



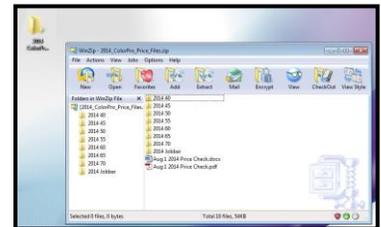
ColorPro Price Install

*How to extract and save ColorPro price files...

1. Go to your desktop and create a new folder. Name the folder **2014 ColorPro Price Files**.



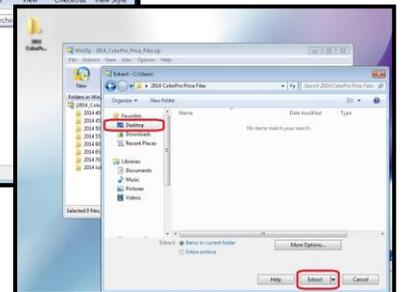
2. Double click on the zipped 2014 ColorPro Price Files link. A window will appear with a listing the individual gross margin folders.



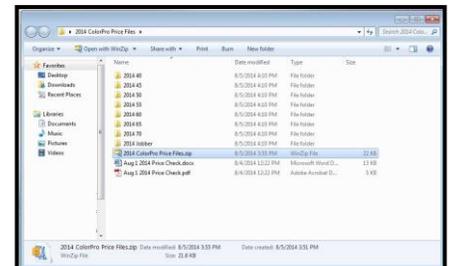
3. Click **“Extract”**. A second window should appear to choose where to extract the files.



4. Choose **“Desktop”**, and locate the **2014 ColorPro Price Files** folder you created and select **Extract** again.



5. The files are now saved and accessible in the **2014 ColorPro Price Files** folder you created on your desktop. You can copy / save the required files to a CD or USB drive for future use.



PLEASE NOTE: If you do not wish to use or have access to all gross margins folders/files available, you will need to delete the individual folder(s) not required.





***Continue as normally instructed for ColorPro price file installation...**

6. Locate the 2014 ColorPro Price File folder. Double click in the individual gross margin folder.
7. Right mouse click on the **PRICE.TXT** document. Choose **COPY**.
 - i. **NOTE: Insure you are copying the price text document, not the folder it resides in.**
8. In the upper right hand corner of the open window click the **MINIMIZE** icon.
9. Open and sign into ColorPro.
10. In the upper tool bar choose **TOOLS, PRICES, EXPORT**.
11. Choose the **LIST** price in the **Toner Price Type**.
12. Click the folder to the right of the empty **Directory Field**.
13. Find **My Documents**, click it one time.
14. Find **ColorPro**, click it one time. Click **OK** in the open window.
15. The directory box will look similar to **C:\Documents and Settings\Evans\My Documents\ColorPro**.
Every system will be unique.
16. Click the **START** Button at the bottom of the window.
17. A box stating "**Files Generated Successfully**" appears. Click **OK**.
18. In the lower left of the screen find and click the **START** button.
19. Locate and click **My Documents** or **Documents**. This may also be on your desktop.
20. Locate and double click **ColorPro**.
21. Right mouse click in the open window. Select **PASTE**. A warning will appear asking to "**Confirm File Replace**", click **YES**.
22. In the upper right corner of the open window click the **MINIMIZE** icon.
23. Open ColorPro
24. In the upper toolbar choose **Tools, Prices, Import**. A box stating "**File Imported Successfully**".
Click **OK**.

You have now successfully installed pricing into ColorPro. The entire process will take under five minutes. If you have any questions please call Jeff Evans at 440-228-6081.

