

QuickBooks® QuickBooks Pro®

Version 5.0 for Windows

**New
Online Banking
& Online Payment!
Call 1-888-245-3279
to apply.**

Installation and Conversion Guide

QuickBooks®

QuickBooks Pro®

Installation and Conversion Guide

Version 5.0 for Windows



Copyright ©1997 Intuit Inc. All rights reserved.
Third printing, November 1997

Intuit Inc.
P.O. Box 7850
Mountain View, CA 94039-7850

Software License Agreement Software is defined as the Intuit computer program with which this Software License Agreement is included and any updates or maintenance releases thereto. Do not use the Software until you have carefully read the following Agreement. This Agreement sets forth the terms and conditions for licensing of the Software from Intuit to you, and installing the Software indicates that you have read and understand this Agreement and accept its terms and conditions. If you purchased the Software from a retail store and do not agree with this Agreement, promptly return the Software and accompanying items to the place of purchase within ten (10) days of purchase with a dated receipt for a full refund. If the Software was pre-installed on your computer or disks came packaged with your computer at no extra charge, and if you do not agree with this Agreement, do not use the Software.

License and Certain restrictions You are granted a limited non-exclusive license to use a copy of the enclosed Software on the computer(s) used by a single individual, except you may use the Timer program included with the Software on all computers used in your business. If this Agreement is included with a trial version of the Software, you are granted a license to use the Software for the specified number of uses; thereafter, you may purchase the right to use a non-limited version of the Software by contacting Intuit or your retailer. You may make one (1) backup copy of the Software for your own use. Making additional copies is prohibited. It is also illegal to give copies to another person, to install the software on computers not used by a single individual, or to duplicate the Software by any other means including electronic transmission. You may not copy the printed materials, if any, accompanying the Software, or print multiple copies of any user documentation. The Software in its entirety is protected by the copyright laws. The Software also contains Intuit trade secrets, and you may not decompile, reverse engineer, disassemble, or otherwise reduce the Software to human-perceivable form. You may not modify, adapt, translate, rent, sublicense, assign, loan, resell for profit, distribute, or network the Software, disk(s), or related materials or create derivative works based upon the Software or any part thereof. You may transfer the Software to a third party, or sell the computer on which the Software is installed to a third party, provided you do not keep a copy of the Software for yourself. You or the purchaser may obtain a copy of a transfer agreement from Intuit, which will allow the purchaser to assume your rights as a purchaser of the Software.

Satisfaction Guaranteed If you are not 100% satisfied with this Software, Intuit's entire liability and your exclusive remedy shall be either: (a) if you purchased the Software through a retail store or directly from Intuit, (1) return of the Software within ninety (90) days to the store where purchased with a dated receipt for a full refund (If the store is unable to issue a refund, call Intuit at the telephone number listed in your User's Guide; or (2) replacement by Intuit within ninety (90) days, with a dated receipt. If the disks are defective and you would like replacement disks after ninety (90) days, you may obtain a replacement by sending your defective disks and a check for fifteen dollars (\$15.00), plus applicable tax, to Intuit. For all orders shipped within the U.S., please add all applicable state and local sales tax as well as tax on shipping and handling based on your shipping address; (b) if the Software was pre-installed on your computer when you bought it, or if disks came packaged with your computer at no extra charge, and the Software is defective or was installed improperly, you may obtain replacement disks from the company that manufactured your computer at its option, by sending your request stating the nature of the problem, plus a copy of your dated receipt for the computer on which the Software was installed, to the manufacturer of the computer; (c) if you obtained the Software by downloading it on your computer, and the Software did not install properly, contact your service provider.

Disclaimer of Warranties Except as provided above, this Software and any related services are provided "as-is," and to the maximum extent permitted by applicable law, Intuit disclaims all other representation and warranties, express or implied, regarding this Software, diskette, related materials and any services, including their fitness for a particular purpose, their quality, their merchantability, or their noninfringement. Intuit does not warrant that the Software is free from bugs, errors, or other program limitations. Some states do not allow the exclusion of implied warranties, so the above exclusions may not apply to you. In that event, any implied warranties are limited in duration to ninety (90) days from the date of purchase of the Software. However, some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. This warranty gives you specific legal rights, and you may have other rights as well, which vary from state to state.

**Limitation of
Liabilities and
Damages**

The entire liability of Intuit and its Representatives (as defined below) for any reason shall be limited to the amount paid by the customer for the Software and related services purchased from Intuit or its authorized reseller. To the maximum extent permitted by applicable law, Intuit and its subsidiaries, affiliates, licensors, participating financial institutions, third-party content or service providers, distributors, dealers or suppliers ("Representatives") are not liable for any indirect, special, incidental, or consequential damages (including, but not limited to: damages for loss of business, loss of profits or investment, or the like), whether based on breach of contract, breach of warranty, tort (including negligence), product liability or otherwise, even if Intuit or its Representatives have been advised of the possibility of such damages, and even if a remedy set forth herein is found to have failed of its essential purpose. Some states do not allow the limitation and/or exclusion of liability for incidental or consequential damages, so the above limitation or exclusion may not apply to you.

The limitations of damages set forth above are fundamental elements of the basis of the bargain between Intuit and you. Intuit would not be able to have provided this Software or services without such limitations.

**US
Government
Restricted
Rights**

This Software and documentation are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 52.227-7013 or subparagraphs (c)(1) or (2) of the Commercial Computer Software-Restricted Rights at 48 CFR 52.227-19, as applicable. The manufacturer is: Intuit Inc., P.O. Box 7850, Mountain View, CA 94039-7850.

**Export
Restrictions**

You acknowledge and agree that the Software is subject to restrictions and controls imposed by the International Traffic in Arms Regulations and Arms Export Control Act (the "Acts"). You agree and certify that neither the Software nor any direct product thereof is being or will be acquired, shipped, transferred or exported, directly or indirectly outside the United States or Canada or will be used for any purpose prohibited by the Acts; provided, however, U.S. citizens and U.S. permanent resident aliens may travel to countries not prohibited by the Acts with the Software when it is installed on their personal computer and not otherwise used or transferred in violation of the Acts.

**General
Provisions**

This Agreement sets forth Intuit's and its Representatives' entire liability and your exclusive remedy with respect to the Software. You acknowledge that this Agreement is a complete statement of the agreement between you and Intuit, and that there are no other prior or contemporaneous understandings, promises, representations, or descriptions regarding the Software or any related services. This Agreement does not limit any rights that Intuit may have under trade secret, copyright, patent, or other laws. The Representatives of Intuit are not authorized to make modifications to this Agreement, or to make any additional representations, commitments, or warranties binding on Intuit, other than in writing signed by an officer of Intuit. Accordingly, such additional statements are not binding on Intuit and you should not rely upon such statements. If any provision of this Agreement is invalid or unenforceable under applicable law, then it is, to that extent, deemed omitted and the remaining provisions will continue in full force and effect. The validity and performance of this Agreement shall be governed by California law (without reference to choice of law principles), except as to copyright and trademark matters, which are covered by federal laws. This Agreement is deemed entered into at Mountain View, California, and shall be construed as to its fair meaning and not strictly for or against either party.

**Additional
Terms for
QuickBooks
Tax Table
Update Service**

If you subscribe to the QuickBooks® Tax Table Update Service (the "Service"), the following terms and conditions apply in addition to those above:

When you subscribe to the Service and pay the appropriate subscription fee, Intuit grants you a non-exclusive license to use the Tax Tables and Documentation for the jurisdiction for which you have subscribed within the United States ("License"). You may not use the Tax Tables or the Documentation except with the QuickBooks/QuickPay product. This License may be terminated by Intuit immediately and without notice if you fail to comply with any term or condition of the Agreement. From time to time Intuit may change the subscription fee. In this event you will receive notice of such change.

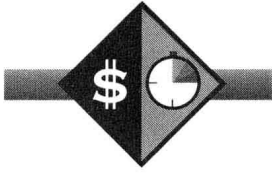
YOU ASSUME FULL RESPONSIBILITY FOR THE SELECTION OF THE TAX TABLES TO ACHIEVE YOUR INTENDED PURPOSES, FOR THE PROPER INSTALLATION AND USE OF THE TAX TABLES AND FOR VERIFYING THE RESULTS OBTAINED FROM USE OF THE TAX TABLES. INTUIT DISCLAIMS ANY WARRANTY THAT THE FUNCTIONS CONTAINED IN THE TAX TABLES WILL MEET YOUR REQUIREMENTS OR THAT THE OPERATION OF THE TAX TABLES WILL BE INTERRUPTION OR ERROR FREE.

Your use of the Tax Tables or your signature on the Tax Table update service enrollment card acknowledges that you have read this Agreement and agree to its terms. You further agree that this Agreement is the complete and exclusive statement between you and Intuit relating to the subject matter of this Agreement.

This Service is designed to provide information with the understanding that Intuit is not engaged in rendering legal, accounting or other professional service. If legal advice or other expert assistance is required, the service of a competent professional person should be sought. It is your responsibility to keep abreast of tax table changes that affect you and to ensure that you follow these changes by law.

Trademarks EasyStep, Intuit, the Intuit logo, Quicken, QuickBooks, QuickBooks Pro, Qcard, and TurboTax are registered trademarks of Intuit, Inc. ("Intuit") or one of its subsidiaries. Accountant's Review, Billminder, Bizminder, End Financial Hassles, Financial Calendar, IntelliCharge, ProSeries, Quicken Companion, QuickFill, QuickInvoice, QuickMath, QuickPay, QuickReport, QuickScroll, QuickTour, QuickZoom, Tax Partner, and TurboForms are trademarks of Intuit or one of its subsidiaries. Other brands or products are the trademarks or registered trademarks of their respective holders and should be treated as such.

Program created by	Kristin Barker	Bruce Erickson	Hugh Molotsi	Jim Spencer
	Carmichael	Martin Gates	John O'Connell	Jaime Sy
	Blankenship	Jay Jessen	Shannon Pekary	Ewout Walraven
	Rafal Bolinski	Karl Lew	Robert Sage	Daniel Wilks
	Faustina Chen	Anne Loomis	Easwar Samy	
	Connie Chin	Kathy Kuplis	Eric Shenk	
	Gil Clark	Bill Lucchini	Julian Sinai	
	Doug Eberman	Dan Miller		
Documentation	Karen Bil Ratzlaff	Susan Heacock	Andrea Julian	Charlene Shenk
	Catherine Fisse	David Hibbard	Ione Pang	
Marketing	Phil Carpenter	Jennifer Mazzon	Ted Patton	Celia Saino
	Susan Doherty	Jenny Miller	Drew Paxton	Craig Spence
	Lynn Favor	Dan Nye		
Quality Assurance	Kristy Abercrombie	Nick Du	Glenn Lew	Mariseth Salazar
	Cristina Andres	Julian Gonzales	Steve Lochrie	Jill Smith
	Mike Balak	Mandy Ha	Stephanie Martini	Cindy Sugino
	Mehrdad	Yuric Hannart	Raymond Nguyen	Tim Teichman
	Boroumand	Kenneth Hopf	Farah Risoen	Larry Wadford
	Brett Colbert	Valesha Jones	Bryan Ruff	
	Pam Daigle	Thomas Krafft		
	Ashmi Desai			
Special thanks	Wanda Adams	Robert Houts	John Monson	Will Tait
	Setrina Allen	Dawn Hugan	Ginni Morey	Albir Tarsha
	Renee Barley	Barb Karlin	Cora-Lea Morrissey	Bert Thomas
	Raymond Beauvais	Shannon Keswick	Leeann Myers	Kathy Trippett
	Ravi Bellur	Denis Klein	Carl Nye	Jacint Tumacder
	Tom Blaisdell	Christian Knuetter	Jay O'Connor	Steven Washuta
	Myrna Brown	Sanjeev Kriplani	Warner Onstine	Karin Weir
	Craig Carlson	Jeff Larsen	Kathy Paulsen	Cathy Wilhelmi
	Audrey Craig	Amy Lauterbach	Erika Pretell	Ed Willis
	Jessica Drate	Lynn LeChevalier	Joe Quadros	Kin Hong Wong
	Mark Fassett	Laurel Lee	John Rathbone	Josh Wright
	Maureen Fay	Jennifer Madrid	Tim Rice	Alex Young
	Don R. Fisher	Joe Mahoney	Dave Rotzell	
	Dan Fitzpatrick	Tony McKenzie	Gregg Schneider	
	Dan Gordon	Johnny Melton	Adam Schwalbe	
	Melanie Hecht	Mario Mendoza	Gordon Stewart	
	Russell Hill	Chris Mohney		



Contents

1 Installing QuickBooks 5.0 and QuickBooks Pro 5.0 1

Installation overview, 2
Hardware and software requirements, 3
If you've been using QuickBooks or Quicken, 4
Installing QuickBooks, 7
Netscape Navigator Intuit Edition, 9
Where to go from here, 11

2 Converting QuickPay data 13

Converting QuickPay overview, 14
Before you install QuickBooks 5.0, 14
After you install QuickBooks 5.0, 17
Comparing QuickPay with QuickBooks 5.0 payroll, 31
Viewing your converted data, 34
Using integrated payroll, 38

3 For users of earlier versions of QuickBooks 41

Earlier QuickBooks users overview, 42
New features in QuickBooks, 43
Updating your QuickBooks company data, 46
Changes you may want to make, 48
Comparing DOS QuickBooks and QuickBooks for Windows, 50
Moving your DOS files to a new computer, 54
Converting your DOS QuickBooks data, 56

4 For Quicken users 61

Quicken users overview, 62

Comparing QuickBooks and Quicken, 63

Preparing your Quicken data for conversion, 66

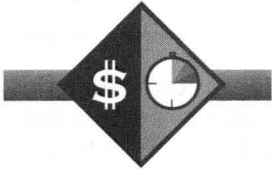
Creating a QuickBooks company with Quicken data, 70

Your converted Quicken A/R transactions, 74

Changing to QuickBooks accounts payable, 75

Differences in your new QuickBooks data, 76

Index 81



CHAPTER 1

Installing QuickBooks 5.0 and QuickBooks Pro 5.0

Installation overview 2

QuickPay users 2

Hardware and software requirements 3

Using QuickBooks on a network 4

If you've been using QuickBooks or Quicken 4

Upgrading from a previous version of QuickBooks 4

Converting from Quicken 6

Installing QuickBooks 7

Netscape Navigator Intuit Edition 9

If you already have access to the Web 10

Installing the Netscape Navigator separately 10

Where to go from here 11



Installation overview

Welcome to QuickBooks® or QuickBooks Pro™! Use the procedures in this chapter to install your new software. (Since this *Installation and Conversion Guide* is for both QuickBooks and QuickBooks Pro, it will say “QuickBooks” when it means either program.)

After you install QuickBooks, you’ll be ready to use existing data from QuickBooks or Quicken, or to set up a QuickBooks company. See the last section of this chapter, “Where to go from here” on page 11, for suggestions on what to read and do after installing.

QuickPay users

QuickBooks 5.0 does not work with QuickPay™; instead your QuickPay data is converted to a format that is usable by the QuickBooks 5.0 payroll feature.

If you have been using QuickPay with an earlier version of QuickBooks for Windows, QuickBooks 5.0 automatically converts your QuickPay data the first time you open your existing company file.

If you have been using QuickPay with QuickBooks for DOS or Quicken for DOS or Windows, QuickBooks 5.0 automatically converts your QuickPay data when you convert your QuickBooks for DOS or Quicken data.

Important: You’ll want to read Chapter 2, *Converting QuickPay data*, beginning on page 13, *before* you install QuickBooks 5.0.



Hardware and software requirements

To use QuickBooks 5.0, you need the following equipment and software:

- IBM 486 (or higher) or 100% compatible computer with a minimum of 8 MB (megabytes) of RAM (random access memory); 16 MB is recommended.
- Hard disk with the following amounts of free disk space (including 6 MB for QuickBooks data and 1 MB for Timer data):

Installation option	QuickBooks	QuickBooks Pro
Install from floppy disks	32 MB	33 MB
Install from CD-ROM	42 MB	43 MB
Additional for Netscape Navigator	6.2 MB	6.2 MB
Additional for Timer:	N/A	
Install from floppy disks		9 MB
Install from CD-ROM		4 MB

- MPC compliant CD-ROM drive if you want to use the CD-ROM version.
- 8-bit or 16-bit sound card if you want to use the sound features of the CD-ROM version.
- VGA monitor, SVGA monitor, or better; for the CD-ROM version, the monitor must be capable of displaying 256 colors.

If your monitor display is set for a resolution of 640 x 480 or 800 x 600, do not use large fonts; otherwise, some QuickBooks windows may not fit on the screen.

- Modem of baud rate of at least 2400 if you want to use Online Banking or Online Payment, or 9600 to use Netscape Navigator Intuit Edition.
- Windows version 3.1 or higher (including Windows 95).

Windows 3.1 must be running in Enhanced mode (not Real or Standard mode). To see whether you're running Windows 3.1 in Enhanced mode, choose About Program Manager from the Program Manager's Help menu. To change to enhanced mode, type **win/3** (instead of **win**) at the DOS prompt to run Windows.

- QuickBooks for Windows install disks or CD-ROM.
- Printer supported by Windows 3.1 or higher, if you plan to print invoices, purchase orders, checks, lists, mailing labels, reports, or graphs.

Using QuickBooks on a network

QuickBooks is not specifically designed to work on a network. Although QuickBooks usually works on a network, only one user at a time can use the program. Even if users connected by a network have individual copies of QuickBooks, only one person at a time can access a given company.

Keep in mind the terms of your QuickBooks license: You have the right to make a backup copy of the program for your own use, not to make unlimited copies. In a network environment, each user who uses QuickBooks must own a copy of the program.



If you've been using QuickBooks or Quicken

Upgrading from a previous version of QuickBooks

If you have been using a previous version of QuickBooks, you can use your existing data with QuickBooks 5.0.

Read Chapter 3, *For users of earlier versions of QuickBooks*, beginning on page 41, for information about new features and changes you may want to make after you update or convert your data.

When you install QuickBooks 5.0, the install program searches for an existing QuickBooks for Windows program on your hard disk. If it finds one, the directory containing the old program becomes the default installation directory. Thus, QuickBooks 5.0 replaces your old program unless you specify a different installation directory.

Opening your old Windows or Macintosh data

Both QuickBooks 5.0 and QuickBooks Pro 5.0 for Windows can read and update data created with the following versions of QuickBooks:

- QuickBooks 2.0, 3.0, 3.1, and 4.0 for Windows
- QuickBooks Pro with no version number and 4.0 for Windows
- QuickBooks 4.0 for Macintosh
- QuickBooks Pro 4.0 for Macintosh

If you install in the directory that contained your old program, then the first time you start QuickBooks 5.0 it will look for the last company file opened and prepare to update it.

On the other hand, if you install in a different directory, then the first time you start QuickBooks 5.0 you'll have to specify that you want to open an existing company. Then QuickBooks will prepare to update your data.

QuickBooks 5.0 requires you to back up your data from the previous version of QuickBooks before it updates your data. If you want to back up onto a floppy disk, have the disk ready. (You may need more than one disk if your data file is very large.) You can back up onto your hard disk if you prefer.

QuickBooks assigns a special *.v30 extension to your backup. You can use this backup if you ever need to open your company file in the older version of QuickBooks.

Intuit will send you free software, upon request, if you need to convert data from any of the following programs to QuickBooks 5.0 for Windows:

- QuickBooks for Macintosh, Version 3.0 or 3.1
- QuickBooks Pro for Macintosh with no version number

To receive both the software you need and complete instructions, call the number listed for the QuickBooks Support Network on page 929 of the regular *User's Guide* or page 1025 of the *Pro User's Guide*.

QuickPay users

QuickBooks 5.0 also converts QuickPay data and makes it part of the QuickBooks company file.

Important: You'll want to read Chapter 2, *Converting QuickPay data*, beginning on page 13, *before* you install QuickBooks 5.0.

DOS QuickBooks users

QuickBooks 5.0 for Windows can convert data created with QuickBooks 2.0 or 2.1 for DOS. See "Converting your DOS QuickBooks data" on page 56 for specific instructions.

Intuit will send you free software, upon request, if you need to convert data from QuickBooks 1.0 for DOS. To receive both the software you need and complete instructions, call the number listed for the QuickBooks Support

Network on page 929 of the regular *User's Guide* or page 1025 of the Pro *User's Guide*.

Converting from Quicken

If you have been using Quicken® for your business, you can convert your Quicken data to a QuickBooks company file.

Important: Before you convert your Quicken data, read Chapter 4, *For Quicken users*, beginning on page 61, to learn about changes you'll need to make in your Quicken data *before* converting it.

QuickBooks 5.0 for Windows can convert the following versions of Quicken:

- Quicken 1, 1.01, 2, 3, 4, 5, or 6 for Windows
- Quicken 5, 6, 7, or 8 for DOS

If you've been using a version of Quicken for DOS that is older than the ones QuickBooks can convert, you must update your data to a more recent version of Quicken using free software from Intuit. To receive the software you need and complete instructions, call the number listed for the QuickBooks Support Network on page 929 of the regular *User's Guide* or page 1025 of the Pro *User's Guide*.

Call this number also if you need to convert data from Quicken for Macintosh, Versions 1 through 7.

QuickPay and QuickInvoice users

QuickBooks 5.0 also converts QuickPay or QuickInvoice™ data and makes it part of the QuickBooks company file.

Important: You'll want to read Chapter 2, *Converting QuickPay data*, beginning on page 13, *before* you install QuickBooks 5.0.

After you install

After you install QuickBooks 5.0 for Windows, see "Where to go from here" on page 11 for recommended reading about learning QuickBooks and converting your Quicken data.



Installing QuickBooks

Use these procedures to install QuickBooks for Windows.

Important: QuickBooks 5.0 does not work with QuickPay; instead, your QuickPay data is converted to a format that is usable by the QuickBooks 5.0 payroll feature. Read Chapter 2, *Converting QuickPay data*, beginning on page 13, for advice on what to do before installing.

If you haven't used Windows much, try the onscreen tutorial that comes with Windows to learn basic Windows techniques.

► To install QuickBooks:

1 Turn off virus protection programs.

Some virus protection programs interfere with installation.

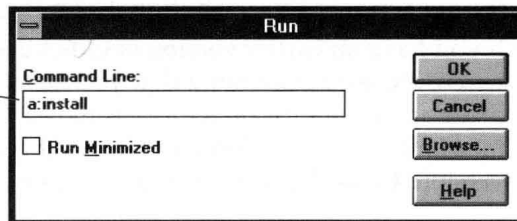
2 Insert the QuickBooks CD-ROM in your computer's CD-ROM drive; or, insert the QuickBooks for Windows Install Disk #1 in your computer's floppy disk drive.

3 In Windows 3.1, from the File menu of Program Manager, choose Run. In Windows 95, click the Start button and then choose Run.

4 Type a:\install if you're installing from Drive A, or type d:\install if you're installing from Drive D (or whichever is the correct drive name). Click OK to continue.

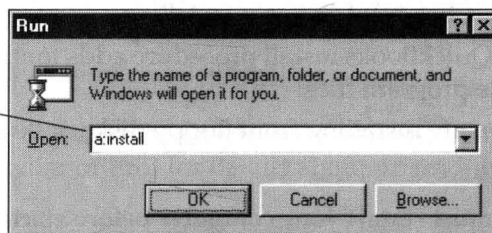
Windows 3.1

If you are installing from the D drive, type **d:\install** instead.



Windows 95

If you are installing from the D drive, type **d:\install** instead.



- 5 Follow the onscreen instructions until you see the Installation Options window.
- 6 To install the selected components in the locations shown in the window, click Next.

Component	Description
QuickBooks or QuickBooks Pro	The basic accounting program
QuickBooks Pro Timer (if installing from Pro CD-ROM)	A separate timer program that creates time data that works with QuickBooks Pro
Netscape Navigator 3.0 Intuit Edition	A World Wide Web browser that gives you free access to Intuit's Web sites via your modem. If you are not sure whether to install Netscape Navigator Intuit Edition, see page 9.

Note: If you are installing QuickBooks Pro from floppy disks and need the QuickBooks Pro Timer, you must install the Timer separately, using the Timer install disks that are among the disks you received.

- To read more about a component, including the disk space required, click its More Info button.
 - To install only some of the components, clear the checkbox for any component you do not wish to install.
 - To change the location for installing QuickBooks or the Timer, click the appropriate Browse button. Enter the new location and click OK.
- If you have an earlier version of QuickBooks for Windows on your hard disk, we recommend that you install this version in the same drive and folder (or directory) as the earlier version. The program files for the new version will replace the program files for the earlier version. **Installing does not affect your data files in any way.**

- 7 In the Select Program Folder window, change the Program Folder if you wish. Click Next to begin installing.

The QuickBooks install procedure adds fonts to your system in addition to the program files.

If you are installing from floppy disks, follow the directions to change disks.

- 8 You must restart your computer before starting QuickBooks for the first time. In the Setup Complete window, indicate whether or not you want to restart your computer now. Then click Finish.

9 Keep the CD-ROM in the drive if you want to see the QuickBooks Overview or use the special features on the CD-ROM.

If you installed from floppy disks, remove the last disk and store the install disks in a safe place. To install the Timer now (if you have QuickBooks Pro floppy disks), see “Installing the Timer from floppy disks” on page 641 of the *Pro User’s Guide*.



Netscape Navigator Intuit Edition

Visit our World Wide Web site using Netscape Navigator™ 3.0 Intuit Edition, part of your QuickBooks 5.0 or QuickBooks Pro 5.0 installation package.

The Intuit Web site includes QuickBooks Small Business Online (SBO), where you’ll find up-to-date information that is useful to small business owners. On QuickBooks SBO, you’ll find out about QuickBooks problems we’ve detected and their solutions, small business-related articles and information, news on the QuickBooks family of products, and more. In addition, you can explore other areas of the Intuit Web site to find the latest information about Intuit’s other products and services.

The Intuit Web site, like many other Web sites, is continually evolving. Information on it changes from month to month. Once you’ve browsed the information on QuickBooks SBO (and other Intuit Web areas), you can give us feedback about the kinds of information you would like to see in the future.

If you do not already have access to the Web, we invite you to try our FREE, built-in access to the Intuit Web site on the Internet. (In some cases, phone charges may apply when using your free access.)

Your free access is restricted to the Intuit Web site. If you want access to the rest of the Internet, you can upgrade (for a low monthly fee). Your upgraded access includes:

- Access to the rest of the World Wide Web sites, bulletin boards, and newsgroups
- Electronic mail (e-mail)

See “Visiting the QuickBooks Web site” on page 19 of the *User’s Guide* (regular or Pro) for details about upgrading to full access.

If you already have access to the Web

If you already have access to the Web, you may want to try the Netscape Navigator 3.0 Intuit Edition in place of your current browser. This 16-bit version of Netscape is installed in your Windows directory and will not overwrite your existing browser.

Whether or not you install Netscape Navigator 3.0 Intuit Edition, the first time you try to access the Intuit Web site directly from QuickBooks, you'll be asked to specify the Internet service provider (ISP) and Web browser you want to use.

Once you have given QuickBooks your ISP and Web browser information, you can access QuickBooks Small Business Online directly from QuickBooks at any time.

► To access QuickBooks SBO:

- **From the Online menu in QuickBooks, choose Intuit Web Sites and then Small Business Online.**

If you have an Internet service provider, or a Web browser that doesn't allow you to access QuickBooks Small Business Online directly from QuickBooks, you can use visit this Web site directly at the following address:

<http://www.intuit.com/quickbooks>

Installing the Netscape Navigator separately

If you did not install the Netscape Navigator 3.0 Intuit Edition when you installed QuickBooks, you can install it separately. This installation procedure is similar to the one for QuickBooks, whether you installed from floppy disks or CD-ROM. In Step 6 on page 8, be sure to select the Netscape Navigator only.