

# INSTALLATION INSTRUCTIONS

for *Get Paid for Your Services*  
DOWNLOAD VERSION

**Thank you for your purchase!** Once you have successfully completed the download process, please follow the instructions below to extract *Get Paid for Your Services* onto your computer so you can edit and customize its contents to suit your own office.

**There is no magic here.** The entire book was created in Microsoft Word and saved just as you would type and save a letter to a friend. There are 39 files in your package, all compressed, or “zipped,” into one self-installing file called **Paid.exe**. The self-installation process that we have outlined below will automatically copy the entire contents of the book to your computer, storing those files in a folder it will create on your C:\ drive called “Paid” for easy retrieval and editing. To utilize these files, you will need Windows 95 or higher, 2.21 MB free on your C drive, and one of the following word-processing programs: Microsoft Word 6.0 or higher *or* WordPerfect 6.1 or higher.

Once installed, do all your editing on your computer. However, as a safety measure, keep a separate backup file of all changes made to your SOPs material on another disk. You wouldn’t want to lose all your hard work someday!

To extract the book’s files on your computer:

1. Double-click the file you downloaded, called “**Paid.exe**”. (It may be on your desktop, or in your temporary file, depending on where you chose to save it during the download process.)
2. Follow the on-screen instructions for the rest of the installation process.
3. When completed, click **Close** to exit the WinZip Self-Extractor window.

To access the book’s files installed on your hard drive:

1. Open your word-processing software.
2. From the File menu, choose **Open**.
3. In the Directories or Look In box, choose your C:\ drive.
4. Find the folder called “**Paid**” and **double-click** it.
5. You will see all the files from the book in this folder. We recommend you print the main Table of Contents, filename “opening” as a guide.
6. **Double-click** on the file that corresponds to the page of the book that you want to modify (using the Table of Contents as your guide or referencing the filename on each SOP).
7. Once you are comfortable getting to and from the files that you need, you can move them around in your computer as you need to. As most computer users store Word documents in their “My Documents” folder, you can move the entire “Paid” folder to your “My Documents” folder as you like, a task best performed in Explorer or My Computer. However, as with anything in life, paper or electronic, be sure to note where you filed it to ensure easy access later!

**Still having trouble?** Call Marsha Freeman & Associates at (800) 253-2544 M-F from 9-5 PST for support.