

Basics

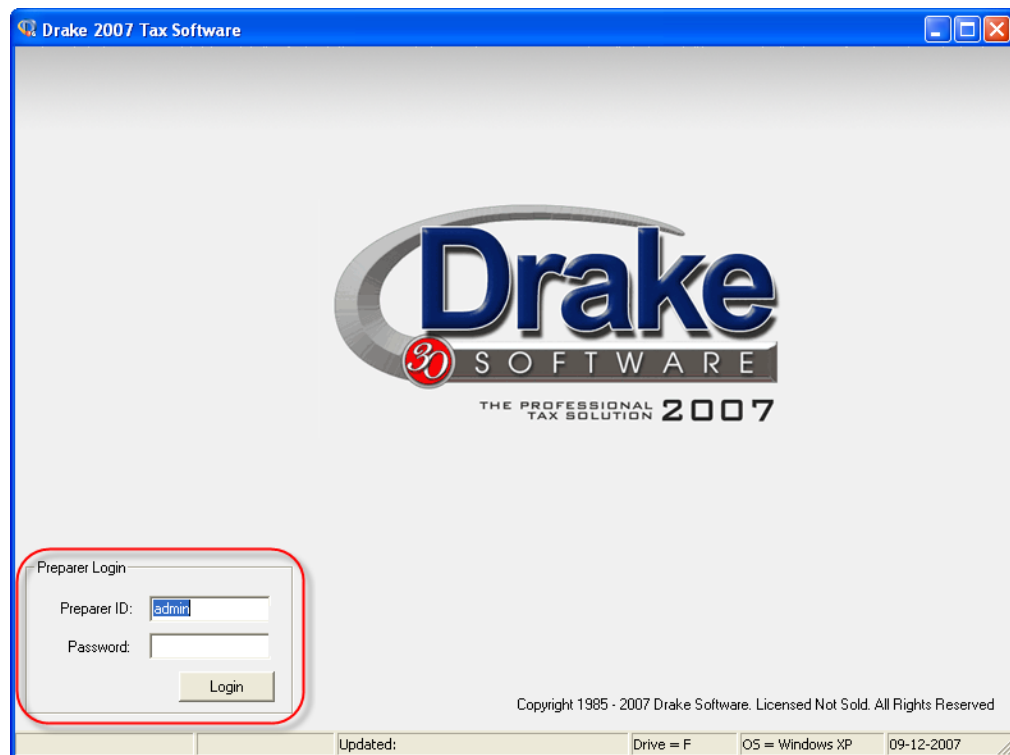
This chapter addresses basic tasks in Drake and introduces the primary screens. It covers the following:

- **Getting Started** — Logging in and out; general navigation
- **The Home Window** — Menu bar; toolbar; recently opened files; appointments; messages
- **Data Entry** — Layout; navigation; features; Help resources

GETTING STARTED

A computer equipped with Drake tax software has three icons the desktop: **Drake 2007**, **Drake Tax Planner**, and **Drake Document Manager**. (For more on the Drake Document Manager, see page 235. For more on the Drake Tax Planner, see page 243.)

To launch the 2007 program, double-click the **Drake 2007** icon on your desktop. The **Drake 2007 Tax Software** window is displayed.



NOTE

For installation instructions, see “Tax Software Installation” on page 28.