

QuickBooks 2013: Install the 140-Day Trial Software

Use these instructions to install the QuickBooks 140-day trial software provided with your Labyrinth textbook.



These instructions are for PCs only. The software provided does not run on a Mac platform.

Prepare to Install

1. Locate the **License Number** and **Product Number** on your software disc. Write the numbers below so you can easily refer to them later.
 - License number: ____ - ____ - ____ - ____ (It should be in the format ####-####-####-####.)
 - Product number: ____ - ____ (It should be in the format ###-###.)
2. Place the disc in the disc drive of your computer.

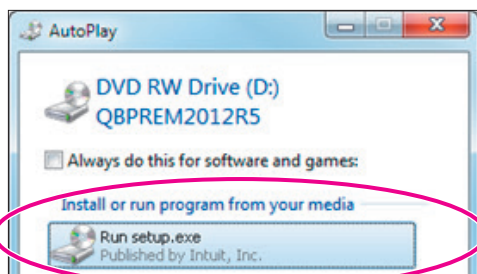
Depending on your operating system, the computer will either launch an AutoPlay window or display a banner once the disc is read.

Install the Software

3. Follow the steps for your version of Windows:

Windows 7

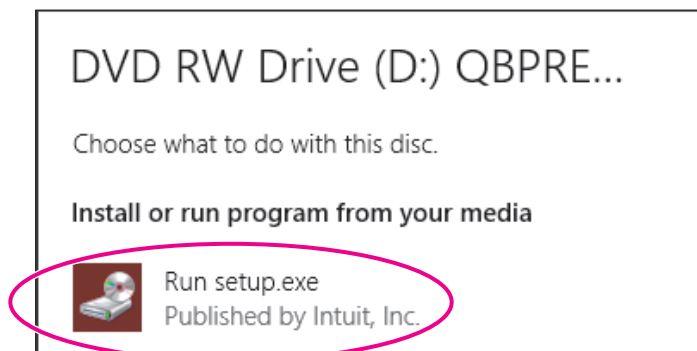
- Click the **Run setup.exe** button, and then continue to step 4.



Windows 8

- Tap the banner that appears at the top right of your window.
- Click the **Run setup.exe** button.

DVD RW Drive (D:) QBPREM2013R4
Tap to choose what happens with this disc.

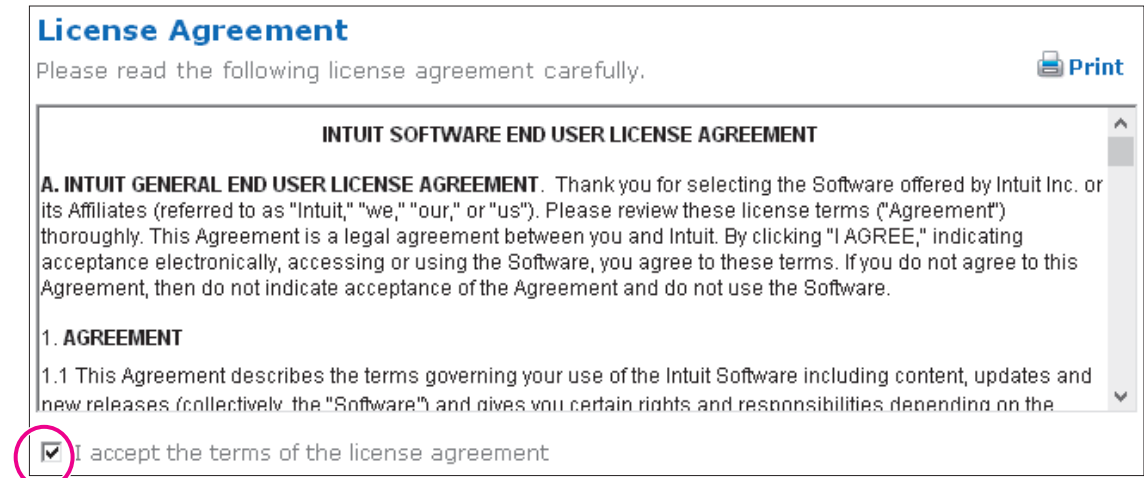


4. Click **Yes** in the User Account Control window.

QuickBooks will begin the installation process, you will see the Intuit QuickBooks Installer window display shortly. The installer functions as a wizard in that it walks you through the installation process.

5. Click **Next** in the Welcome to QuickBooks! screen.

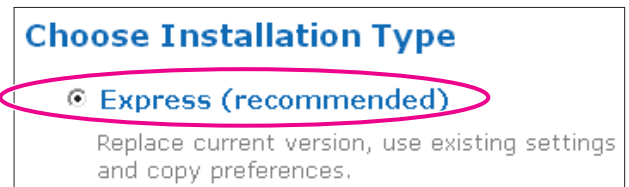
6. Click the checkbox to accept the terms of the license agreement.



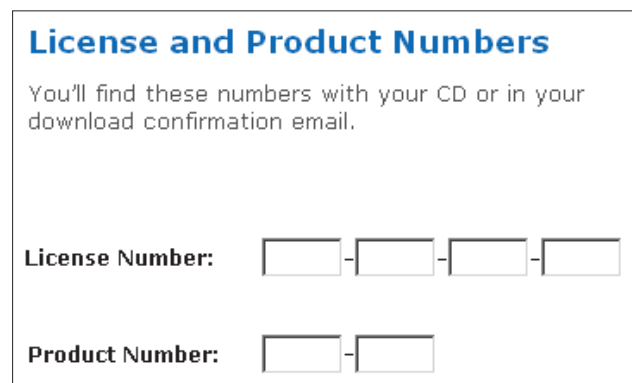
Notice the Print link at the top of the License Agreement screen. Use it to print the license agreement if you wish to have a physical copy for your records.

7. Click **Next**, and then ensure that the **Express** installation type is selected.

The Express installation type will place the QuickBooks program in the default location on your computer. If you want to see where this location is, or if you want to learn about the Custom and Network options, click the Explain these choices in detail link at the bottom-left of the window.



8. Click **Next**; type the license and product numbers you wrote down in step 1 into the wizard screen.



As you type in your license and product numbers, QuickBooks will automatically move you from field to field as the proper number of digits are typed into each.

9. Click **Next**.

The Ready to Install screen is now visible. It displays the QuickBooks edition and version being installed, where it is being installed, the license and product numbers, and how long the installation will take.

10. Click **Install**.

The installation will take 15–20 minutes, depending on your computer. A “Congratulations!” screen will display when the installation is complete.

11. Click **Finish**, and then click **Yes** to reboot your computer.



Don't be confused by the registration message that indicates 30 days or fewer to register your software. This is not how many days you have left to use the trial software; this is how many days you have until you must register the software with Intuit. The trial software is good for 140 days. When you register, use your real name and phone number. You can make up the company name, number of employees, etc.

Open QuickBooks 2013 and Toggle to the Pro Edition

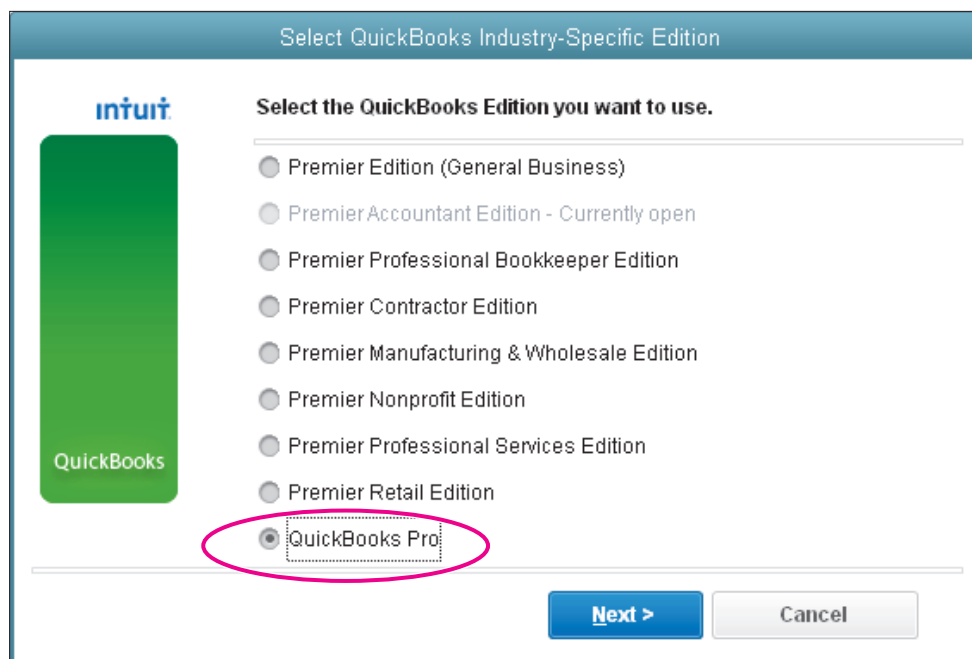
Your 140-day version of QuickBooks is the Premier Accountant edition; your textbook was written for the Pro edition. To align your software version with the textbook, you can toggle from the Premier Accountant version to the Pro version of the software (however, you can complete all exercises with either version).

Before You Begin: Complete *Develop Your Skills 1.1* in the *Labyrinth Learning QuickBooks 2013 Comprehensive, Level 1, or Level 2* book.

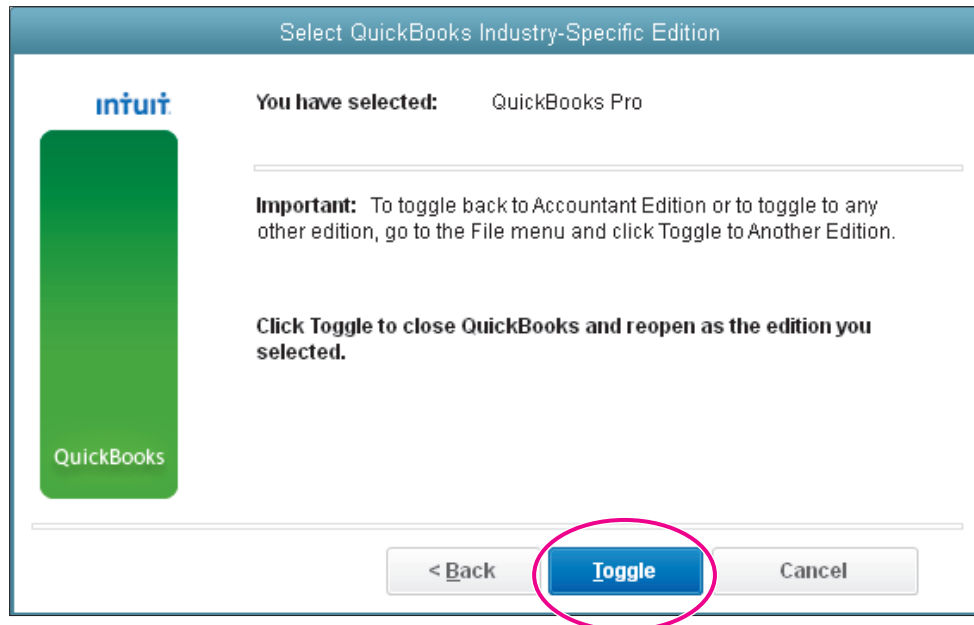
1. Choose **File > Toggle to Another Edition**.

The Select QuickBooks Industry-Specific Edition window will open.

2. Click in the circle to the left of **QuickBooks Pro**, and then click **Next**.



3. Click **Toggle**.



QuickBooks will close and then reopen as the Pro edition. When it reopens, the Title Bar will show that you are using the Pro edition "via" the Accountant edition. This is how you can tell if you have toggled to another edition.

