



ColorPro Price File Install Instructions

1. Insert and open the price file disk provided. Locate and open the appropriate gross margin price folder.
2. Right mouse click on the **price text document**. Choose **COPY**. Insure you are copying the price text document, **not** the folder it resides in.
3. In the upper right hand corner of the open window click the **MINIMIZE** icon.
4. Open and sign into ColorPro.
5. In the upper tool bar choose **TOOLS, PRICES, EXPORT**.
6. Choose the **LIST** price in the **Toner Price Type**.
7. Click the folder to the right of the empty **Directory Field**.
8. Find **My Documents**, click it one time.
9. Find **ColorPro**, click it one time. Click **OK** in the open window.
10. The directory box will look similar to **C:\Documents and Settings\User\My Documents\ColorPro**.
Every system will be unique.
11. Click the **START** Button at the bottom of the window.
12. A box stating "**Files Generated Successfully**" appears. Click **OK**.
13. In the lower left of the screen find and click the **START** button.
14. Locate and click **My Documents** or **Documents**. This may also be on your desktop.
15. Locate and double click **ColorPro**.
16. Right mouse click in the open window. Select **PASTE**. A warning will appear asking to "**Confirm File Replace**", click **YES**.
17. In the upper right corner of the open window click the **MINIMIZE** icon.
18. Open ColorPro
19. In the upper toolbar choose **Tools, Prices, Import**. A box stating "**File Imported Successfully**".
Click **OK**.

You have now successfully installed pricing into ColorPro.