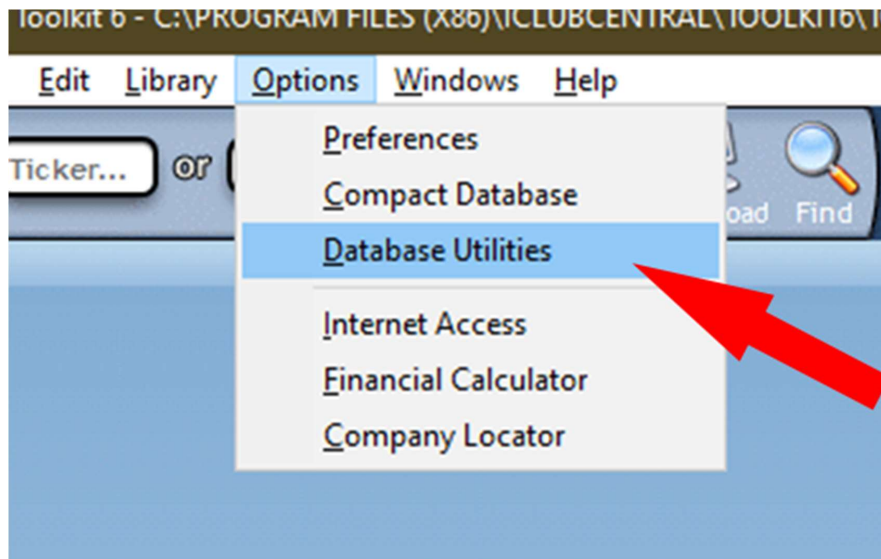


Exporting Files from Toolkit - Page 1

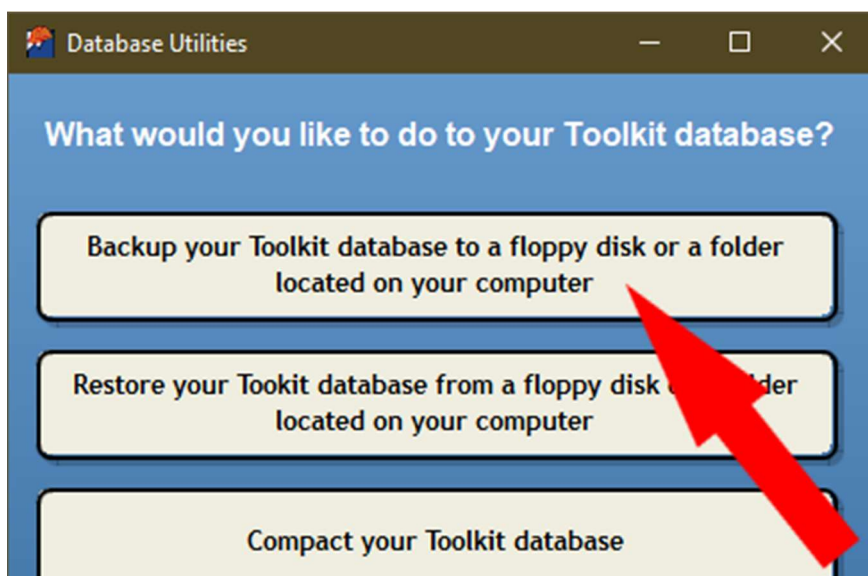
Step 1

Open Toolkit and click on Options > Database Utilities, to open the Database Utilities window.



Step 2

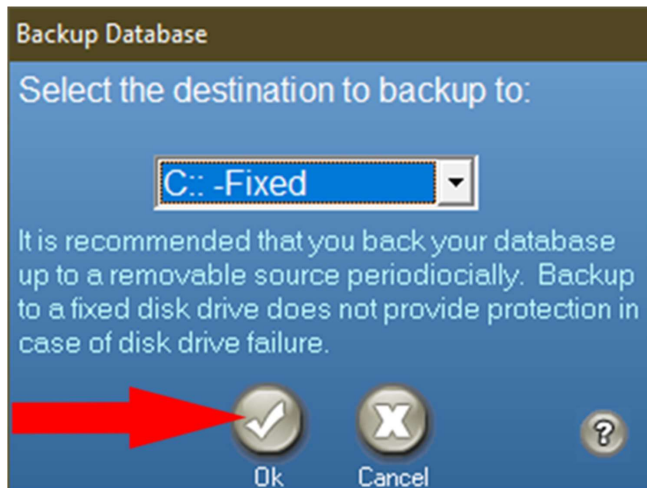
Click the first option, to make a backup of your database.



Exporting Files from Toolkit - Page 2

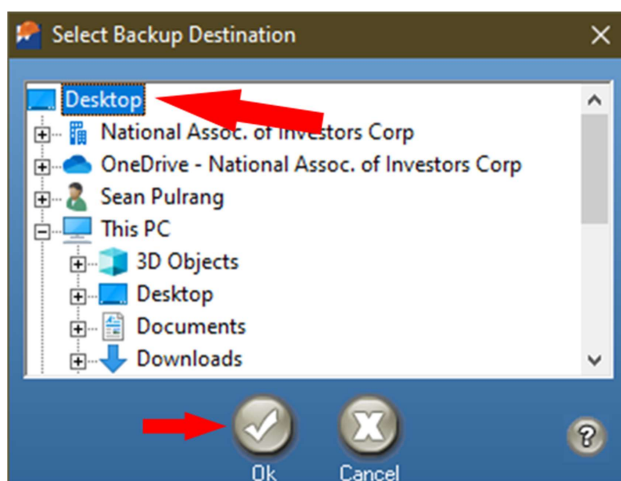
Step 3

Select **C:: -fixed** in the drop-down menu on the Backup Database window, then click **OK**.



Step 4

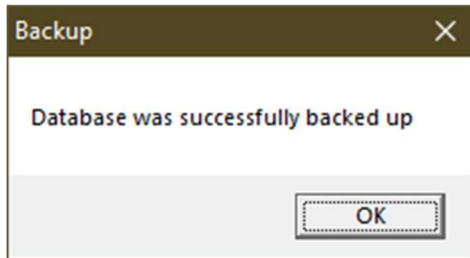
In the Select Backup Destination window, scroll to the top of the list of locations, click **Desktop**, and then Click the **OK** button near the bottom of the window.



Exporting Files from Toolkit - Page 3

Step 5

Toolkit should show a window reporting that the database was backed up. Click **OK**.



Step 5

Close Toolkit, and any other open programs. You will now have a new file on the Desktop. The file will normally be named TK.ITB. If you ever created a second library, it's possible you might see a different name, but as long as it ends with .ITB, it means you have made a backup of your Toolkit 6 library.

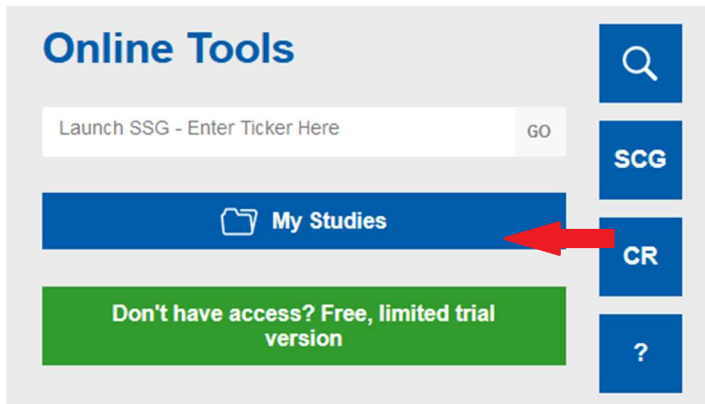
Continue to the next page for steps on how to import the Toolkit information in to the CoreSSG or SSGPlus.

Importing Files from Toolkit - Page 1

Step 1

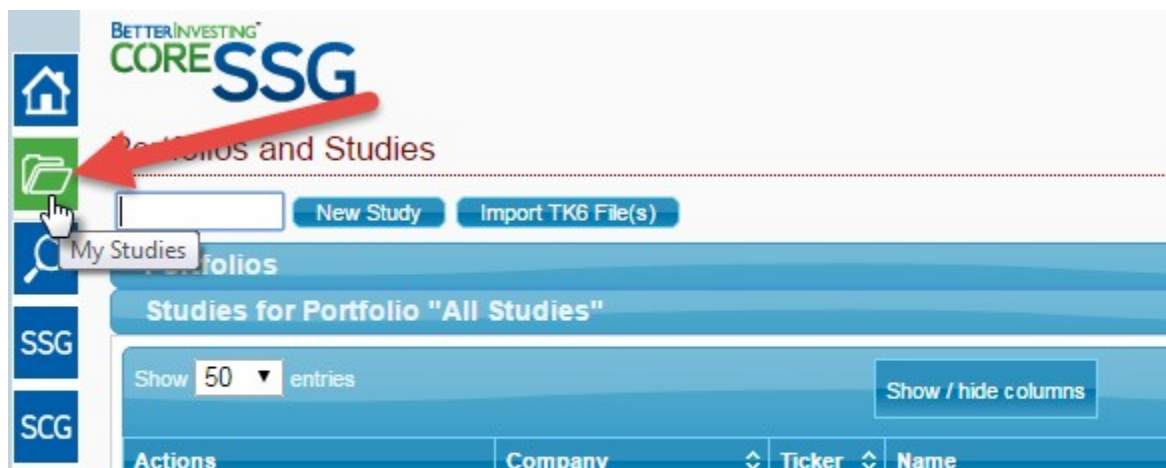
Open your web browser, go to <https://www.betterinvesting.org>, and sign in.

Once you are signed in, Click the My Studies button, in the Online Tools section.



Step 2

Click the 'My Studies' tab in CoreSSG or SSGPlus.



Step 3

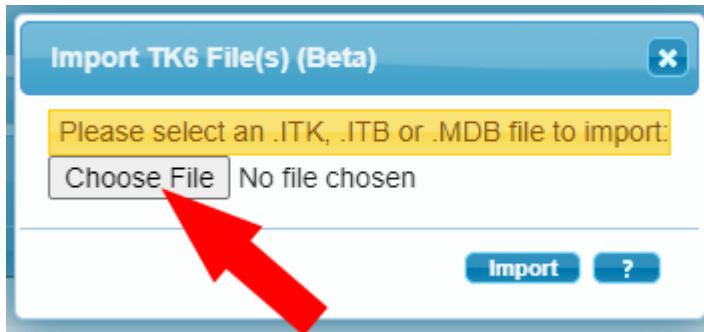
Click on the 'Import TK6 File(s)' button.



Importing Files from Toolkit - Page 2

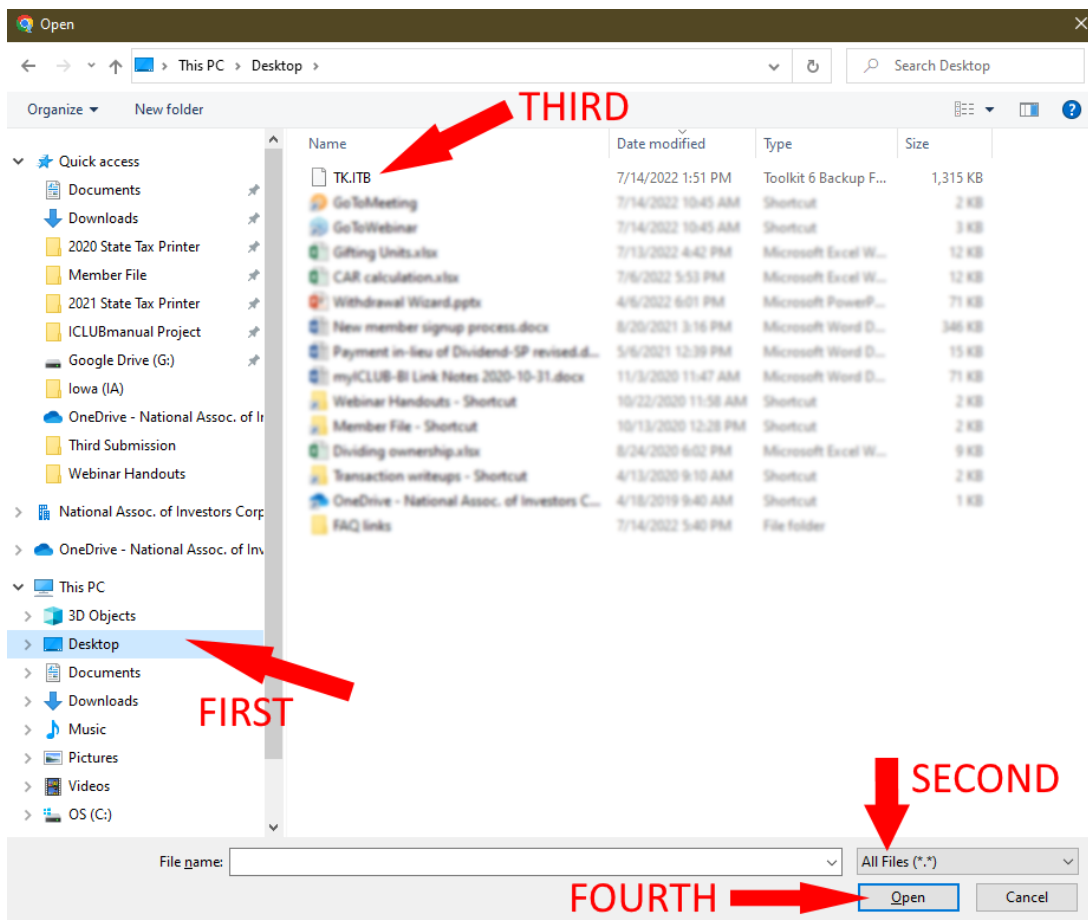
Step 4

When the import box pops up on your screen, click on **Choose File** to open a new window, where you will choose the appropriate file from your computer.



Step 5

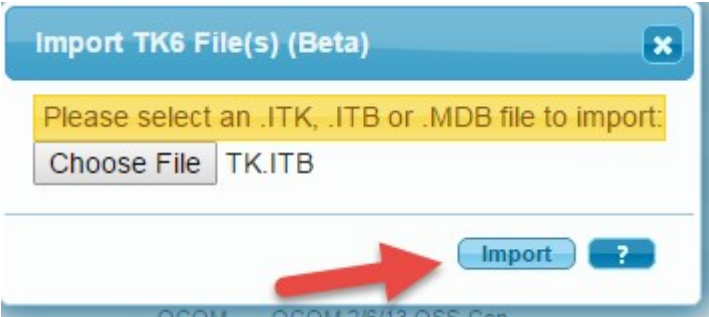
1. In the left hand side of the new window, find and click on **Desktop**, to see a list of the files there.
2. Near the bottom right-hand corner, click the drop-down menu, and select **All Files (*.*)**
3. Check through the files in the main part of the window. Depending on how many there are, you might need to scroll through the list to find the one that ends with .ITB
4. When you find the .ITB file, click to select it, then click the **Open** button to return to the Online Tools.



Importing Files from Toolkit - Page 3

Step 6

Click the **Import** button on the Import TK6 Files window, and the site will read the .ITB file from your computer. When this is done, the site will display the SSG studies contained within the file.



Step 7

Choose the SSG studies to import. Select them individually or click on the 'Select All' box to select all studies. Each column heading can be clicked, to sort the studies by Ticker, Company Name, or Judgment Date.

Add a comment to the imported SSG studies. The import process applies this comment to all imported studies.



Importing Files from Toolkit - Page 4

Step 7

Click on the 'Import selected studies' button to start the import process. The time to process will be dependent upon the number of SSG studies that are imported.

<input type="checkbox"/>	NFLX	Netflix Inc	6/18/2021
<input type="checkbox"/>	GNTX	Gentex	5/7/2021
<input type="checkbox"/>	FB	Facebook Inc	4/13/2021
<input type="checkbox"/>	AGTC	Applied Genetic Technologies	2/17/2021

Recent Judgments - 7-15-22

Import selected studies ?



Step 8

Once the import is complete, you will see the selected securities added to your library in the Online Tools. This process does not delete the information from your computer, so if you want to import some securities with a different set of comments, you can repeat the steps to import from the .ITB file, choosing different securities and entering a different comment.

Actions	Company	Ticker	Name	Comments	Date
<input type="checkbox"/>	British American Tobacco PLC	BTI	British American Tobacco PLC 7/15/2022	Recent Judgments - 7-15-22	7/1
<input type="checkbox"/>	D.R. Horton Inc	DHI	D.R. Horton Inc 7/15/2022	Recent Judgments - 7-15-22	7/1
<input type="checkbox"/>	Apple	AAPL	Apple 7/15/2022	Recent Judgments - 7-15-22	7/1
<input type="checkbox"/>	HDFC Bank Ltd	HDB	HDFC Bank Ltd 7/15/2022	Recent Judgments - 7-15-22	7/1
<input type="checkbox"/>	Air Lease	AL	Air Lease 10/18/2021	import from AL-AS-20211018.ITK	10/
<input type="checkbox"/>	Algonquin Power	AQN	Algonquin Power 5/24/2021	import from AQN-SCInformer-2021525.ITK	5/2
<input type="checkbox"/>	Moderna	MRNA	MRNA 2/14/22		2/1

IMPORTANT – If you experience problems with the import, please forward the file you attempted to import to service@betterinvesting.org for analysis.