Instructions

Saving the content of your business plan is easy, however please be aware that if you click FILE and then SAVE AS (like an ordinary document), you will *not* save the content of your business plan, but rather only the PDF document shell. So, to avoid any unnecessary surprises, you can follow these steps.

1   Print out a copy of these instructions.

2   Begin entering your information into the 'Business Plan' PDF document.

3   When you wish to save your contents, scroll to one of the LOAD/SAVE FORM icons and click your mouse. This icon can be found on the left hand side of each page.

4   Choose SAVE and click your mouse.

5   Under SAVE AS, enter your file name – e.g. 'My Business Plan' – and click OK.

6   After a short wait, the data (your business information) has now been saved. It is now safe to close the PDF document, or alternatively continue filling in the information.

7   When you would like to save your file again, please scroll to one of the LOAD/SAVE FORM icons and click your mouse. This icon can be found on the left hand side of each page.

8   **Important**: type in the same name that you entered when you first saved the file – e.g., 'My Business Plan'. This is important as there is only space for one completed document to be saved. Click OK. If you have forgotten the original file name, then you can click on CANCEL, and proceed to click on LOAD/SAVE FORM again. Now move your mouse over RELOAD, and you will see the file name. Once you have the file name, click outside of the two boxes, and return to step 7.

9   A box will pop up stating 'Overwrite file name'. This will update your work. Left click YES and continue with filling out the form or closing the PDF document. Repeat steps 7 to 9 whenever you wish to save your content.

Instructions for re-opening a file that you have previously worked on, are just as simple.

1   Open the 'Business Plan' PDF Document with no content.

2   Scroll to one of the LOAD/SAVE FORM icons and click your mouse. This icon can be found on the left hand side of each page.

3   Click on RELOAD and choose your file by highlighting and clicking your mouse.

4   After a short wait, you should see the contents that you had previously entered. You can now continue with filling in your business plan information.

That's all – now it's time to proceed to your business plan!