



WordPerfect: Moving WordPerfect / CorelCENTRAL Address books to a new computer or Windows account

- WordPerfect Office Suite

When migrating between computers or Windows accounts, you may wish to move your WordPerfect Address Books to your new computer. Address books can easily be moved using the below process.

WordPerfect Office X7 and higher allow for a simplified process:

1. Using the source computer, backup the CCWin folder in your Documents folder to a thumb drive or other removable device.
2. On the destination computer, browse to Documents and rename CCWin if it already exists.
3. Copy the CCWin folder from the thumb drive to the Documents folder
4. Open WordPerfect
5. Click Tools, Address Book.
6. If your address books are all there, great! You're done.
7. If they aren't all there, click File, Rebuild Book List

Earlier versions of WordPerfect require a few extra clicks. These directions apply to WordPerfect 12 and higher. They will work on WordPerfect X7 and higher, but as the above method is easier, we recommend using it when possible.

1. Using the source computer, backup the CCWin folder in your Documents folder to a thumb drive or other removable device.
2. On the destination computer, browse to Documents and rename CCWin if it already exists.
3. Copy the CCWin folder from the thumb drive to the Documents folder
4. Open WordPerfect
5. Click Tools, Address Book.
6. If your address books are all there, great! You're done.
7. If they're not all there follow these steps:
 - a. Click on File, Open
 - b. Click CorelCentral at the Right.
 - c. In the "Address Books" window, Double click on the first book in the list.
 - d. Repeat steps 7b and 7c until the last book has been double clicked.
 - e. In the "Open Address Book" window, Double click on the first book in the list.
 - f. If that wasn't the last book in the list, click File, Open and repeat step 7.5.

When migrating from WordPerfect 8 through 11, try the above steps. If they don't work, you will need to export the address book and then re-import it.

NOTE: These steps have to be performed in the old version of WordPerfect, where you are migrating from.

1. Open the address book
2. Go to File, Import/Export
3. Select Export, In Export To select .CSV or .TXT file, click next
4. In Export From select your address book
 - a. NOTE: You can only export one address book at a time. These steps must be repeated for each address book you have.
5. In Export To select the location you want to save it to

6. Enter in a filename, click next
7. Do not change any of the text file options just click next
8. Click on the add button until all address book fields show up in the mapped section then click next
9. Click on finish

Exporting a WordPerfect 8 Address Book

NOTE: These steps have to be performed in WordPerfect 8.

1. Open the address book
2. Go to Book, Export, click on Entire Address Book
3. Enter in a filename, select what folder you want to save it to
 - a. NOTE: You can only export one address book at a time. These steps must be repeated for each address book tab you have.
4. Click Ok

Importing your TXT or ABX file into WordPerfect (version 11 or higher)

1. Go to Tools, Address book
 2. Go to File, New and create a CorelCENTRAL™ Address book
 - a. NOTE: Since you can only import one address book at a time, you may want to create an address book for each address book you exported in the previous step.
 - b. NOTE: If are using WordPerfect 11 or higher and you do not see the option for File, New you may have Outlook Integration enabled. To disable it:
 - i. Click Tools, Settings, Environment icon
 - ii. On the General tab, set Address Book to "WordPerfect Address Book"
 - iii. Click OK
 - iv. Click Close
 - v. Restart from step 1 above.
 3. Go to File, Import/Export Expert
 4. Select Import, In Import From select Text File (Versions 9 or higher) or Corel Address Book 8 (Version 8) and click next
 5. In Import From select the TXT or ABX file that you exported
 6. In Import To Select the Address book that you created, click on next
 7. Do not change any of the text file options just click next
 8. In the Field Mapping screen just click next
 9. Click on Finish
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