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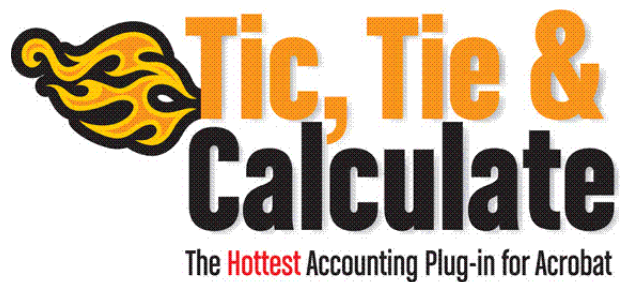
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## Update and Installation Guide

## Tic, Tie & Calculate (TTC) Version 2.5



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## I. Welcome:

Please read this guide in its entirety prior to installing TTC V 2.5. Doing so will help ensure you have a seamless transition to the latest version of TTC.

## II. What's In The V 2.5 Update?

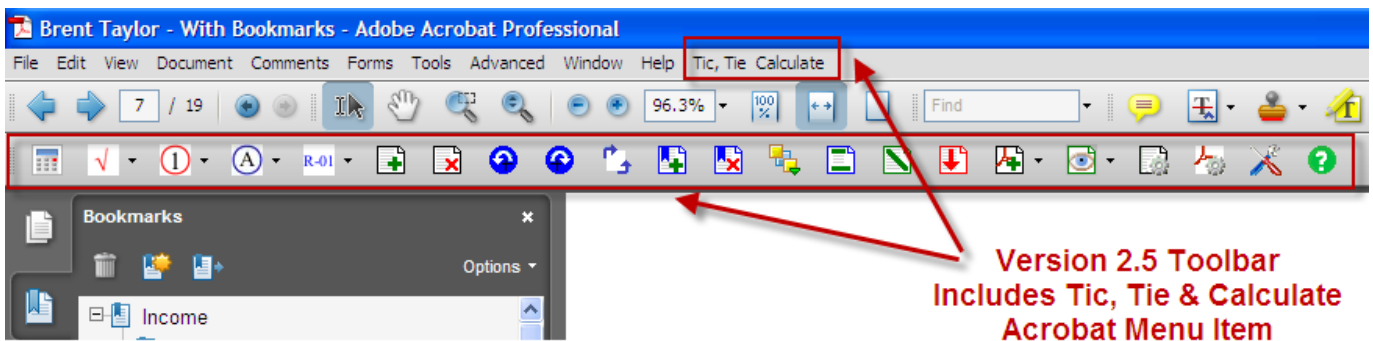
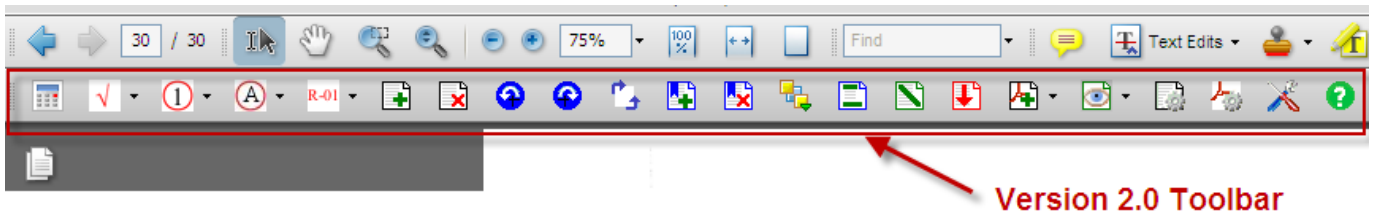
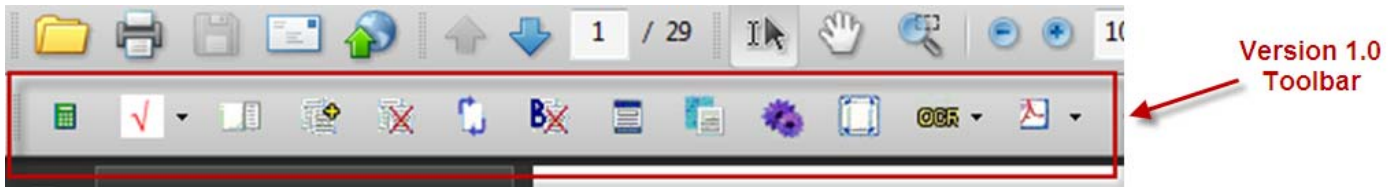
1. **Windows Operating Systems:** Compatible with XP, Vista and Windows 7
2. **Terminal Server & Citrix:** Compatible
3. **Bookmarking & Repagination:** Combines the best of V 1.0 and V 2.0:
  - a. Multiple Page Documents: You only need to bookmark the first page.
  - b. Deactivated Auto Repagination: Repagination occurs only on user request.
  - c. Color Coded Bookmarks: Bookmarked pages are color coded in blue in the bookmarking tree.
  - d. Bookmarking Templates: Reverts back to the V 1.0 xml template format. If you have customized any bookmarking templates, please make sure you read the section below titled "Before You Install the Update – Custom Bookmarking Templates".
4. **Online Account Management:** You can now access your account online and deactivate a license that needs to be reassigned or installed on a new computer. This should be used when:
  - a. Upgrading a computer to Windows 7
  - b. Upgrading a computer to a higher version of Adobe Acrobat
  - c. Reassigning a previously installed license to a new computer or new employee

## III. Who Needs To Install And Activate The V 2.5 Update?

1. Anyone installing TTC for the first time
2. Anyone upgrading to Windows Vista or Windows 7
3. Anyone upgrading to a higher version of Adobe Acrobat
4. Anyone reassigning a previously installed license to a new computer or new employee
5. Anyone upgrading from TTC V1.0 or V 2.0 as defined in the below chart

Currently Installed Version of TTC is	Installation Required	Activation Required	Comments
V 1.0	Yes	Yes	All V 1.0 users are required to upgrade to V 2.5
V 2.0	See Comments	No	You should only install this update if you are: <ol style="list-style-type: none"> <li>1. Using the bookmarking &amp; repagination functionality and want the newest code to incorporate the above referenced changes.</li> <li>2. Installing on a Windows Vista or Windows 7 computer.</li> </ol>

How do you know which version you're currently running? You can determine your currently installed version by simply looking at the TTC toolbar. They are distinctly different as shown below:



#### IV. Before You Install The Update – Custom Bookmarking Templates:

If your firm has created custom bookmarking templates, please save a copy to a desktop folder before uninstalling any previously installed versions of TTC. After update, copy them back to the folder path **<Installed Directory>:\Program Files\cPaperless\TTC\Bookmark Templates** ONLY IF they are V 1.0 templates:

- V 1.0 Custom Templates – Will work with this V 2.5. After you complete your update to V 2.5, please copy your V 1.0 templates to the above folder path:
- V 2.0 Custom Templates – Will NOT work with this V 2.5. Please contact cPaperless support for further instructions on how to properly transition your custom bookmarking templates.

#### V. System Requirements:

- **Adobe Acrobat:** Acrobat 7.0 Standard or Professional or Higher. TTC will not work with Acrobat Reader.
- **Operating System:** Microsoft Windows XP, Vista or 7. Terminal Server or Citrix.
- **Microsoft .Net Framework 2.0 or higher:** Required.

## VI. Installation Instructions:

First decide what you are trying to do, then follow the corresponding instructions.

### 1. Installing TTC for the First Time:

- a. Obtain your Product Key from your Firm Admin or online account. See [Section X](#) below.
- b. Download and Install TTC V 2.5. See [Section VII](#) below.
- c. Activate TTC V 2.5. See [Section VIII](#) below.

### 2. Converting a V 2.5 Trial to a Purchased License:

- a. Activate TTC V 2.5. See [Section VIII](#) below. Enter your purchased Product Key.

### 3. Upgrading V 1.0 to V 2.5

- a. Uninstall TTC V 1.0 through the Windows Control Panel. Select “Start | Control Panel | Add or Remove Programs” and uninstall all versions of TTC.
- b. Deactivate your previously activated license. See [Section X](#) below.
- c. Download and Install TTC V 2.5. See [Section VII](#) below.
- d. Activate TTC V 2.5. See [Section VIII](#) below.

### 4. Upgrading V 2.0 to V 2.5

- a. Uninstall TTC V 2.0 through the Windows Control Panel. Select “Start | Control Panel | Add or Remove Programs” and uninstall all versions of TTC.
- b. Download and Install TTC V 2.5. See [Section VII](#) below.
- c. Activation is not required. Launch Acrobat and TTC 2.5 will be fully functional.

### 5. Upgrading a computer to Windows Vista or Windows 7

- a. Uninstall any previously installed version of TTC through the Windows Control Panel. Select “Start | Control Panel | Add or Remove Programs” and uninstall all versions of TTC.
- b. Deactivate your previously activated license. See [Section X](#) below.
- c. Download and Install TTC V 2.5. See [Section VII](#) below.
- d. Activate TTC V 2.5. See [Section VIII](#) below.

### 6. Upgrading a computer to a higher version of Adobe Acrobat

- a. Uninstall any previously installed version of TTC through the Windows Control Panel. Select “Start | Control Panel | Add or Remove Programs” and uninstall all versions of TTC.
- b. Deactivate your previously activated license. See [Section X](#) below.
- c. Install the updated version of Adobe Acrobat **BEFORE REINSTALLING TTC**.
- d. Download and Install TTC V 2.5. See [Section VII](#) below.
- e. Activate TTC V 2.5. See [Section VIII](#) below.

### 7. Reassigning an existing license to a new computer or new employee

- a. Uninstall any previously installed version of TTC through the Windows Control Panel. Select “Start | Control Panel | Add or Remove Programs” and uninstall all versions of TTC.
- b. Deactivate your previously activated license. See [Section X](#) below.
- c. Download and Install TTC V 2.5. See [Section VII](#) below.
- d. Activate TTC V 2.5. See [Section VIII](#) below.

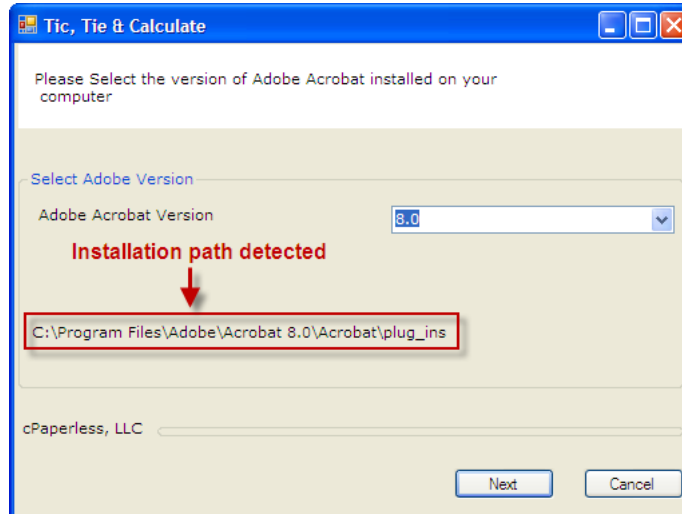
### 8. Installing multiple licenses (multiple login profiles) on a single computer

IMPORTANT: A license is required for each user profile activated

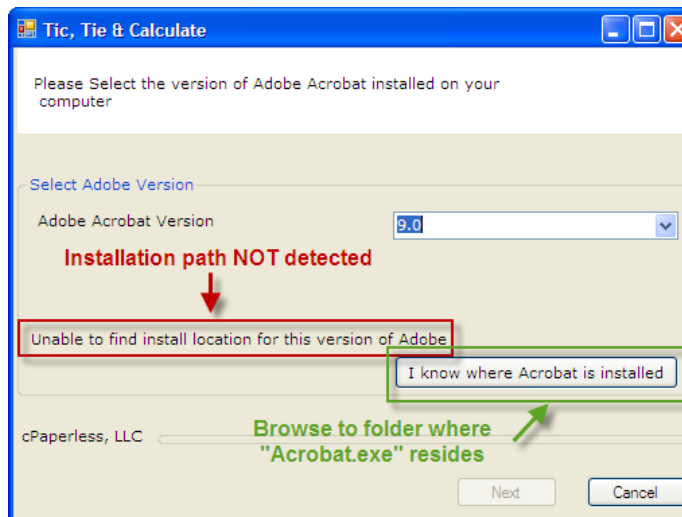
- a. Uninstall any previously installed version of TTC through the Windows Control Panel. Select “Start | Control Panel | Add or Remove Programs” and uninstall all versions of TTC.
- b. Deactivate your previously activated license. See [Section X](#) below.
- c. Download and Install TTC V 2.5. See [Section VII](#) below.
- d. Activate TTC V 2.5. See [Section VIII](#) below.
- e. Repeat step d. for each additional user profile.

## VII. Download and Install the Software:

1. Login to the computer as an administrator
2. Close Adobe Acrobat
3. Go to [www.cPaperless.com](http://www.cPaperless.com).
4. Select the "Download Trials" tab and download TTC V 2.5 to your desktop.
5. Install as Administrator: Right mouse click the TTC2.5Setup.exe file on your Desktop and select 'Run as Administrator'
6. Follow the onscreen installation instructions.
7. The final step will ask you to select the version of Adobe Acrobat installed on the computer. Select the version from the drop down menu.
  - a. If the TTC installation program **DETECTS** the proper installation path, it will be displayed in the window as follows:



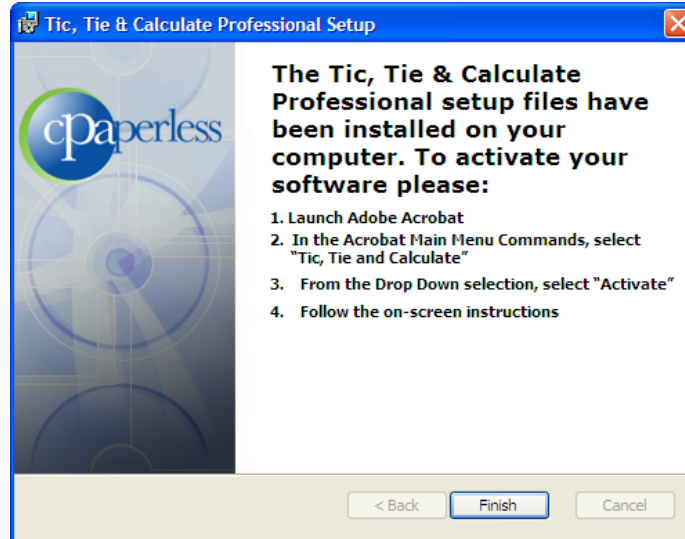
- b. If the TTC installation program **CAN NOT DETECT** the proper installation path, the following message will appear:



Click the "I know where Acrobat is installed" button to browse to the folder where the Acrobat.exe file resides on the server.

**NOTE:** Where **C:\** represents the installation drive and **9.0** represents the installed version of Adobe Acrobat, the Acrobat.exe file will usually reside in the following folder path: C:\Program Files\Adobe\Acrobat 9.0\Acrobat.

8. Click “Next” and the following message should appear:

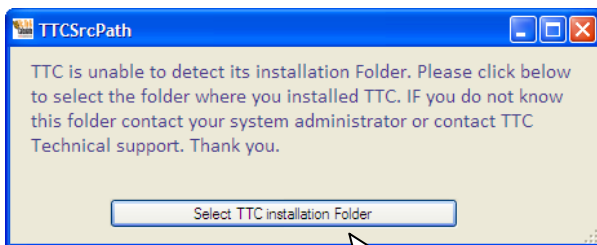


9. Select “Finish” to complete the installation process.

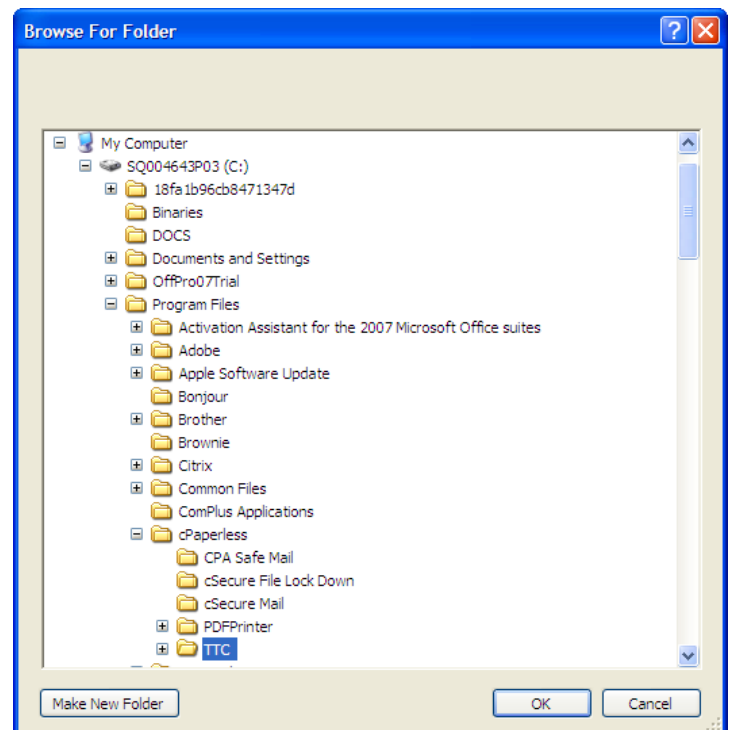
**IMPORTANT:** If you do not see the above message, then your installation of TTC V 2.5 has not yet finished. Please see Step 10 below or contact cPaperless support at [support@cPaperless.com](mailto:support@cPaperless.com) or call (800) 716-2558 x 200 for assistance.

10. ONLY IF you will see the below message, then please map the location of the TTC folder:

**NOTE:** Where C:\ represents the TTC installation drive, then the TTC Folder will reside in the following folder path: C:\Program Files\cPaperless\TTC.

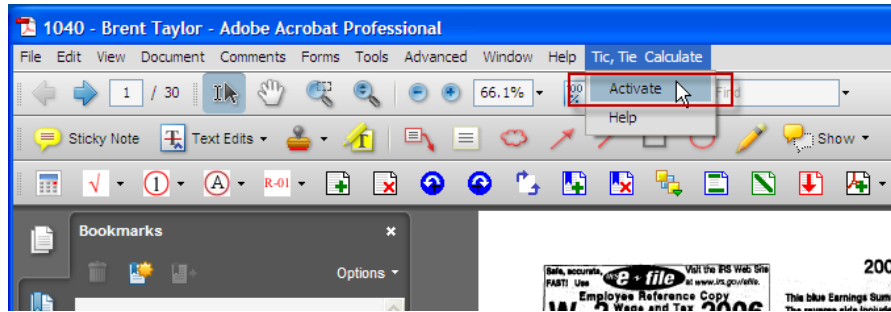


Select this command button and browse to the TTC folder located at:  
**<Install Directory>\Program Files\cPaperless\TTC**

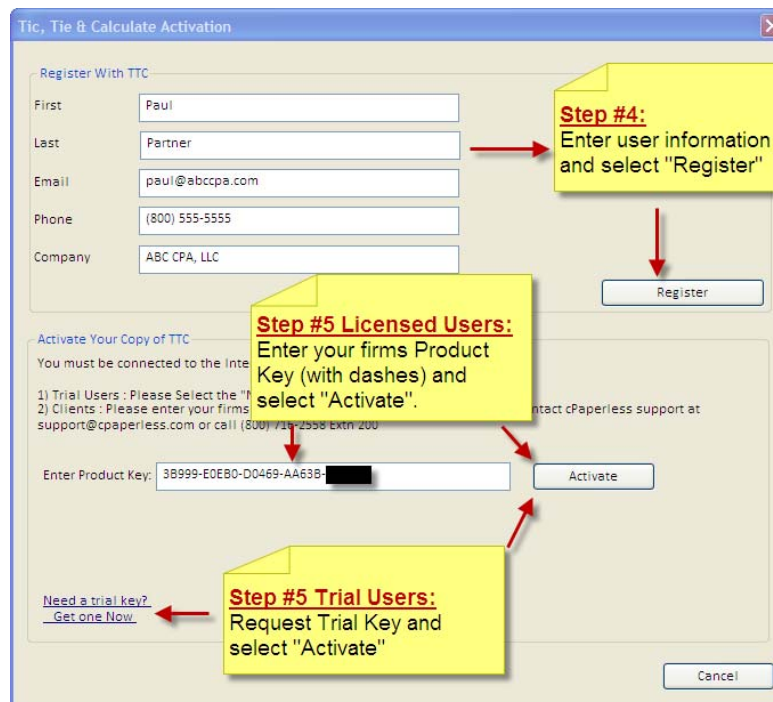


## VIII. Activate the Software:

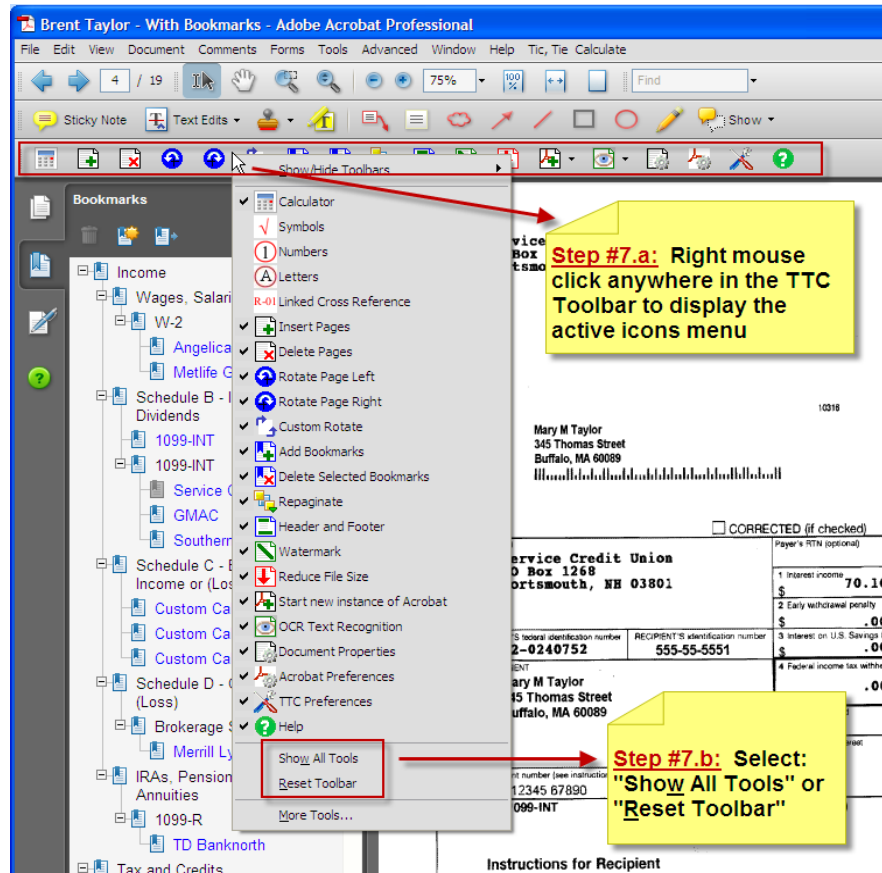
1. Log into the licensed users profile on the desktop PC or laptop computer (**Only login as Administrator if the licensed user is the Administrator of the computer**).
2. Launch Adobe Acrobat.
3. From the Adobe Acrobat main menu, select "Tic, Tie & Calculate" and select "Activate" from the drop down menu:



4. Enter registration information and select "Register" (all fields required).
5. Enter your firms TTC Product Key. Select "Activate".
  - a. Obtain your Product Key from your Firm Administrator.
  - b. **You MUST include the dashes when entering your Product Key. We recommend you copy & paste it into the input field rather than typing it.**
  - c. If you are the Firm Administrator, [Section X](#) below for instructions on obtaining your Product Key.

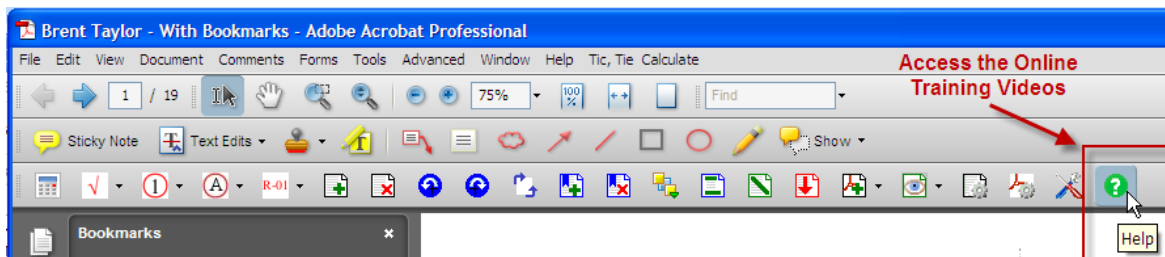


6. Activation is complete
7. **Close Adobe Acrobat, and then re-launch Adobe Acrobat for changes to take effect.**
8. Ensure all the TTC Toolbar Icons are being properly displayed:
  - a. Right mouse click ANYWHERE INSIDE THE TTC TOOLBAR to display the active icons menu.
  - b. Select "Show All Tools" or "Reset Toolbar".



## IX. Need Help? Online Training Videos:

Watch the online training videos by selecting the “Help” icon in the TTC Toolbar:



## X. Accessing Your Online Account (Obtaining your Product Key or Deactivating a License):

1. Go to [www.cpaperless.com](http://www.cpaperless.com)
2. Select “Account Login” in the upper right hand portion of the screen.
3. Select “Account Login” again under the TTC logo.
  - a. Enter your email address and password to login
  - b. Forgot Password? Select the “I forgot my password” link.
4. Your License Manager Screen will appear displaying your license summary.
5. Locate your Standalone or Terminal Server Product Key

Account #: TX9495103365  
 Company Name: cPaperless, LLC 092509

**My Licenses**

Purchase Additional Licenses Online

Product Name	Product Key	Licenses #	Licenses Used	License Info
Tic, Tie & Calculate Professional	608e5764-e972-41b2-aad4-dc746ed6486e	11	0	<a href="#">View</a>
Tic, Tie & Calculate Professional Terminal Server Edition	65058-4864A-2347C-DA4D5-48713	11	1	<a href="#">View</a>

6. Select "View" under the "License Info" column.

Account #: TX9495103365  
 Company Name: cPaperless, LLC 092509

**My Licenses**

Purchase Additional Licenses Online

Select "View" next to your Product Key

Product Name	Product Key	Licenses #	Licenses Used	License Info
Tic, Tie & Calculate Professional	608e5764-e972-41b2-aad4-dc746ed6486e	11	0	<a href="#">View</a>
Tic, Tie & Calculate Professional Terminal Server Edition	65058-4864A-2347C-DA4D5-48713	11	1	<a href="#">View</a>

7. Select "Deactivate" to deactivate a previously activated license.

**License History**

Licenses #	Date	Action
20	9/1/2009	Added

[Back](#)

**Activation History**

Computer Name	Date	Activation Result	Action
sd	12/20/2009	ACTIVATED	<a href="#">Deactivate</a>
STEVEDUSABLO-PC	12/8/2009	DEACTIVATED	
STEVE-TOSHIBA	1/8/2010	ACTIVATED	<a href="#">Deactivate</a>

[1](#) [2](#)  
[Back](#)

Select "Deactivate" to deactivate a license

8. You may now activate another computer with the freed license.

**XI. Terminal Server & Citrix Users:**

Terminal Server and Citrix installation instructions were already sent to your TTC Firm Administrator in a separate email. If you need another copy of these instructions, please contact cPaperless support at [support@cpaperless.com](mailto:support@cpaperless.com) or call (800) 716-2558 x 200.

**XII. Refer a Friend:**

We feel confident that TTC V 2.5 will bring value to your firm and your every day working life. At cPaperless, we provide FREE 30 day trials of our software products to all accounting professionals. Anyone can download a FREE 30 day trail of TTC V 2.5 by going to [www.cpaperless.com](http://www.cpaperless.com) and selecting the "Download Trials" tab. We would appreciate if you can refer a friend by sending them a link to our website.