

### **Please Be Patient While the Program Loads**

When the program is loading, do not click on any menu in the main screen, e.g. the File Menu -- this can cause program to pause during the loading process at the "feather screen", and it will only resume if you click again – the symptoms at this point are: (a) the computer program is waiting for you, and (b) you are waiting for the program. If this happens, click anywhere on the screen.

Recommendation: be patient until the program loads completely and the main menu bar shows the File Menu in black, then continue with your activity.

### **C-TSA Mode and the Interests Narrative**

The Interests Narrative is not available when you are in the C-TSA mode.

If you are working in C-TSA Mode, and if you have put in Client's interest codes, and if you wish to print an Interests Narrative for this Client, then: (1) go to Standard Mode; (2) put in the same interests; and (3) use Standard Mode Previews Menu to print the Interests Narrative.

### **Make a Shortcut to the Profile Professional Folder**

For quicker access and convenience when ordering additional uses, and for opening the Reports folder, make a shortcut to the Profile Professional 2004 folder on your Windows Desktop.

1. From Windows Explorer or My Computer, open C:\Program Files
2. Right-click the Profile Professional 2004 folder
3. Select and click Send to > Desktop (create shortcut).

You can use this 'folder' shortcut to 'drag-and-drop' the PP04.key file to your e-mail program when you are ordering and adding more licence uses. You can also double-click this 'folder' shortcut to get access to the "Reports" folder where your client files and your exported files are saved by Profile Professional 2004 -- see "Make a Back-up Copy of Your Data", below.

For a visual walkthrough, see the "Creating a Desktop Shortcut" demo on this CD, which shows how to make an application shortcut for starting Profile Professional 2004.

### **Make a Back-up Copy of Your Data**

It is a good idea to periodically make a back-up copy of the "Reports" folder to another disk (e.g. a floppy diskette, CD, USB, or other drive). The back-up copy, or "snapshot", of your data may be valuable in the event of a system crash or rebuild.