



**integrated translation environment**

# **upgrade guide**

**from version 4.0 to 4.2**



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This guide covers **memoQ version 4.2**. It contains text items from the English user interface of the program. These items are under constant verification and are subject to change without prior notification.

If you are viewing this document in an electronic form – for example, in Adobe Reader –, web addresses are clickable, and take you to the page described in the text.

## 1 Introduction

This document contains instructions on upgrading memoQ version 4.0 to version 4.2. More specifically, it describes

- the upgrade procedure, and
- where the resources and projects are stored, and how to make a backup of them;

It is always recommended to postpone the upgrade if you are working on a large or mission-critical project. Wait until you deliver your work, and then perform the upgrade.

**Important:** You can seamlessly upgrade memoQ from version 4.0 to version 4.2. If you are using an earlier version, upgrade to version 4.0 first. For more information on upgrading version 3.6 to version 4.0, see the document 'memoQ upgrade guide from version 3.6 to 4.0'. This document is available from the Kilgray website, at <http://www.kilgray.com/resource-center/user-guides>.

## 2 Performing the upgrade

### 2.1 Downloading and installing memoQ 4.2

The system requirements for memoQ version 4.2 are the same as for version 4.0 – you do not need a more powerful computer to run the new version.

To upgrade, simply download and install memoQ 4.2. For detailed instructions on doing this, see the **memoQ 4 installation and activation guide**. This document is available from the Kilgray web site at

<http://www.kilgray.com/resource-center/user-guides>

To download memoQ version 4.2, go to the Kilgray web site at <http://www.kilgray.com/downloads>, and, in the **memoQ** section of the page, click the **Download** button in the **memoQ 4.2** row.

**Important:** Do not forget that you need a new license to use memoQ version 4.2. You cannot use memoQ 4.2 with licenses for memoQ 4.0. You will need to acquire your licenses and activate your copy of memoQ 4.2 after launching the program.

If memoQ version 4.0 is installed on your computer when you install version 4.2, the new version will use the same serial number as the earlier version. This means you need to get your new license for the existing serial number.

**Note:** If you purchased memoQ less than a year ago, you will receive an upgrade license free of charge. When you first update your licenses in memoQ 4.2, the new licenses automatically arrive to your system. If they do not, contact Kilgray's support services.

## 2.2 No migration

memoQ version 4.2 uses the project, resource and settings data in the same format as 4.0. When you install memoQ 4.2, there is no data conversion involved. The projects and resources you created in version 4.0 can be used in version 4.2, too. Conversely, you can also use version 4.0 to work with projects and resources created in version 4.2.

## 3 Making a backup of your data

It is highly recommended to make a backup of your data before the upgrade. It is best to make backups regularly, independently from upgrading or updating memoQ.

### 2.1 Discovering the locations of memoQ data files

In memoQ version 4.0, the default locations for your projects, resources, and settings are listed in the following table. Check your Windows version before reviewing the list.

<i>Item</i>	<i>Path in Windows XP and Windows Server 2003</i>	<i>Path in Windows Vista, Windows 7, and Windows Server 2008</i>
Projects*	C:\Documents and Settings\ <your_user_name>\My Documents\ My MemoQ Projects <i>(the My MemoQ Projects folder within your Documents folder)</i>	C:\Users\<your_user_name>\My Documents\ My MemoQ Projects <i>(the My MemoQ Projects folder within your Documents folder)</i>
Translation memories	C:\Documents and Settings\All Users\ Application Data\MemoQ\ Translation Memories	C:\ProgramData\MemoQ\Translation Memories
Term bases	C:\Documents and Settings\All Users\ Application Data\MemoQ\Term Bases	C:\ProgramData\MemoQ\Term Bases
Filter configuration files	C:\Documents and Settings\All Users\ Application Data\MemoQ\FilterConfigs	C:\ProgramData\MemoQ\FilterConfigs
Other light resources	C:\Documents and Settings\All Users\ Application Data\MemoQ\Resources	C:\ProgramData\MemoQ\Resources
Default resources	C:\Documents and Settings\All Users\ Application Data\MemoQ\ DefaultResources	C:\ProgramData\MemoQ\DefaultResources

\* The name of the My Documents folder might be different in various localized versions of Windows.

All application-specific or machine-wide settings and resources reside in the following folders:

- Windows XP and Windows Server 2003: C:\Documents and Settings\All Users\Application Data\MemoQ
- Windows Vista or later: C:\ProgramData\MemoQ

It is recommended to make a copy of the entire folder.

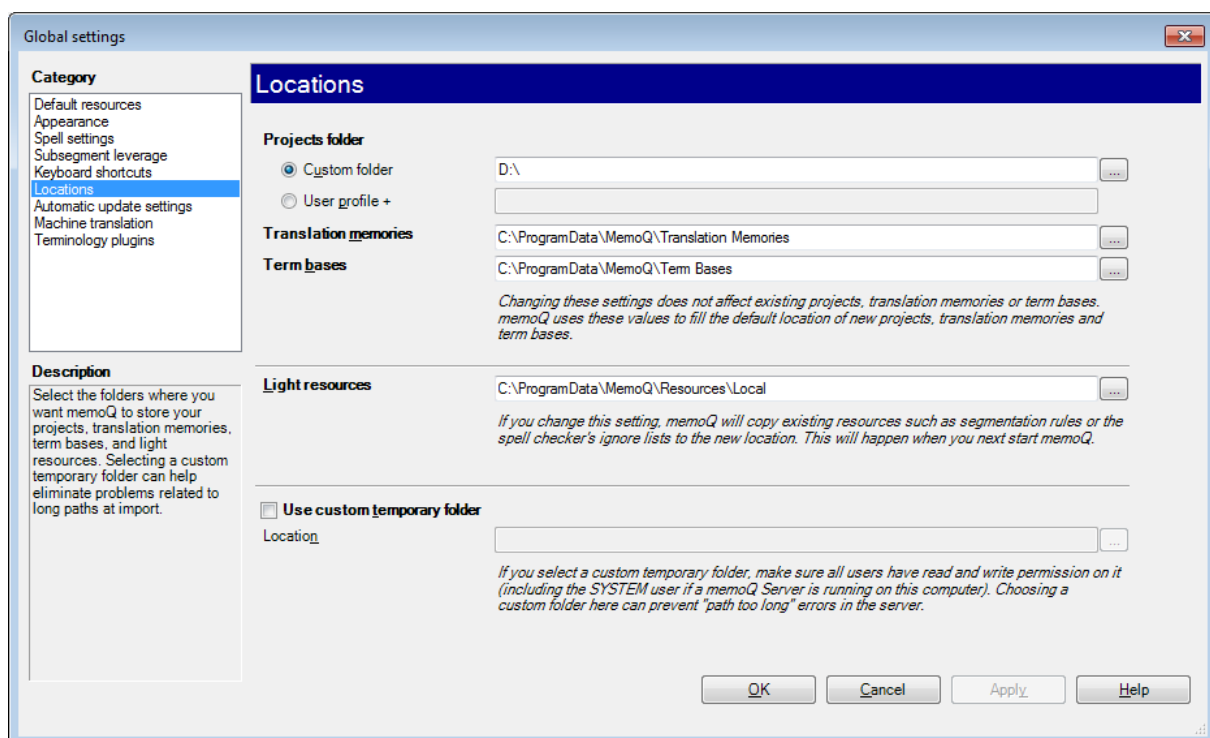
Always note that these are default locations only. When creating projects, translation memories, or term bases, you can select other locations in two ways:

1. You can select a custom folder for each new project, translation memory, or term base – when creating the project or resource. If you often do this – because you have set up your own guidelines for storing data –, your projects and resources might be scattered over your file system.
2. You can set a new location for all new projects, translation memories, or term bases by changing the default locations. If you did this in the past, you will have at least two locations where projects and/or resources are stored: one with data before the change, and another after the change.

You can save your projects and resources to various locations – memoQ will not force you to keep them in one place. If you created your projects and resources in various folders, it will be your task to gather them together. As a rule, it is highly recommended to change the resource folders immediately after installing memoQ for the first time, and then stick to it.

Before looking for the folders listed in the above table, check the actual folder locations:

1. Start memoQ (version 4.0 or 4.2).
2. From the **Tools** menu, choose **Options**. The **Global settings** dialog box opens.
3. In the category list on the left, click **Locations**. The **Locations** pane appears:



## 2.2 Making the backup

To make a backup of your projects and resources, simply copy the contents of these folders into another folder (preferably on an external hard disk such as a WD MyBook), or a DVD. In most cases, one CD will not be enough – if you have been working a lot, the size of your data can easily reach 1-5 gigabytes, or even more.

**Important:** Make sure that memoQ is not running while you are making the backup. If memoQ is open while you are copying the files, some files in the backup copy will be incomplete.

**Tip:** To gain easy access to these folders, you can select absolute paths (ones that start with a drive letter such as C:), copy them to the clipboard, and then paste them into the search box of the **Start** menu. In Windows XP and Windows Server 2003, you would open the **Start** menu first, click **Run**, and then paste the path into the **Open** text box. In either case, Windows will open up a Windows Explorer window, displaying the contents of the folder.

## 2.3 Restoring the backup

To restore your backup, simply copy the files back to their original locations. Note that project files refer to the absolute path (one starting with a drive letter) of each translation memory and term base assigned to the project. This means that memoQ will not be able to access the translation memories and term bases if they are not restored to the exact same folder location as before making the backup. On the other hand, it makes no difference where you copy the projects back.

Once the backup is copied back to your computer, you might need to register the local resources you have restored. To do this, open the **Resource console** from the **Tools** menu. Click the resource category you want to deal with (e.g. **Translation memories**). To register a local resource, click the **Register local** link below the list of resources. Then, memoQ will display the **Open** dialog box where you can find the folder of the restored resource.

## 5 Other documentation

This document covers the upgrade memoQ from version 4.0 version 4.2 only. For general instructions on installing and activating the product, see the **memoQ 4 installation and activation guide**.

For an introduction to working in memoQ, refer to the **Quick start guide**. Both documents are available from the Kilgray web site. To access the list of available manuals, open this web page:

<http://www.kilgray.com/resource-center/user-guides>

For detailed descriptions of procedures, concepts, and features in memoQ version 4, see memoQ Help, which is installed together with the product, and is available from the **Help** menu.