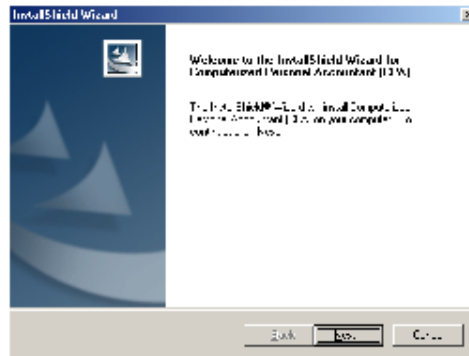
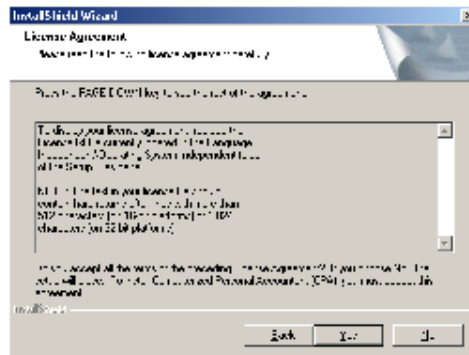


Step I. - CPA Windows Install

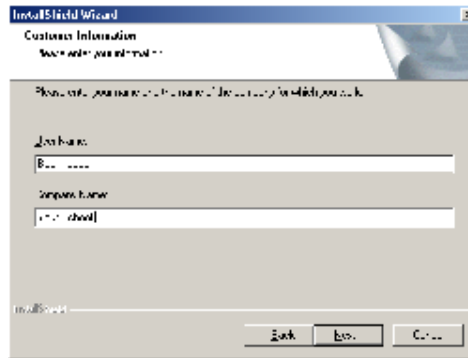
- 1) Install the Windows program using the CD provided. When you put in the CD, it should start running the install (It may take 10-15 seconds to start the install). If not, go to the start button on your desktop, where all your icons are and click it. Go to run and type the drive letter for your CD-ROM drive and then “\Setup.exe”. Then click <OK> to continue with the installation. This is the first screen that you will see.



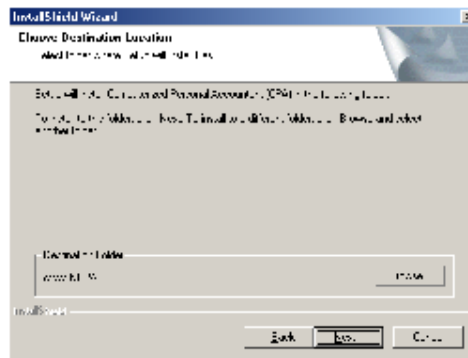
- 2) You will need to read through the license agreement before proceeding. Click <Yes> if you agree to the terms of the agreement. If you click <No> the program installation ends here.



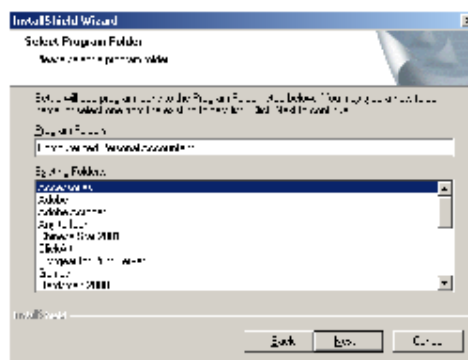
- 3) Please enter your name as the “user name” and your school name as “company name”.



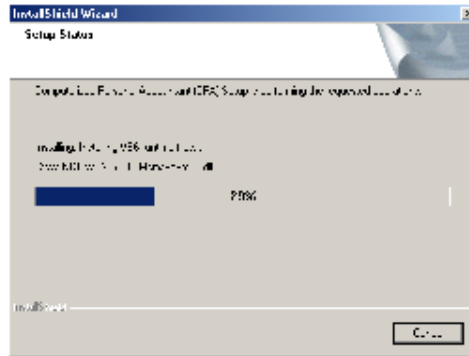
- 4) You may select either the default folder for CPA or select a new folder to install the files. We recommend using the default.



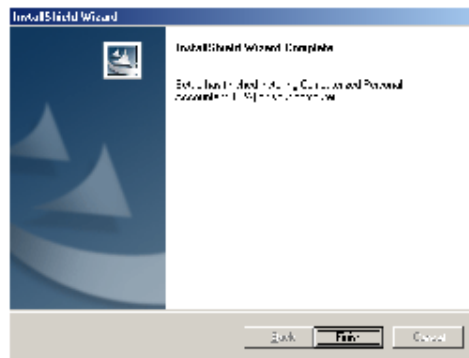
- 5) You may select a folder name next. The folder will be named Computerized Personal Accountant unless you indicate otherwise. We recommend using the default.



- 6) The program will begin installing files and will show a progress bar, which indicates how long the installation process, will take.



- 7) When Setup has finished installing the program click <Finish> to return to your desktop. To open CPA for Windows, double-click on the CPA icon.



Step II- DOS Export

- 1) In the DOS version, go to 42-41 to Update the CPA Program. Press the letter <C> to continue and it will update the DOS version to allow the export.
- 2) When you are ready to export from the DOS version, use 42-20 to create the file.

Step III. – Create Set of Books

- 1) You will need to create the set of books in Windows to import your data into. Click on the <Set of Books> tab and add the information requested on the screen. Click <Save>. Then in the <Select a Set of Books> box, click on the drop down arrow. Click on the set of books you want to use. Click <Select> and it should show your set of books at the top of the screen.
- 2) Go to the <Manage Data> tab and click <Import CPA data>.
- 3) Find the drive and directory where the DOS CPA is located and click <Import>. This will bring in the DOS data.
- 4) Once you import data, go to the <Configure> tab and set up System Configurations, select <Courier> or <Courier New> for the font and select the default printer. Then using the gray tabs, select each module and set up the form type and next check number, receipt number, etc.