

1 Start installation

For Windows 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 & 10

- 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 Desktop by visiting www.quickbooks.com/download2018. Then, follow the step-by-step instructions.

Getting started: new users

- 1 Start QuickBooks Desktop**
Double-click the QuickBooks icon on your desktop. 
- 2 Activate QuickBooks Desktop**
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**



- 5 Start using QuickBooks Desktop with the **Home Page****



Getting started: upgraders

- 1 Start QuickBooks Desktop**
Double-click the QuickBooks icon on your desktop. 
- 2 Activate QuickBooks Desktop**
Follow the prompts to activate your copy of QuickBooks.
- 3 Open your current company file**
QuickBooks Desktop 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 Desktop**
No need to guess what's changed. As you work in QuickBooks, the yellow bubbles show you exactly what's new and different.

