Reloading Options and Settings

When a new version of Carlson Office software becomes available it is important to install not only the new software but also all preferred settings, profile, workspace, and palettes. This will save significant time in getting the new version operating efficiently as desired.

Saving all Configuration Settings

1. With the older version of the Carlson Office operating navigate to *Carlson Configure* found on the Settings tab of the menu bar which will launch the Settings Dialog box as shown in Figure 1.
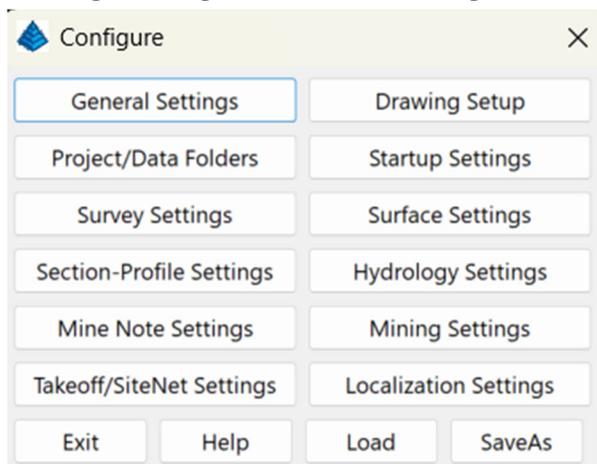

Figure 1 Configure Dialog Box

2. Click on the *SaveAs* button lower right and navigate to a folder of your choice.

Creating, Saving, and Transferring the Workspace

Below are instructions for creating a custom Workspace (which stores your custom screen layout) and copying that Workspace to a new computer or a different version of the software.

Creating a Workspace:

1. In your older version, type WORKSPACE into the command line and press Enter
2. At command prompt, type SA (for SaveAs)
3. Type a custom name for your Workspace

Backing up/Copying CUI file:

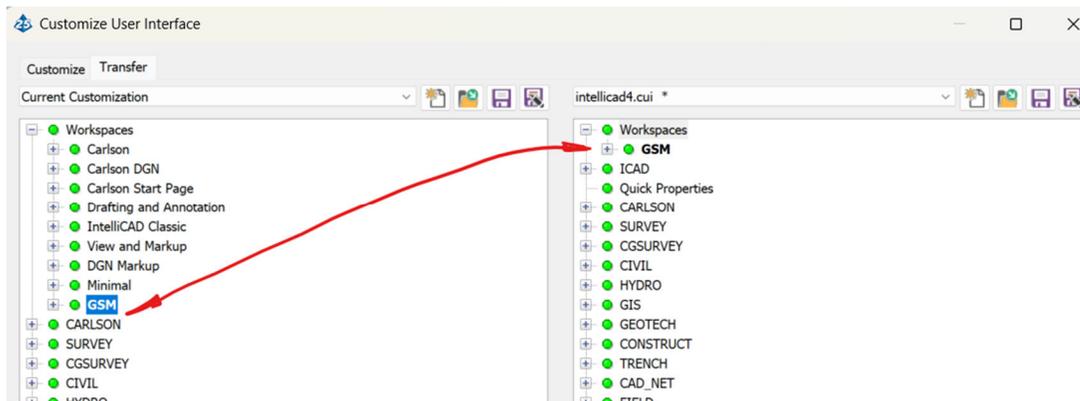1. In the older version, type CUI into the command line and press Enter

Figure 2 CUI Dialog Box

2. Click the Transfer tab near the top of the dialog
3. If not already visible, expand the Workspaces branch in the tree diagram
4. Click-and-drag your workspace (ie. GSM) from the left side of screen to the Workspaces branch on the right side of the screen
5. Save the .cui file. Keeping this file in safe location as a backup is recommended.
6. If moving to a new computer, copy this file to the new desktop (or network drive accessible to both)

Transferring Workspace to new version/other computer:
1. Open the new software
2. Type CUI at the command line and press Enter
3. Click the Transfer tab near the top of the dialog
4. Open the old .cui file
5. Click-and-drag your Workspace from the Workspaces branch on the right side of the screen to the Workspaces branch on the left side of the screen
6. Click OK to close the CUI dialog

Once the CUI has been transferred switch to the custom (ie GSM) workspace and set it as the default:
1. Double-click the blue gear icon in the lower right corner of the screen
2. Select your custom Workspace to set it as current
3. Double-click the blue gear icon again and select Workspace Settings
4. Set your Workspace as default by picking it in the "My Workspace" drop-list
5. Select the "Do not save changes to workspace" option at the bottom of the dialog*

   *The reason for turning off automatic saves to the Workspace is to prevent

accidental corruption. If the program crashes or closes unexpectedly (such as when switching to a different Carlson module) with the automatic save enabled, the Workspace may be corrupted. If this happens, the workspace can be recovered by repeating the above steps.

At this point the Graphic User Interface (GUI)- Workspace, Profile, and Settings should look as expected or per the older version. However, most likely the preferred palettes will not be visible using the above steps so they will need to be loaded as desired. (ie. Properties (Props), Layer Properties Manager (LA)).

Additionally, if a specific template is desired for use upon startup of the new software refer to the authors Quick Reference Guide (QRG*) QRG_Making and Using a Template.*