



# QuickBooks Desktop

## Quick Start Guide

# Start installation

## For Windows 8 & 10

- Move the cursor to the extreme bottom left corner of the desktop and then right-click or touch and hold the screen
- Click or tap **File Explorer**
- Double-click or double-tap the **setup.exe** file  
(if the User Account Control window displays during the installation click or tap **Continue**)
- Click or tap **Computer**
- Click or tap the disk drive

## No disk drive?

You can easily download a copy of QuickBooks Desktop by visiting [www.quickbooks.intuit.ca/DownloadDesktop](http://www.quickbooks.intuit.ca/DownloadDesktop) . Then, follow the step-by-step instructions.

# Getting Started: New Users

## 1 Start QuickBooks Desktop

Double-click the QuickBooks icon on your desktop



## 2 Activate QuickBooks Desktop

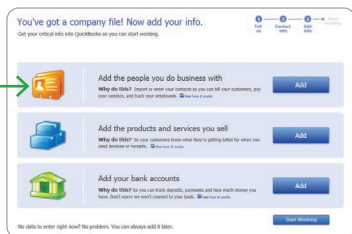
Follow the prompts to activate your copy of QuickBooks

## 3 Create your company file

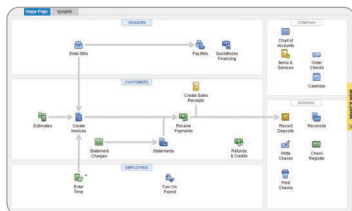
Creating a company file and setting it up for your business usually takes about 10 minutes. Tip: Gather this information before you create your company file:

- Company name and address
- CRA Business Number and, if applicable, a PST or QST number
- Most recent bank and credit card statements

## 4 Choose **Company > Bulk Enter Business Details** to easily import or add contacts and other information<sup>1</sup>



## 5 Start using QuickBooks Desktop with the **Home Page**



# Getting Started: Upgraders

## Start QuickBooks Desktop

Double-click the QuickBooks icon on your desktop



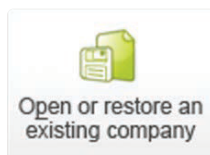
## Activate QuickBooks Desktop

Follow the prompts to activate your copy of QuickBooks

## Open your current company file

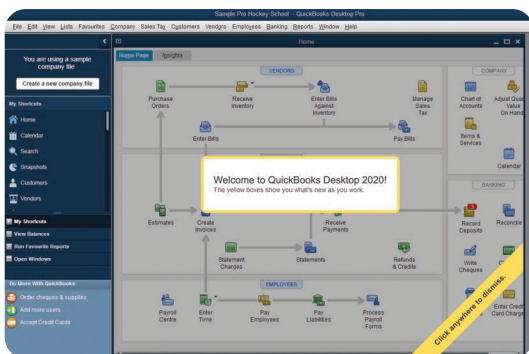
QuickBooks Desktop automatically opens your existing company file and prompts you to back up. Then, your company file is updated to the latest version of QuickBooks

If your company file doesn't open click **Open or restore an existing company**



## Find out what's new in QuickBooks Desktop

No need to guess what's changed. As you work in QuickBooks, the yellow bubbles show you exactly what's new and different

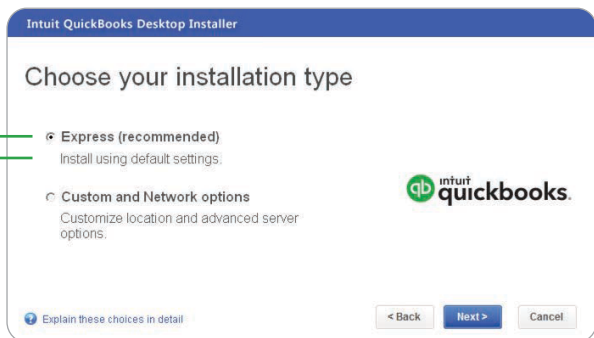


# Choose installation type



## Express—install using default settings

We recommend this for most users



## Custom and Network options

Customize the install options and location

**Next: Learn about setting up QuickBooks Desktop**



# Have questions or need help?

## Choose an option that suits you

- 1** Visit the QuickBooks Support Website at **<https://community.intuit.com/quickbooks-desktop-ca>** to browse support topics, FAQs or contact an agent (fees may apply)
- 2** Talk to a trained QuickBooks expert near you if you need further help. Find one here: **<https://quickbooks.intuit.com/ca/find-an-accountant/>**. Hands-on, personalized assistance is available for a fee

<sup>1</sup> Transfer data directly from QuickBooks 2004-2019 and Microsoft Excel 2010 SP2, 2013, 2016, Office 365 (32 and 64 bit). E-mail Estimates, Invoices and other forms with Microsoft Outlook 2010 SP2-2016, Microsoft Outlook with Office 365, Gmail™, and Outlook.com®, other SMTP-supporting e-mail clients.

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