

## Chapter 10 **TEMPLATE & SAMPLEFILE**

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“AssociationPM2009” and Association Sample

The enclosed CD has a Template File that eliminates manual setup by giving you parameters specifically designed to manage your community association.

Get started easily using the Template File. Which is customized for use with this manual and includes memorized, customized reports.

### **Objectives**

Upon completion of this chapter, you will be able to:

- Copy Template File from CD
- Restore the backup file
- Open Your Company

## COPY FILES FROM CD

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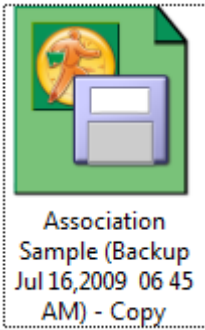
To copy the QuickBooks template, Microsoft Word files and .pdf files from the CD:

- Insert the AssociationPM2009 disc into your CD drive.
- See Windows Explorer launch, or right click on Start, click Explore
- Look for the CD or DVD drive containing the CD. The disc drive should be listed under My Computer.
- Double click the CD drive containing the CD. The contents of the disc should appear on the screen.



AssocPM2009  
Template (Backup  
Jul 16, 2009 06 39  
AM)

**Screen Shot 25 AssocPM2009 Template File**



Association  
Sample (Backup  
Jul 16, 2009 06 45  
AM) - Copy

**Screen Shot 26 Association Sample File**

- Using the left mouse button, click and drag the files with which you are interested in working to Your Desktop. Your Desktop will be the first entry in the left hand navigation pane of Windows Explorer.
- Repeat this process to copy any file from the CD to the Desktop on your computer.