

# Instructions for installation of multiple copies of EasyBooks

It is permissible under the User License for Users to install the software more than once onto a separate or the same computer. The only proviso is that the User must own the computer and that the software is not being provided for use by anyone other than the Registered User of the software.

## Installation of additional copy to separate computer.

Use your Installation CD to install the second copy of the software and follow the On-Screen Prompts.

When the installation has completed, restore your data from the most recent backup by opening EasyBooks and selecting *File, Restore current year* from the main menu.

## Installation of Additional copy to same Computer.



**PLEASE MAKE SURE YOU HAVE A BACKUP OF YOUR EXISTING DATA BEFORE YOU START**

1. Change the name of existing Icon or Shortcut on the Desktop. To do this, place the mouse over the Shortcut and right click. Using the left mouse button. Select *Rename* from the menu and type a new name; for example the name of your first business.
2. Insert the EasyBooks installation CD & Follow the On -Screen Prompts.
3. Answer the questions regarding Legal Requirements.
4. When the screen displays *Choose Destination Location* click on *Browse* to display the *Choose a Folder* Screen.
5. Edit the name of the default directory/folder, (C:/Program files/EDP/Easybooks), by placing the cursor at the end of the existing text and typing a number or a backslash (the key above the enter key on most standard keyboards) followed by the name of your business you are installing this version of EasyBooks for.
6. Click OK
7. At the warning that the folder does not exist answer *yes* to question, *Do you want to create a folder?*

8. At the Choose Destination Location click *Next*.
9. Continue the installation as usual.
10. The second copy of the program will install to the new directory and will put an extra Icon/Shortcut on your Desktop. This extra Shortcut can also be renamed as explained in step one of this procedure.