Forms for Windows

TEXAS APARTMENT ASSOCIATION

The Demo Version of the TAA Forms for Windows works much like the real thing, except it only prints the following six forms, each page of which has "DEMO" across it in bold print.

- APARTMENT LEASE
- RESIDENTIAL LEASE
- CONDO/TOWNHOUSE LEASE
- RENTAL APPLICATION
- PET AGREEMENT
- NOTICE TO VACATE - NONPAYMENT OF RENT

System Requirements:

- A Pentium or better running Windows 95/98, Windows NT or Windows 2000 with at least 32 mb of RAM

- A laser printer with at least 1 mb of RAM or ink jet printer with a printable area of 8 inches by 13 1/2 inches.

- Ten megabytes of free disk space on your hard drive (Note: actual software takes up to four megabytes)

Installing the TAA Forms for Windows Demo

The TAA Forms for Windows Demo is installed as follows:

1. Follow the instructions for downloading the TAA Forms for Windows Demo from the Bluemoon Website

2. Double click on the TAADEMO.EXE file or use RUN Command from the Windows Start button to start the installation program.

The Setup program will run, showing a series of screens. Each screen will ask for information, or make recommendations. After you have read the screen and provided the required information, you can click the Next button on the bottom center of the screen. This will be your most frequent response. If you want to go back to the previous screen, click the Back button. If you want to exit the installation process, click the Cancel button. If you cancel, the entire process is aborted and will have to be started again later. When you get to the last screen, called "Setup Complete," click the Finish button to close the Setup program.

To run TAA Forms for Windows, click on the WinTAA icon on your desktop.

The very first time you run the program, you will be led through a series of setup windows. Read each carefully and click Next after you have filled in the appropriate response. In the last window of the series, you have the choice of setting up the default lease information. The Setup Default feature as well as some basic information on using the progam is described on the back page.

Note: the Demo comes with the full online help. Help topics can be accessed from the Help menu. If you would like to read about the features in more depth than they are treated with here, you can select Contents from the Help menu and click on your topic of interest. The online help is for the fully functional software. Some features are disabled in the Demo version.

SET UP THE DEFAULT LEASE

Before beginning to make entries in the Lease Database, most users will want to set up a default lease. The ability to set up a default lease is one of the most powerful features of TAA Forms for Windows. It allows you to automatically fill in 85% of a lease, including late fees, charges, reletting charges (as a percentage of monthly rent), insurance provisions, place of payment, etc. Keep in mind that you can easily override the values entered by the default lease. Default information can not be entered in blue fields.

There are several pages (screens) of default fields in the database. Use the <Page Up> and <Page Down> keys to move between pages. To move from field to field, use the <Tab> key or click on specific fields with the mouse. After you finish filling out the default lease, you can save it by either clicking the OK button or pressing <Enter>.

THE PROPERTY DATABASE SCREEN

The Property Database screen is the first program screen you will see every time you run the software. It is composed of a series of pages (or screens). To access these pages, click on the tab corresponding to the desired page at the bottom of the screen, or press <Page Down> to move to the next screen or <Page Up> to move to the previous screen.

Menu Bar — The menu bar across the top of the Property Database screen contains the following menus: File, Preferences, Property Database, Lease Forms, REDBOOK Forms, and Help. To access these menus and any submenus, click the menu bar. To view the Residential or Condo database, select the appropriate database from the Property Database menu.

Button Row — On the right side of the Property Database screen is a vertical row of buttons: New Lease, renewal, Print, Find, Previous, Next, Edit, Delete, Order Clicks and Set Counter Any of these buttons can be accessed either by clicking on the button or by simultaneously pressing the <Alt> key and the underlined letter of the desired button.

CREATING A NEW LEASE

1. First click the New Lease button.
2. Type in the unit number (property code for Residential and Condo/Townhouse properties).
3. Click the OK button, or press <Enter>.

The New Lease screen will close, and you will be placed in Edit mode. Instead of the regular row of buttons on the right (New Lease, Renewal, Print, etc.), there are the OK and Cancel buttons. Clicking OK (or pressing <Enter>) will save the current record to the database and exit Edit mode. Clicking Cancel (or pressing <Escape>) will exit Edit mode without saving. While in Edit mode, you can change any of the fields which are not light blue. Use the <Tab> to move from field to field. Use the <Space> to check or uncheck a check box.

PRINTING LEASE FORMS

To print one of the six forms that are available for review in this Demo version of the WinTAA Software, you can access them from the Menu Bar - Lease Forms option except for the "Notice to Vacate-Nonpayment of Rent" which is a REDBOOK Form (see below). You will be able to print directly from the form preview window by choosing Print from the File menu or clicking the Printer icon.

The option to print from either File|Print or Print button in the Property Database screen is not available on the Demo. However, if you will be able to see how many clicks you would be charged for printing TAA forms. To select a form to print, click on the check box to the left of the form name. If you want to print only certain pages of that form, change the values of the To and From columns on the right of the screen as needed. A message at the bottom of the screen tells you how many clicks you will be charged by printing the chosen forms. You are charged for the full clicks of the form whether you print the entire form or not. For example, the Apartment Lease form costs twelve clicks to print. Even if you only print the first page of the form, you will still be charged twelve clicks.

REDBOOK FORMS

For the purposes of this Demo software, the only REDBOOK Form available for you to view and print is the "Notice to Vacate-Nonpayment of Rent" under the Eviction submenu.

REDBOOK forms are grouped by type under REDBOOK Forms in the menu bar. When you see a small right arrow in the menu bar, it means there is a submenu beneath that menu item. For example, there is an arrow under REDBOOK Forms | Eviction. The Eviction submenu contains the actual forms. When you click one of these forms, that form will be loaded in Word Processing mode, and the data from the lease record you are currently in will be automatically filled into the form.

Press <Tab> to move to the next field and <Shift>-<Tab> to move to the previous field. <Page Up> and <Page Down> will move you up and down the forms. The field highlighted in red is the active field.When you have finished filling out the form, you can print it by choosing Print from the File menu or clicking the Printer icon.

ORDERING SOFTWARE

You may order software by filling out the order form on our website at http://www.bluemoon.com/products/taaorder.html.