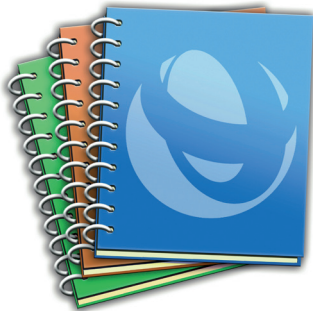


# Books

by HansaWorld



## Installation Guide



Version 6.2

## Installation

Please go to <http://books.hansaworld.com/downloads/hwindex.htm> and download the latest version of Books. Then open “Books.dmg” and from the mounted disk image copy the file “Books” to the Applications folder). You are now ready to start using Books.

### Choosing the installation type

Upon starting Books for the first time, a Welcome window with four options will appear:

**Demo Company:** Choose this option if you would like to see what a small business database looks like. This demo database has sample data in it and it should not be used for your business!

**New Installation:** Choose this option to create a new database for your business. Enter your company's name, address and contact details. Then enter your log-in information and choose a password. We strongly recommend that you choose the ‘Start with standard chart of accounts’ option. This will import our standard settings to your new database. This way you can avoid having to set up report definitions, a chart of accounts and other settings on your own. To continue, press ‘Create’ and log in.

**Note:** You can leave the password field blank if you choose to, but it is not recommended.

**Import backup:** Choose this option if you have a back-up file from an earlier Books installation. When you select this option, you will be prompted to select the location of your back-up file.

**Connect to server:** Choose this option if you wish to install a client for an existing Books server. Choose the server from the list if it is located within your local area network, or specify its IP address and port number if you want to connect to the server via the Internet.

### Where your data gets stored

After choosing the installation type, a database file will be created in your home directory's *Library/Application Support/HansaWorld* folder. The database file (named Books.hdf) contains all your settings and data for Books.

**IMPORTANT:** Whenever you start your Books application, it will always try to open Books.hdf, located in your home directory's *Library/Application Support/HansaWorld* folder. If you rename, move or delete the database file and then start Books, a new Books.hdf file will be created. If you chose the 'Demo Company' installation option when starting Books for the first time, the Welcome window will continue to appear each time you start Books: click the 'Demo Company' option each time. When you decide to create your own database, click the 'New Installation' option in the Welcome window. The Welcome window will continue to appear on startup, and you can click 'Existing Installation' or 'Demo Company', depending on whether you want to work in your own database or try something new in the demo database. When you no longer need the demo database, remove the tick from 'Show on Startup' in the Welcome window. From now on, the Welcome window will no longer appear when you start Books.

## Registration

To use the program to its full extent you need to register your Books license online.

**Note:** You must register within a 30-day period or the application will go into Restricted Mode, preventing you from printing.

Click on the 'Routines' icon in your Master Control panel to begin the registration process. Pressing the 'Registration' button will show your current registration details. Then, press 'Register this Product'. A new window will prompt you to choose your country. Press [⌘ + Enter] to bring up a list of countries and choose your country from the list. Then press 'Next'.

If you have registered Books before, you can enter your existing Customer and Tax ID number and press 'Next'. If not, leave these fields empty, press 'Next' and fill in the rest of your company information.

**Note:** The most important fields are Company Name, Invoice Address, Phone and Main Contact. Press 'Next'.

If you agree with the terms of the license agreement, press 'I Agree'. Enter the Activation Code for your copy of Books (you can find this in the box) and press 'Next'. If you wish to enter your Activation Code later, press 'Next' without entering anything. You can always go back and do it later by going to Routines, then Registration and pressing the 'Enter Activation Code' button.

## Complete the information about your company

To have all required company information (e.g. telephone number, address) printed on your documents (e.g. invoices), press [⌘ + 0] to choose the System module, click on 'Settings', then double-click 'Company Info' and complete your company information.

**Note:** Don't forget to fill in the bank account number. This information is used for invoicing your customers and other functions within the system.

## Getting more help

Our website <http://books.hansaworld.com> is full of helpful information including a very detailed Books users' manual, links to tutorial videos and the latest version of this installation guide. For more help, you can also contact your local HansaWorld office.