

[ ] = omitted words or phrases

red = changes

( ) = suggested cuts

Welcome to Rental Property Tracker Plus (RPTP).

Click the Rental Property Tracker Menu button above to see all [of] the tools [included] in this suite of productivity software. You will use this button to switch between the various components of RPTP. [Rental Property Tracker Plus]. In the other components, this button appears in the bottom left corner of the window.

Comment [AW1]: Use either "lower" or "bottom" consistently (see ¶ 3) I would use "bottom"

Click the Guided Tour button above for more information about this software. You can also import the Sample Data from there. For more information about [using] this program, see the Tips file [included with the program].

Comment [AW2]: Where? The guided tour?

Comment [AW3]: Which? Program as a whole or just guided tour?

Click the Help button in each component (in the lower right corner of each window) [to find] for Tutorials and information about its [all the] features, fields and buttons. [of that component.] (Buttons are things you click on and fields contain text.)

Comment [AW4]: See second comment on this page.

Comment [AW5]: Put this in a separate glossary or omit.

Click the Daily Briefing button above to display your daily Schedule [for the day] and a list of your Tasks [that need your attention].

Comment [AW6]: Will it always be "above?"

## Buttons at or on[along] the bottom of this window

The Quit button [quits] closes all [the] components of RPTP.[Rental Property Tracker Plus]. In [registered] the full version[s] of the software, you can specify [I]if you want an Auto Backup [done] when you quit. The choices are Ask First, Always (you will be [asked] prompted to specify the name and location of the backup file), or Never (you will [not] never be asked [again] when quitting).

To save [all the] records and preferences from all [the] components of this software to a single backup file, click the Backup Records button. If you do not use the Auto Backup feature, you should [it is recommended that you] do this at least once a week. Save your backup [this] file to

another disk in case of [there are ever serious] **computer** problems. [with your computer.]

Whenever you upgrade to a newer version of **RPTP**, [this software[you should] click the Backup Records button[, click] **then** the Quit button. Remove the current version [from your computer], download and install the new version, [and] then click the Restore Records button to import [all] your old records into the new version.

You can set a security password by clicking the Set Password button. [Then e]Each time you launch **RPTP** [Rental Property Tracker Plus], you will be asked for your password. You may **also** change or clear the password [by clicking] **with** this [same] button.

The Prefs button **opens** [brings up] the Preferences window, where you can change many **features** [aspects] of this program. Each component has its own Background and Button colors, which can be changed by clicking [the] **its** Prefs button [in that component]. You can also hide the desktop, for a full screen effect, by clicking Prefs, [and] then Set Desktop Cover.

**Comment [AW7]:** Switch these 2 phrases.