



Upgrading BankLink Books

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Upgrading BankLink Books

Upgrading BankLink Books is easy!

BankLink Books will either prompt you to upgrade when you open your file, in which case you complete an automatic upgrade, or your accountant will ask you to update BankLink Books, where you complete a manual upgrade.

 Note: You need to be connected to the internet to upgrade BankLink Books using these instructions.

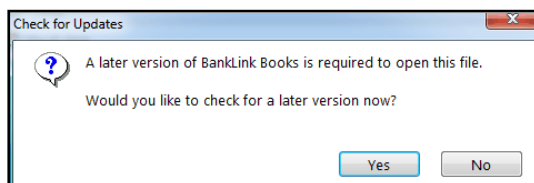
Upgrading BankLink Books using the automatic upgrade

An automatic upgrade occurs when your accountant has updated their software. The next file they send you will be an upgraded file.

You will be able to retrieve your file into BankLink Books in the normal manner, but when you try to open your file, you will be prompted to check for a later version of BankLink Books.

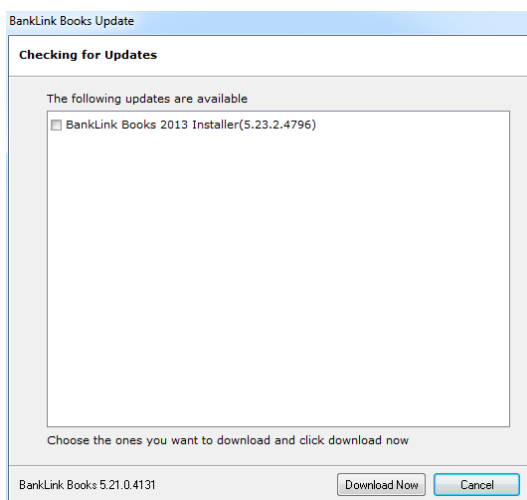
To upgrade BankLink Books if you are prompted to upgrade:

1. When you open your file, BankLink Books displays the **Check for Updates** window.



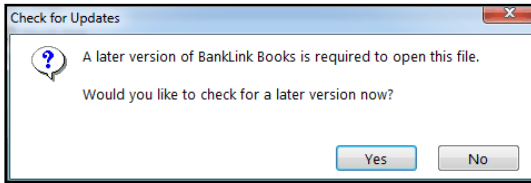
2. Click **Yes**.

BankLink Books checks for updates and displays the **BankLink Books Update window** showing you the list of updates that are available.



3. Select the check boxes against any updates listed.
4. Click **Download Now**.

BankLink Books displays a window showing you the progress of the download, and then you see the **Update BankLink Books** window.

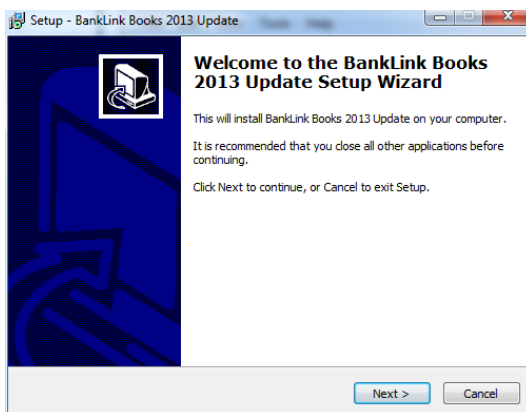


5. Click **Yes** to install the updates.

BankLink Books displays a confirmation window.

6. Click **Yes**.


BankLink Books displays the **Welcome to the BankLink Books 2013 Update Setup Wizard** window.



7. Follow the prompts to upgrade BankLink Books.

Upgrading BankLink Books when asked to upgrade

You accountant may ask you to upgrade your BankLink Books software if, for example, you use BankLink Books Secure.

 Note: Only upgrade BankLink Books if you have been instructed to by your accountant.

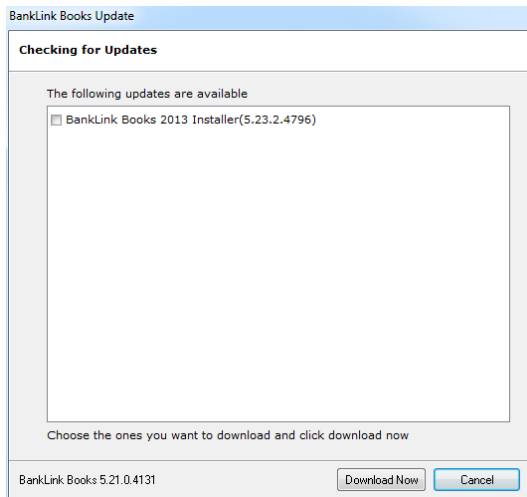
To upgrade BankLink Books if you are asked to by your accountant:

1. Open your file.
2. Click **Help | Check for Updates**.

BankLink Books displays the **Check for Updates** window.

3. Click **Yes** to continue.

BankLink Books accesses the Update Website and compares your software version to the latest version. A list of updates available are displayed in the **BankLink Books Update** window.



4. Select the check boxes against any updates listed.
5. Click **Download Now**.

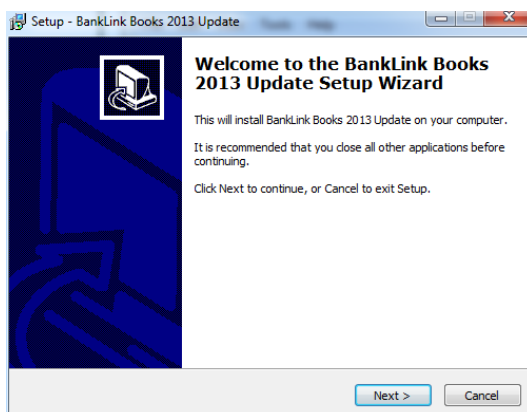
BankLink Books displays a window showing the progress of the download and then you see the **Update BankLink Books** window.

6. Click **Yes** to install the updates you have downloaded.

BankLink Books displays a confirmation window.

7. Click **Yes**.

BankLink Books displays the **Welcome to the BankLink Books 2013 Update Setup Wizard** window.



8. Follow the prompts to complete your BankLink Books upgrade.