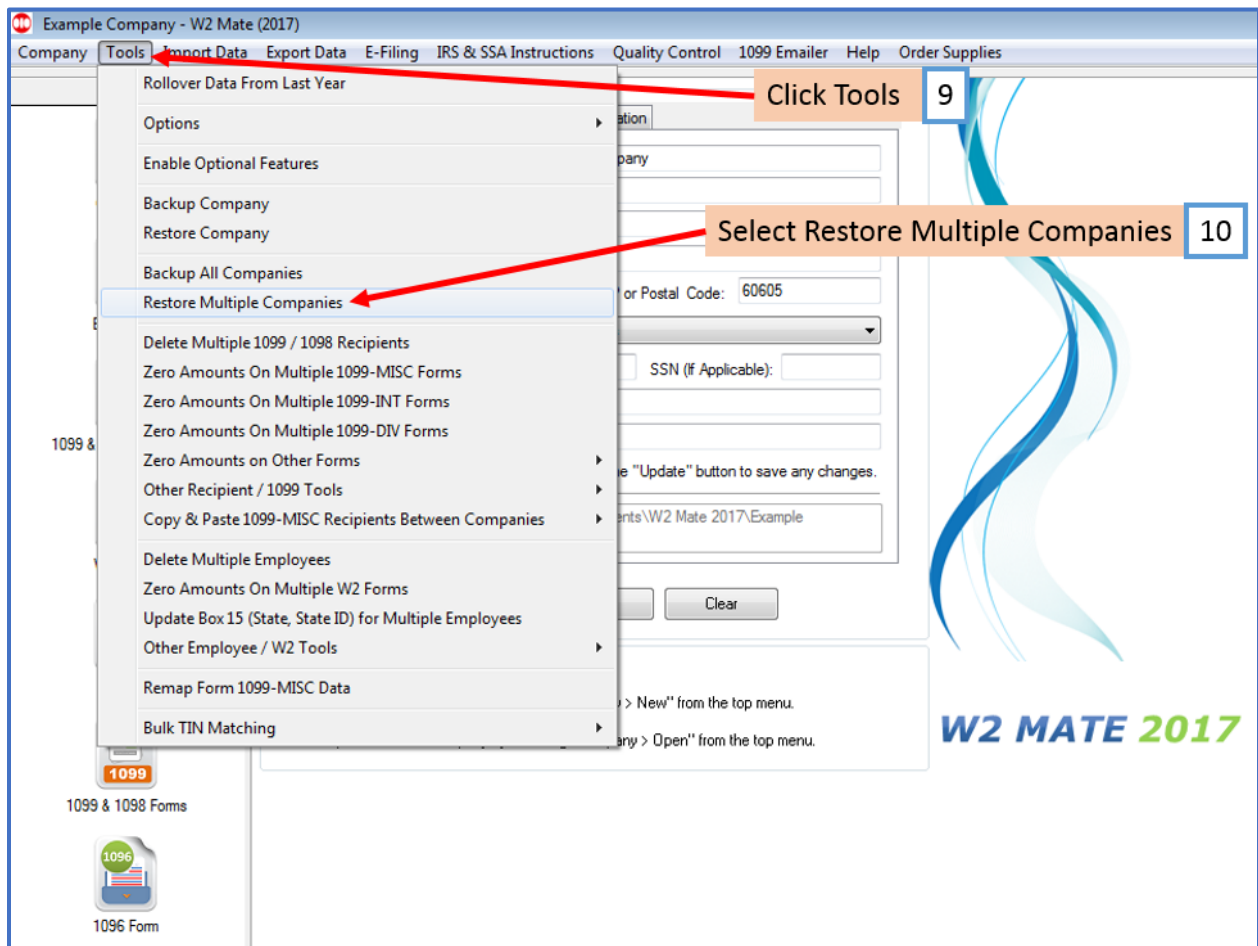


Go to the new computer and connect to your external drive

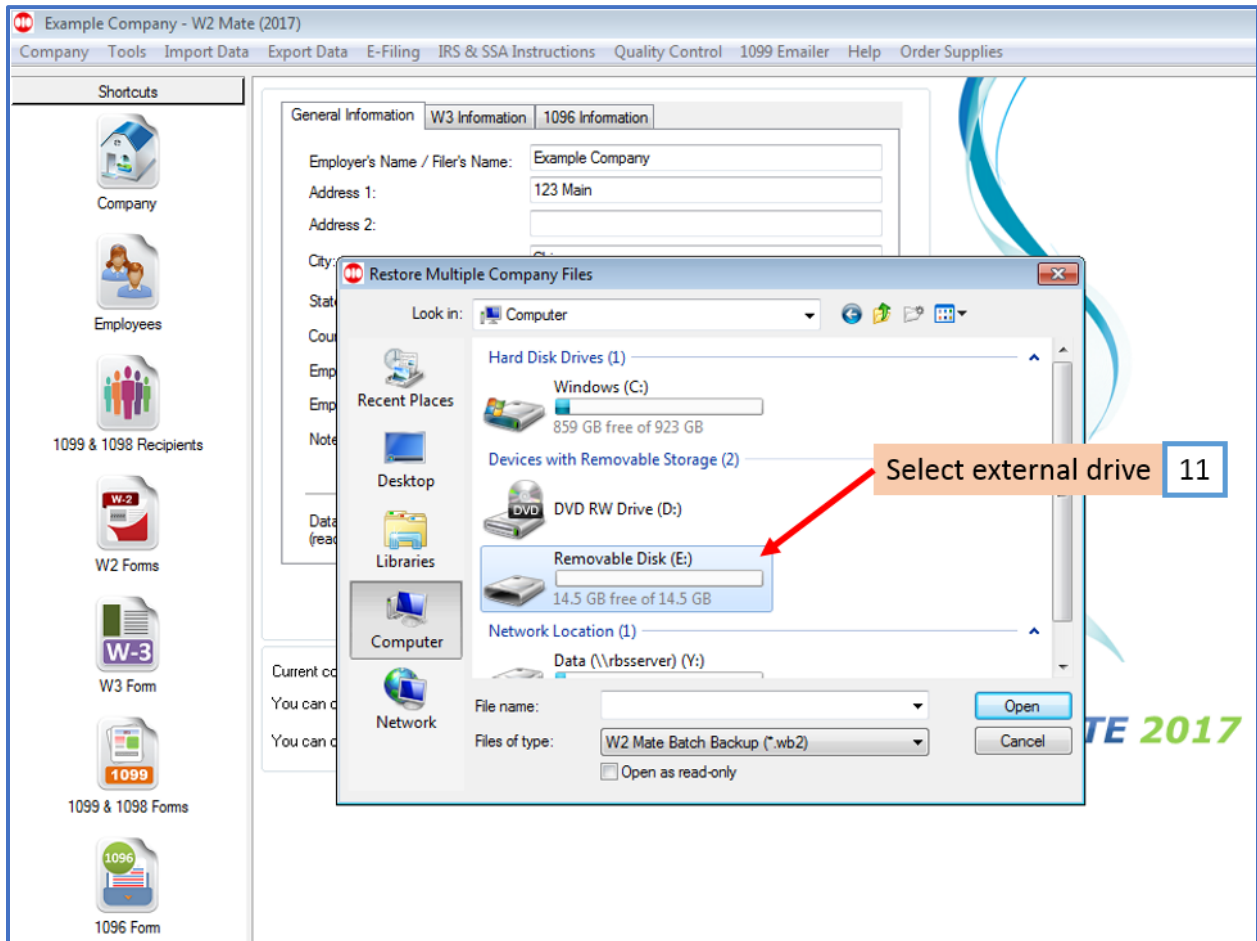
Open W2 Mate (Install and open if you have not already installed W2 Mate)

9. Click Tools

10. Select Restore Multiple Companies

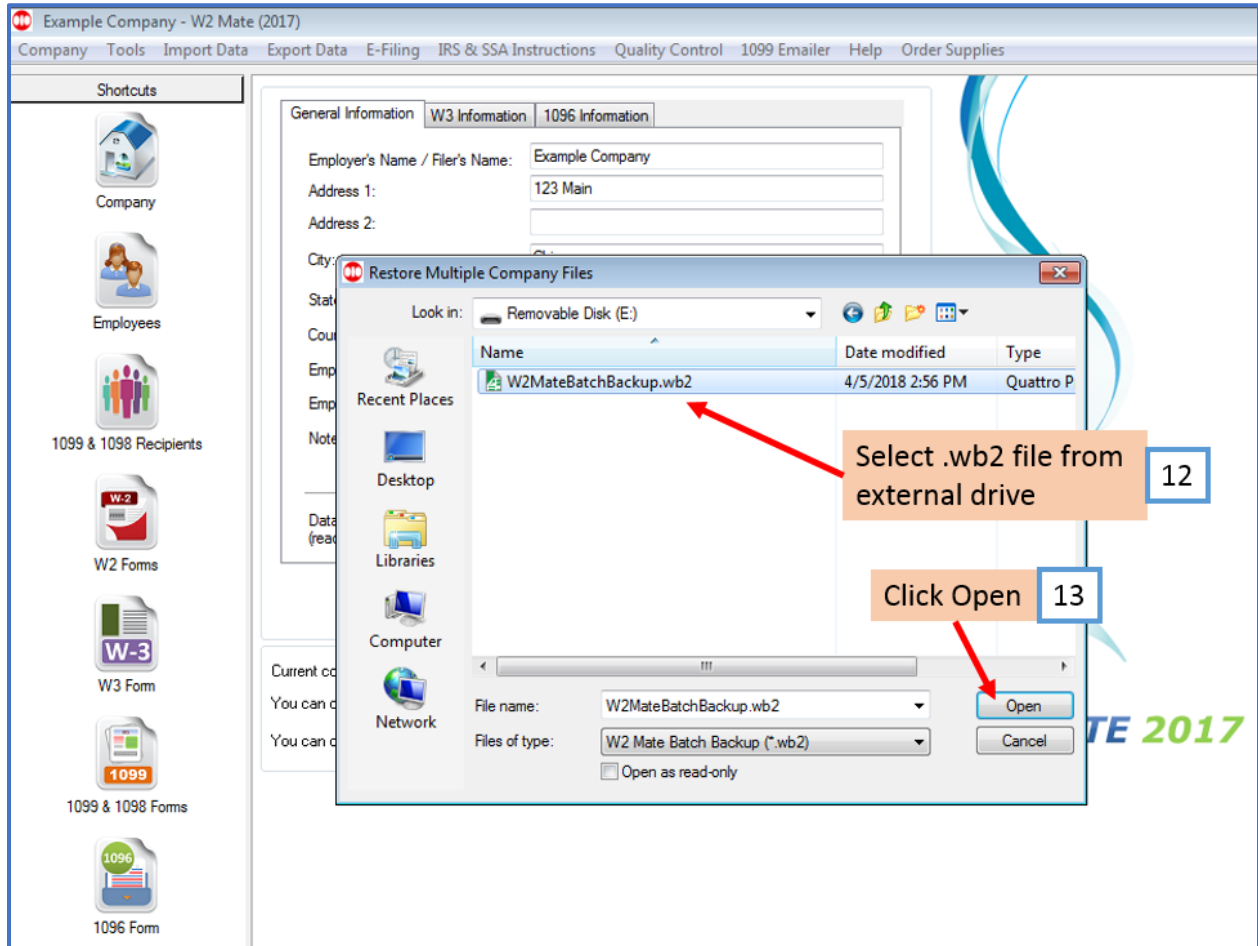


11. Select external drive



12. Select .wb2 file from external drive

13. Click Open



14. Click OK

