

Downloading and installing the ITBUREAU Zip Catalogue for Version 10/11

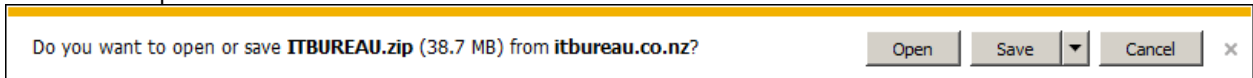
This guide is designed to assist you with the download of the ITBUREAU.Zip catalogue for Version 10/11.

Instructions may vary depending on your internet browser client, in this example we use Internet Explorer browser.

1. Left-click on the direct link below or copy and paste into your internet browser

<http://www.itbureau.co.nz/5a58c8b1327f9bb6d36e9c90ad9a23b3/V10/ITBUREAU.Zip>

2. When prompted, left-click **Save** to save the file to your computer (preferably your desktop or downloads folder). Wait for download completion



Allow time for download to complete


NOTE Make note of the directory where your ITBUREAU catalogue is saved, as you will need to navigate to this place for installation. By default Windows in most instances saves to a Downloads folder

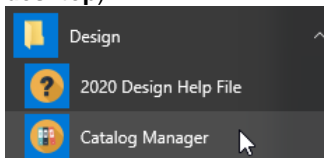
Catalogue ZIP installation guide for Version 10/11

The following steps are to assist you with the installation of the ITBUREAU catalogue in 2020 Design Version 10 or 11.

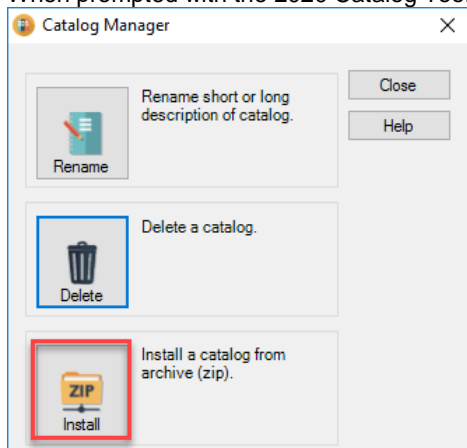
Installing your Zip catalogue

Instructions and timeframes may vary depending on Windows operating system and computer specification.

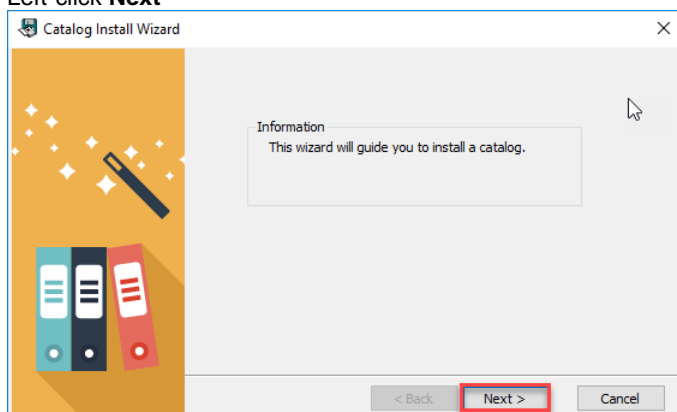
1. Left-click **Start**  , **Programs, Design, Catalog Manager** (or double left-click the **Catalog Manager** icon on your desktop)



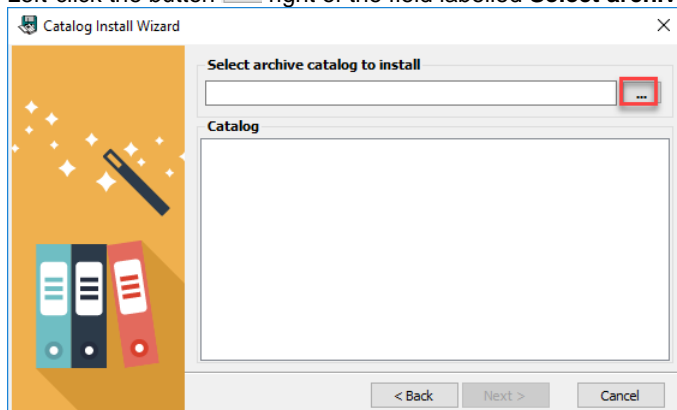
2. When prompted with the 2020 Catalog Tool Utilities dialog box, left-click **Install**



3. Left-click **Next**

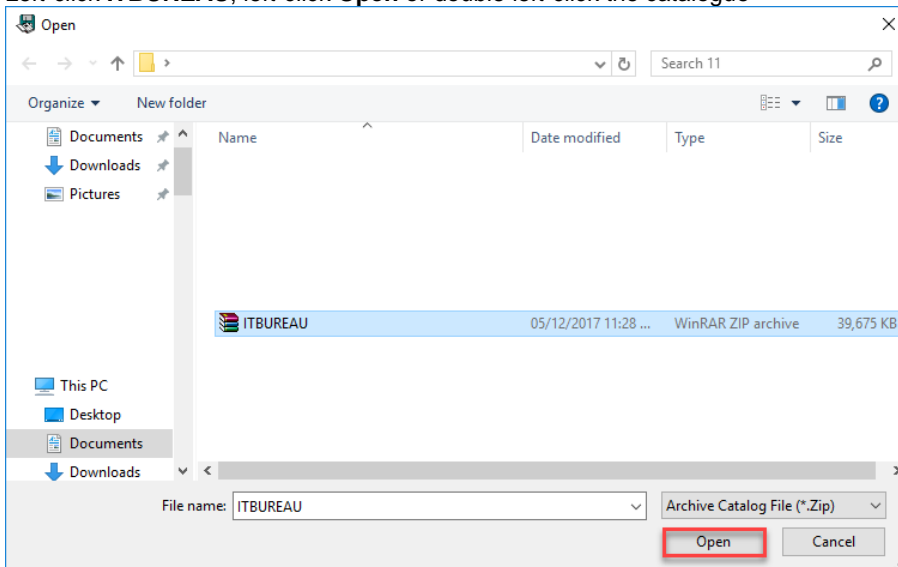


4. Left-click the button **...** right of the field labelled **Select archive catalog to install**

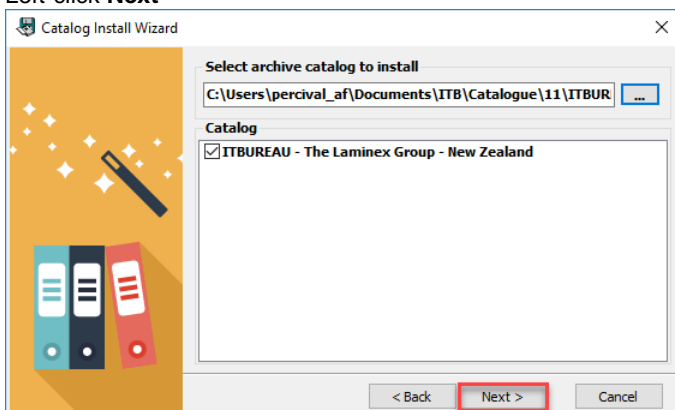


5. Navigate to the directory where you have saved the ITBUREAU.Zip catalogue

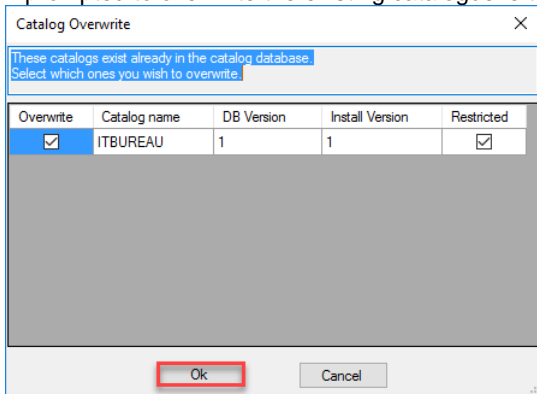
Left-click **ITBUREAU**, left-click **Open** or double left-click the catalogue



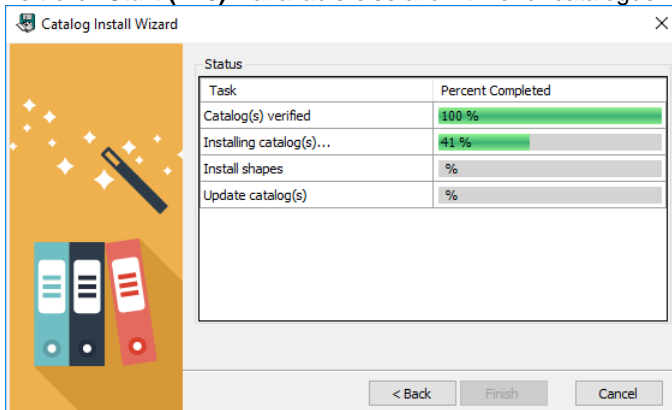
6. Left-click **Next**



If prompted to overwrite the existing catalogue left-click **OK**

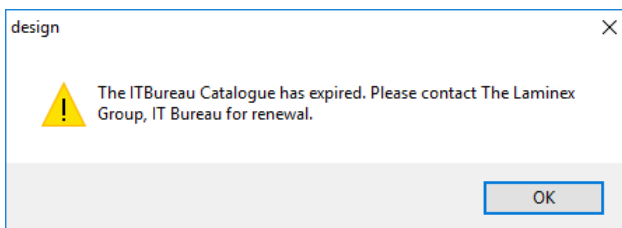


7. Left-click **Start (V10)** if available else allow time for catalogue installation to complete



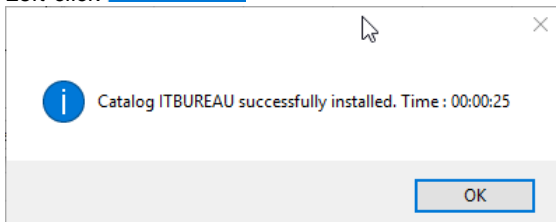
8. When prompted that catalogue has expired left-click **OK** to continue

NOTE If you have your own customised version of the ITBUREAU catalogue; please see that you install this to ensure your dimensions come through



Allow 30-50 seconds for installation to complete

9. Left-click **OK**



Congratulations you have successfully installed the ITBUREAU catalogue

NOTE Remember to switch items for older plans