

2 Choose installation type



Express—install using default settings

We recommend this for most users.



Custom and Network options

Customize the install options and location.

Next: Learn about setting up QuickBooks



Have questions or need help?

Choose an option that suits you.

- 1 Refer to the QuickBooks User Guide and in-product Help to get step-by-step instructions on everyday tasks. Download the User Guide here: www.quickbooks.com/manuals.
- 2 Visit the QuickBooks Support Website at www.quickbooks.com/support to browse support topics, FAQs or contact an agent (fees may apply).
- 3 Talk to a trained QuickBooks expert near you if you need further help. Find one here: www.findaproadvisor.com. Hands-on, personalized assistance is available for a fee.

1 Transfer data directly from Quicken 2014–2016, QuickBooks 4.0–15.0 and Microsoft Excel 2007–2013. E-mail estimates, invoices and other forms with Microsoft Outlook 2007–2013, Microsoft Outlook with Office 365, Windows Mail, Gmail™, Yahoo! Mail® and Outlook.com.

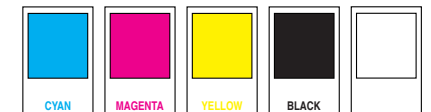
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Quick Start Guide



1 Start installation

For Windows Vista/7

- Click **Start** from your Windows menu (bottom left of your screen) and select **Computer**
- Double-click your disk drive
- Double-click **setup.exe** to start the installation

For Windows 8

- Move the cursor to the extreme bottom left corner of the desktop, and then right-click or touch and hold the screen
- Click or tap **File Explorer**
- Click or tap **Computer**
- Click or tap the disk drive
- Double-click or double-tap the **setup.exe** file (if the User Account Control window displays during the installation, click or tap **Continue**)




When prompted, find the license and product codes on the back of the DVD case under the scratch-off area.

No disk drive?

You can easily download a copy of QuickBooks by visiting www.quickbooks.com/download2016. Then, follow the step-by-step instructions.

Getting started: new users

- 1 Start QuickBooks**
Double-click the QuickBooks icon on your desktop. 
- 2 Activate QuickBooks**
Follow the prompts to activate your copy of QuickBooks.
- 3 Create your company file**
Creating a company file and setting it up for your business usually takes about 10 minutes.
Tip: Gather this information before you create your company file:
 - Company name and address
 - Federal Employer ID or Social Security Number
 - Most recent bank and credit card statements

- 4 Choose Company > Bulk Enter Business Details to easily import or add contacts and other information¹**




¹In QuickBooks Accountant, this screen will appear automatically.

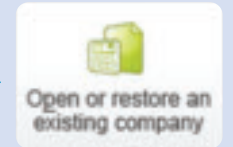
- 5 Start using QuickBooks with the Home Page**



Getting started: upgraders

- 1 Start QuickBooks**
Double-click the QuickBooks icon on your desktop. 
- 2 Activate QuickBooks**
Follow the prompts to activate your copy of QuickBooks.
- 3 Open your current company file**
QuickBooks automatically opens your existing company file and prompts you to back up. Then, your company file is updated to the latest version of QuickBooks.

If your company file doesn't open, click **Open or restore an existing company** →



- 4 Find out what's new in QuickBooks**
No need to guess what's changed. As you work in QuickBooks, the yellow bubbles show you exactly what's new and different.

