



## **INSTALLATION INSTRUCTIONS**

### **A. General Information**

#### **Minimum requirements:**

Minimum requirements for operating SpeedSheets are Windows 98(Second Edition) or later, Office 97 or later and 7Mb hard disk space.

#### **Licensing information:**

When you first install SpeedSheets each SpeedSheet will be available for a 1-month trial commencing on the first use of the sheet.

An order form to purchase SpeedSheets is available on our website or by contacting Accounting Innovations directly.

Once you have purchased SpeedSheets and obtained a licence file, you will be able to import the licence file via the SpeedSheets Menu in Excel.

#### **File locations:**

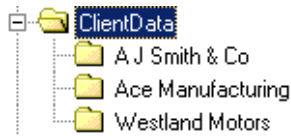
The SpeedSheets installation places files into 3 different locations. The installation stores files into the following folders:

- SpeedSheets Installation folder (user-defined) – Templates & support files.  
The SpeedSheets installation folder defaults to C:\SpeedSheets but can be any folder (local or network) you specify.
- XLStart folder on each computer - SpeedSheets add-in (AIPLSS.xla).
- Windows system folder on each computer – Required system files.

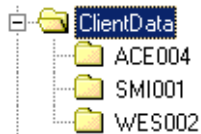
During installation, SpeedSheets will also prompt you to **Choose a Default Folder for Created Sheets**. Although this is the default folder when new SpeedSheets are created, SpeedSheets can be saved in any location. While a central location for this folder is usual, it is not mandatory. No files are copied to this folder during installation.

If you already have a client data folder structure then you should choose the top of this structure. If you do not already have a client data folder structure where the data, documents and worksheets for each client are stored in a separate folder then it may be worth considering adopting one.

The following is an example of a client data folder structure using client names:-



The following is an example of a client data folder structure using client codes:-



## B. Download SpeedSheets Setup

1. From our website ([www.speedsheets.com](http://www.speedsheets.com)), the SpeedSheets setup program can be downloaded from either the 'Free Trial' page or the 'Downloads' page (both options can be reached from the blue menu bar).
2. Complete the form using the password provided by Accounting Innovations and click 'Submit'.
3. On the SpeedSheets Download page, click on the file link and choose 'Save'.
4. Save the file to your computer and note the location.

## C. Installation Instructions (Stand Alone Computer)

1. Double-click the file downloaded from the internet.
2. At the **Welcome** window, click **Next**.
3. If you accept the License Agreement, then select **I Agree** and click **Next**.
4. At the **Installation Type** window, select **Full Installation** and click **Next**.
5. At the **Choose Installation Folder** window, ensure the **Destination Folder** is appropriate and click **Next**.
6. At the **Choose Default Folder for Created Sheets** window, ensure the folder is appropriate and click **Next**. See 'File locations' in the 'General Information' section on page 1 for further information.
7. At the **Start Installation** window, click **Next** to begin the installation.
8. After installation is complete, click **Finish**.
9. Repeat the above steps for each stand alone computer.

## D. Installation Instructions (Network)

### I. Install SpeedSheets on the server

1. Choose one workstation to do your main installation on your server. (If you subsequently want to uninstall SpeedSheets from the server, it would need to be done from this workstation.)
2. Double-click the file downloaded from the internet.
3. At the **Welcome** screen click **Next**.
4. If you accept the License Agreement, then select **I Agree** and click **Next**.
5. At the **Installation Type** window, select **Full Installation** and click **Next**.
6. At the **Choose Installation Folder** window, ensure the **Destination Folder** is an appropriate one on your server (eg F:\SpeedSheets) and click **Next**. (Record this folder for workstation installation – see below.)
7. At the **Choose Default Folder for Created Sheets** window, ensure the folder is appropriate and click **Next**. (Record this folder for workstation installation – see below.) See also 'File locations' in the 'General Information' section on page 1 for further information.
8. At the **Start Installation** window, click **Next** to begin the installation.
9. After installation is complete, click **Finish**.
10. You have now installed SpeedSheets on the server and this workstation.

### II. Install SpeedSheets on each other workstation

On each other workstation, follow steps 2 – 9 above, with the following exceptions:

- a. At the **Installation Type** window (step 5 above), select **Workstation Installation** and click **Next**.
- b. At the **Choose Installation Folder** window (step 6 above), click **Browse** and choose the same folder that you did in step 6.
- c. At the **Choose Default Folder for Created Sheets** window (step 7 above), you can select the same folder that you did in step 7 or another folder if it is appropriate for each workstation. See also 'File locations' in the 'General Information' section on page 1 for further information.