



TEXAS APARTMENT ASSOCIATION

# Forms for Windows

## Quick Start

### How To Install the TAA Forms for Windows CD

*Systems running Windows NT or 2000 will need to give users some administrative privileges. Please have your NT/2000 administrator call Blue Moon technical support at 512-322-0999 for details.*

- 1) **Insert the Blue Moon Software CD into your PC.**
- 2) **After a few seconds, the setup program will automatically launch.** . If your CD does not auto-launch, click Start on the taskbar, select Run, type D:\SETUP, (where D: is the drive with the CD), then click OK.

The setup program will show a series of windows. Each window will ask for information, or make recommendations. After you have read the screen and provided the required information, you can click Next on the bottom center of the window. If you want to go back to the previous window, click Back. To exit the installation process, click Cancel. If you cancel, the entire process is aborted and will have to be started again later. Below is a description of the windows, and typical responses to them:

- 1) **Window 1: Welcome.** The usual response is to click Next. If there are other programs running, you can click Cancel, close all other programs, then begin with step 1 above.
- 2) **Window 2: Choose Destination Location.** This is the folder that WinTAA is installed in. The default is C:\WinTAA. Most users will click Next. To view available drives and directories, click on Browse.

The setup program will begin decompressing the WinTAA program onto your computer. After it finishes loading files, it will set up the program folder icons and desktop icon. Then you will come to the final setup window.

- 3) **Window 3: Insert License Disk.** After the setup program finishes installing all the files to your hard drive, you will be prompted to insert your license disk in the A: drive. Insert the disk and click OK to continue. If you are simply reinstalling the program and do not need to update your license, simply click on the cancel button.
- 4) **Window 4: Setup Complete.** You are done with the installation! Click Finish to close the Setup program.

To start the program running, click on the WinTAA icon in the WinTAA program folder or the WinTAA icon on the desktop.

**Store your CD and license disk in a safe place after installing.**



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