

Instructions

- ❖ “Right click” (don't left click) the data file link and select **“Save Target As . . .”** This is the same as selecting “Save As”.
- ❖ Save the file to the folder containing the Integrated Accounting data files. If you used the default location (Southwestern\Integrated Accounting 5th Ed) when installing the program, this will be located in a folder labeled **“Integrated Accounting 30 Stage Coach”**. To find this file, select the **“Programs”** folder, then the **“Southwestern”** folder, and finally the **“Integrated Accounting 30 Stage Coach”** folder. Save “Stage Coach.IA3” to that folder.
- ❖ To open the Stage Coach file, click the **start** key located in the lower left corner of the desktop
- ❖ Select **“All Programs”** and access **“Integrated Accounting Version 5”** in your list of programs.
- ❖ After you open Integrated Accounting, follow the instructions in Module 3 to create your personalized file. If you save your file outside of the Southwestern folder, your name will not appear in the upper left corner of the screen. Therefore, you will not be required to have your name appear on your documents.