



2012 Year End CD-ROM User's Guide

For Customer Support please call:

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Please retain this manual for future use of the YEAR END CD ROM.

Encryption

For additional security your 2012 YEAR END CD-ROM has been encrypted using SecureDisc software. You will need to install SecureDisc Client software on your PC. Once you insert your CD into the disc drive, the disc will show up in your CD drive as "SD_Encryped." Double click on the CD. Once the CD is open, double click on "SCD Client242.exe." This will run an install wizard for secure disc. Once this installation is complete, you will need to eject and reinsert the disc into your CD drive.

Opening Your YEAR END CD

Insert the CD into your CD reader. You will be prompted to enter your SecureDisc passphrase for drive D: **This should be the same as your YEAR END password.** Once the password has been entered, select Log in... "Login OK" will appear in green if successful.

Navigating throughout the YEAR END CD ROM

Navigate to your CD ROM drive by click on My Computer and then your CD drive and then double click on the .ZIP file located at the root of the CD ROM. Next, double click on the PDF file. You will be prompted for a password. Please enter the password you obtained from the password website (URL found on the half sheet along with the CD ROM). A new window will open after you have entered in the password. Select Extract all files and choose the location where you would like to extract/save your files. Your files will then be available electronically via the location you extracted them to.

If you wish to simply view and search within your files, you can double click on the file of your choice. You will be prompted for the password at that time.

Searching

Your items are full text searchable and can be searched in numerous ways. By click Ctrl+F (control and F at the same time) you can quickly type in a name, SSN or wage amount and locate the appropriate document you are looking for. There is also a FIND box at the top of the PDF once it is open. Simply type in the value you wish to search for and hit ENTER on your keyboard. By hitting ENTER multiple times it will bring you to the next document that meets your search value.

Printing YEAR END forms

You can print all or one page within your document. From the top tool bar, click on File and then select Print. Once the print window appears select the proper pages or page range you wish to print. The print feature works the same as all Microsoft Windows programs.

Print Range

All

Current view

Current page

Pages 3

Subset: All pages in range