



Acct 1st.com



**Tic, Tie &
Calculate**

The **Hottest** Accounting Plug-in for Acrobat

Quick Start Guide

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Quick Start Guide

Welcome to Tic, Tie & Calculate

This Quick Start Guide is designed to quickly help get you started using Tic, Tie & Calculate in conjunction with Adobe Acrobat. Tic, Tie & Calculate is an Adobe Acrobat Plug-in designed for accountants and financial professionals to quickly harness the powerful PDF annotation and review tools in Adobe Acrobat to improve productivity and increase efficiency when working with PDF documents.

This Quick Start Guide includes the following sections:

1. Installation – How to install and activate Tic, Tie & Calculate
2. Overview – Brief overview and description of the included tools
3. Feature Comparison – Understanding of the version and feature differences
4. Frequently Asked Questions – Answers to the most commonly asked questions

Features Overview

- **Manage PDF Pages:** Easy to use tools for inserting, deleting, rotating, and viewing pages within PDF documents
- **Calculator and Tickmarks:** Digital tape calculator and customizable tickmarks to streamline the annotation and review of PDF documents
- **Automated Bookmarking:** Organize PDF documents with bookmarks quickly and easily using one of the included bookmark templates (Tic, Tie & Calculate Professional Only)
- **Automated Repagination:** Repaginate an entire PDF document with a single button click (Tic, Tie & Calculate Professional Only)
- **Advanced Calculations:** Use the advanced calculator features to perform interest rate conversions, create amortization schedules, and perform date/time calculations (Tic, Tie & Calculate Professional Only)

Important Installation Notes

- Tic, Tie & Calculate is compatible with Adobe Acrobat Standard or Professional, versions 7.0 and 8.0. Tic, Tie & Calculate is **NOT compatible with Adobe Reader** or with other PDF editors.
- Tic, Tie & Calculate must first be activated using the TTC Activation Tool located in Start/All Programs/Tic, Tie & Calculate.

Installation

Follow the four easy steps below to quickly install, activate, and begin using Tic, Tie & Calculate.

Step 1: Receive Account Creation E-mail

You will receive an e-mail from <mailto:TTCsupport@acct1st.com> indicating that an account has been created for you and that Tic, Tie & Calculate is available for download. Included in this e-mail is the website link where you will need to navigate along with the username and password to access your account. Please keep this information for your records.

Example E-mail:

From: TTCsupport@acct1st.com [TTCsupport@acct1st.com]
To: Sample User
Subject: Acct1st.com Account Information

This e-mail contains the information you will need to access your account and to download the software and product keys for Tic, Tie & Calculate. Please take a moment to change your temporary password and update your profile information upon logging into your account.

<https://activation.acct1st.com/>

Login: sampleuser@gmail.com

Password: 67EBF0

Limited support for Tic, Tie & Calculate can be obtained by sending an e-mail directly to TTCsupport@acct1st.com. Customers with maintenance agreements may also receive support 24 hours a day; 7 days a week by calling our toll free telephone number at (800) 816-9441.

Step 2: Login, Download, and Install Tic, Tie & Calculate

1. Using your web browser navigate to the website link provided in the account creation e-mail (<https://activation.acct1st.com>)

2. Sign in to the website using the login information provided in the account creation e-mail

Sign In

Primary E-mail Address:

[I forgot my primary e-mail address](#)

Password:

[I forgot my password](#)

Remember Me

Sign In

3. Download the Tic, Tie & Calculate installation file to a location on your computer (e.g. Desktop). Please make note of your Account # and Product Key as this information will be used later to activate the software once installed.

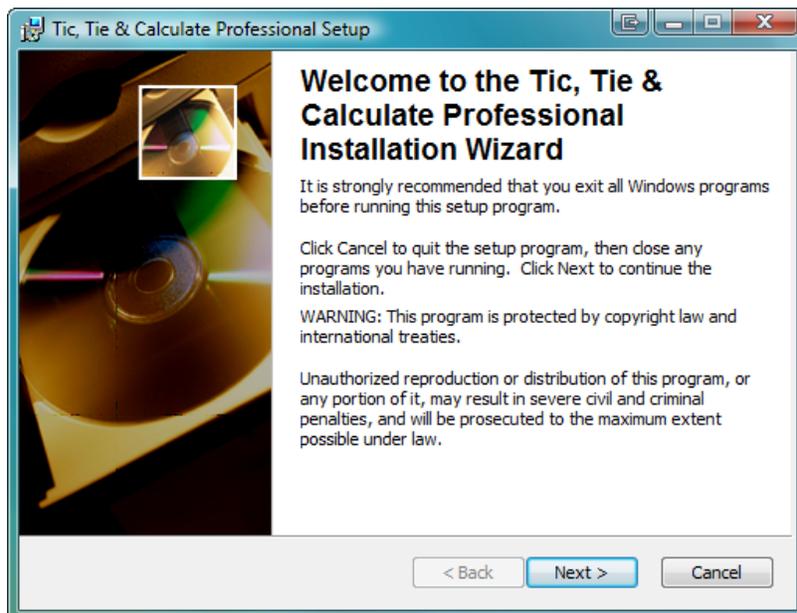
Account #: 8885551212
Company Name: Acct1st Technology Group LLC

My Licenses

[Quick Start Guide](#)

Product Name	Product Key	Licenses #	License Info	Download
Tic, Tie & Calculate Professional	1611C-D71E7-6D451-8A86B-3B3BA	2	View	Download

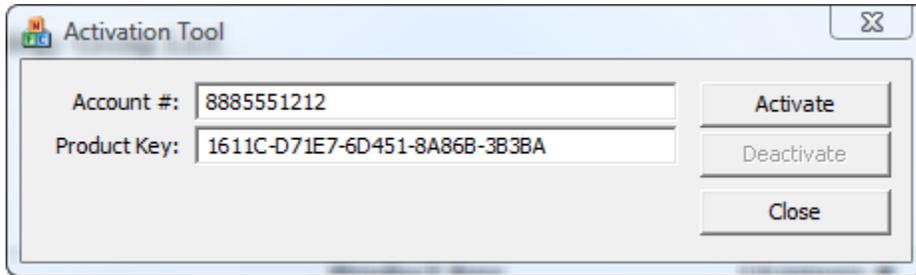
4. Run the installation file



Step 3: Run Activation Tool

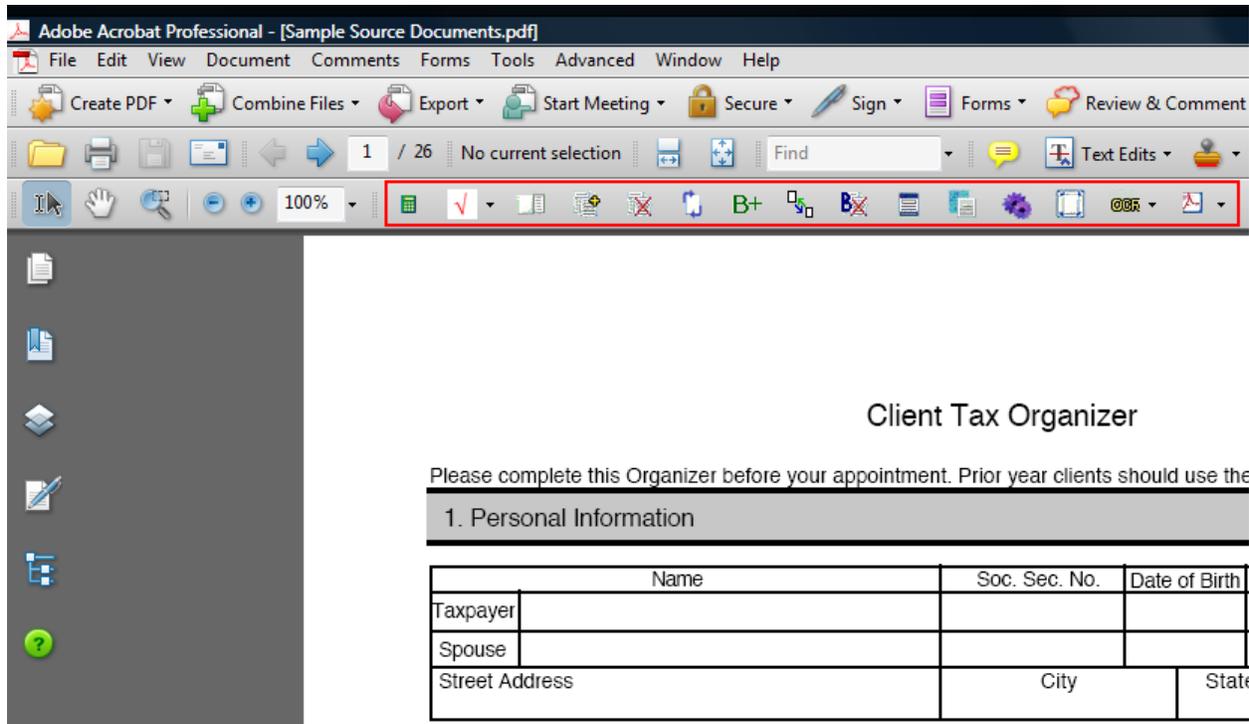
After the installation of Tic, Tie & Calculate is complete; the software will need to be activated before use to make it fully functional. The software can be activated using the Activation Tool located in the Tic, Tie & Calculate program group.

1. Run the Activation Tool located in Start/All Programs/Tic, Tie & Calculate
2. Enter the Account # and Product Key obtained from the website and click the Activate button



Step 4: Launch Adobe Acrobat

Launch Adobe Acrobat and begin using Tic, Tie & Calculate. See the Overview section of this guide for a brief description of the tools included with the software.



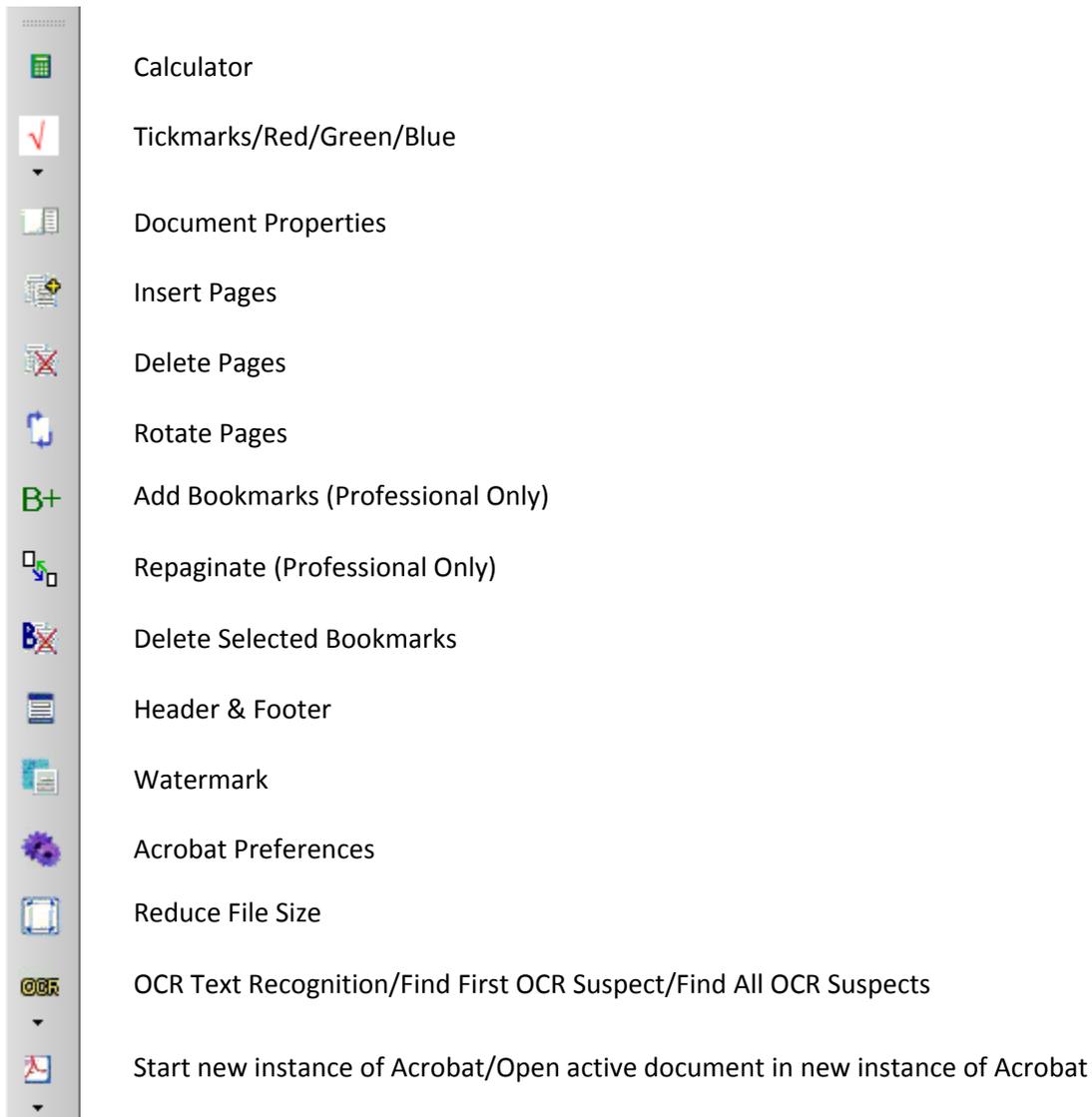
Overview

Tic, Tie & Calculate Toolbar



Once installed the Tic, Tie & Calculate toolbar will display by default along with other toolbars in the toolbar area. The buttons on the toolbar enable access to the toolbar functions.

At the leftmost part of the toolbar is a faint gray vertical line called the grabber bar. The grabber bar is used to move the toolbar to a different docking area or to a float position.





Calculator

Use the calculator to create digital tape summaries of calculations which can be pasted into a document using this function. The calculator window and buttons can be resized or the color scheme changed to accommodate the needs of any user.

To save the tape summary to a PDF document, copy the desired output from the tape history window of the calculator and select Copy from the Edit menu in the calculator. The tape can then be pasted into the PDF using the mouse, keyboard or through the Edit menu in Acrobat.

Included with the Tic, Tie & Calculate Professional version is an advanced calculator with additional features for performing time value of money functions, unit conversions, and date/time calculations. For additional help on using the calculator's advanced features please see the included help guide contained within the Help menu in the calculator.



Tickmarks

Annotate PDF documents with one or more of the included tickmarks using this function. Tickmarks are available in red, green, and blue and can be inserted almost anywhere in a document and used repeatedly until the Acrobat Hand Tool or another toolbar function is selected. Tickmarks can be deleted by selecting the Acrobat Hand Tool and then selecting the tickmark to be deleted. The tickmark can then be deleted normally using the mouse, keyboard, or through the Edit menu in Acrobat.



Document Properties

Access the properties of a PDF document using this function. Use the document properties to make changes to the title, author, document security settings, or to control the initial view of the document when it is opened. Detailed help on this function can be found in the Complete Acrobat Help located under the Help menu in Acrobat.



Insert Pages

Insert additional pages or merge two PDF documents together using this function. Insert additional pages to the current document by selecting the PDF file that contains the additional pages or pages you wish to add and then choosing a location for the inserted page or pages. Bookmarks are not deleted from the current document or inserted page or pages. Detailed help on this function can be found in the *Complete Acrobat Help* located under the Help menu in Acrobat.



Delete Pages

Delete one or more pages of a PDF document using this function. Select the page or pages to be deleted or specify a range of pages to be deleted. Deleting pages does not delete any associated bookmarks to the page. To delete bookmarks from a document, use the Delete Bookmarks function on the Tic, Tie & Calculate toolbar. Detailed help on this function can be found in the *Complete Acrobat Help* located under the Help menu in Acrobat.



Rotate Pages

Rotate one or more pages of PDF documents using this function. Select the page or pages to be rotated or specify a range of pages to be rotated and the rotation direction. Detailed help on this feature can be found in the *Complete Acrobat Help* located under the Help menu in Acrobat.



Add Bookmarks (Tice, Tie & Calculate Professional Only)

Use this function to add bookmarks to PDF documents using bookmark templates. Bookmark templates are located in the default installation folder and saved with an .XML file extension and can be modified using any standard text editor (e.g. Notepad).

To create bookmarks, set the template by choosing one of the templates from the dropdown list and selecting the Set Template function. Toggle the Acrobat bookmark panel by selecting the function Toggle Bookmark Pane. Quickly delete all bookmarks in a document by selecting the Delete All Bookmarks function.

Use the navigation tree to locate the desired bookmark and level from the list and choosing the Set Bookmark function. Each time a bookmark is set, the page is automatically advanced to the next page in the file. The text for the last bookmark level can be modified, prior to setting the bookmark, by entering text into the Bookmark Text field.



Repaginate (Tic, Tie & Calculate Professional Only)

Repaginate an entire PDF document by selecting this function. The pages of the PDF document will be reorganized and repaginated based upon the bookmark structure. Pages that do not have associated bookmarks are assigned to the bookmark that occurs prior to the pages but before the next bookmark.



Delete Selected Bookmarks

Delete one or more bookmarks within a PDF documents using this function. Select the bookmark or bookmarks to be deleted before selecting this function. Deleting bookmarks does not delete the associated pages of the bookmark. To delete pages from a document use the Delete Pages function on the Tic, Tie & Calculate toolbar.



Header & Footer

Create headers and footers to PDF documents that contain customizable text, page numbers, or dates using this function. Detailed help on this feature can be found in the *Complete Acrobat Help* located under the Help menu in Acrobat.



Watermark

Create customizable watermarks to PDF documents that contain customizable text or from stored images using this function. Control parameters such as the opacity, position, alignment and font type of the watermark. Detailed help on this feature can be found in the *Complete Acrobat Help* located under the Help menu in Acrobat.



Acrobat Preferences

Modify preferences of the Acrobat application using this function. Modify items such as identity information used with comments and reviews or control how PDF documents are viewed when accessed from the Internet through a web browser. Detailed help on this feature can be found in the *Complete Acrobat Help* located under the Help menu in Acrobat.



Reduce File Size

Reduce the size of a PDF documents and control Acrobat version compatibility issues using this function. File size reductions will vary depending upon the content of the PDF document as well as the Acrobat compatibility version chosen in the reduction process. Detailed help on this feature can be found in the *Complete Acrobat Help* located under the Help menu in Acrobat.



OCR Text Recognition/Find First OCR Suspect/Find All OCR Suspects

Recognize the text of scanned PDF documents using these functions. Recognizing the text of a scanned document will enhance the capability of Acrobat to use the additional built-in annotation tools such as highlighting, underlining, and cross-out text tools. Detailed help on this feature can be found in the *Complete Acrobat Help* located under the Help menu in Acrobat.



Start new instance of Acrobat/Open active document in new instance of Acrobat

Open multiple PDF documents across multiple monitor setups using these functions. Additional application instances can be launched allowing the additional instances to move freely across multiple monitors displaying different documents in each instance. PDF documents can also be easily moved to a new instance and monitor without the need to close and re-open/ re-locate the document.

Feature Comparison

Comparison – Core Functionality vs. Adobe Acrobat

The following table explains the feature differences between the versions of Tic, Tie & Calculate with the standard features provided in Adobe Acrobat.

Features	Professional Edition	Standard Edition	Adobe Acrobat
Annotation and Editing			
Insert, Delete, and Rotate Pages	✓	✓	✓
Create Headers, Footers, and Watermarks	✓	✓	✓
Digital Tape Calculator ¹	✓	✓	
“Tickmark” Stamps	✓	✓	
Bookmarking and Repagination			
Add and Delete Bookmarks	✓	✓	✓
Advanced Bookmarking Tool	✓		
Bookmark Templates	✓		
Repagination Tool	✓		
Document and File Utilities			
Modify Document Properties and Security	✓	✓	✓
Reduce File Sizes	✓	✓	✓
Perform OCR Text Recognition	✓	✓	✓
View Documents on Multiple Monitors	✓	✓	

¹ The calculator included with the Professional Edition of Tic, Tie & Calculate contains advanced features not included with the Standard Edition. Please see the remainder of this document for a complete detailed listing of the feature differences between the calculators.

Comparison – Calculator vs. Microsoft Windows

The following table details the feature differences between the calculators provided in the versions of Tic, Tie & Calculate with the standard calculator provided in Microsoft Windows.

Features	Professional	Standard	Microsoft
	Edition	Edition	Windows
Compatible with all versions of Windows	✓	✓	✓
Basic math (add, subtract, multiply, divide)	✓	✓	✓
Basic functions (square root, percent, reciprocal)	✓	✓	✓
Trig and other scientific functions (sin, cos, tan, log, etc.)			✓
Algebraic input logic	✓	✓	✓
Adding machine input logic	✓		
Tape	✓	✓	
Save tape	5 file formats	Text only	
Previewable tape and amortization reports	✓		
Sizeable calculator display	✓	✓	
Fixed decimal places	✓		
Assumed decimal place option	✓		
Totals and grand totals	✓		
Repeating operator key repeats last calculation	✓		
Color schemes	Unlimited	5 fixed	
Customize fonts on tape, buttons, etc.	✓		
Negative numbers are different color	✓		
Visible memory value	✓	✓	
Multiple memory value option	✓		
Memory subtract button	✓	✓	
Features	Professional	Standard	Microsoft
	Edition	Edition	Windows
Toolbar	✓		
Item count	✓		
Financial functions (time value of money, loans, amortization schedules, bonds, interest rate conversions, cash flow, depreciation)	✓		
Unit conversions	✓		
Hex, decimal, octal, binary			✓
Statistics (sum, average, etc.)			✓
Date and time calculations	✓		
Product pricing (cost of goods sold, profit margin, markup, retail sales price, gross profit)	✓		
Constants	✓		
Tax button	✓		

Features	Professional	Standard	Microsoft
	Edition	Edition	Windows
Always on top option	✓	✓	
System tray icon option	✓	✓	
Run on startup option	✓	✓	
Flat button option	✓	✓	
Turn tape on/off	✓	✓	
Turn digit grouping characters on/off	✓		✓
Sound option	✓		
Disable or hide unused buttons option	✓		
Technical support	✓	Limited	✓
Help file and context sensitive help	✓	✓	✓
Help tips	✓		

Frequently Asked Questions

Is Tic, Tie & Calculate compatible with Adobe® Reader® or other PDF editors?

No. Tic, Tie & Calculate is only compatible with Adobe Acrobat Standard or Professional versions 7.0 and higher. Please make sure Adobe Reader is not installed and Adobe Acrobat is installed and functioning correctly before attempting the installation of Tic, Tie & Calculate.

On how many computers may I legally install and activate Tic, Tie & Calculate?

Tic, Tie & Calculate is licensed on a per device basis. You may install and activate one copy of the software on the licensed device. You may install and activate another copy on a portable device for use by the single primary user of the licensed device. Installation on Citrix or Terminal Server environments requires each server to be licensed separately.

Is Tic, Tie & Calculate compatible with Windows® Vista™?

Yes. Tic, Tie & Calculate is compatible with all versions of Windows Vista when used in conjunction with Adobe Acrobat Standard or Professional 8.1 and higher. Adobe Acrobat 7.0 and earlier versions do not support Windows Vista. Installations on Windows Vista with User Account Control (UAC) enabled require elevated permissions to install and activate the software.

How do I activate Tic, Tie & Calculate?

Tic, Tie & Calculate can be activated by running the Activation Tool located in All Programs/Tic, Tie & Calculate. Activations and licenses can be managed by visiting the activation website located at <https://activation.acct1st.com> and logging into your account.

Please verify the following items before attempting the activation:

- You have a valid and working internet connection
- You have the obtained the correct Account # and Product Key

Notes: The default installation path of the Activation Tool is C:\Program Files\TTC\Activation_Tool.exe. The Activation Tool needs to be run as a user with administrative privileges and must be allowed to communicate with the activation server located at <https://activation.acct1st.com> using TCP/IP port 443.

How do I deactivate Tic, Tie & Calculate or move my license to another computer?

Tic, Tie & Calculate can be deactivated using the Activation Tool located in All Programs/Tic, Tie & Calculate. This is the preferred method for deactivating a license. Licenses may also be deactivated using the website at <https://activation.acct1st.com> in the event where the software has been removed from the device or the device is no longer in service.

Note: If a license is deactivated using the website it will automatically become deactivated on the device.

How will I receive updates for Tic, Tie & Calculate?

Tic, Tie & Calculate will automatically check for updates periodically and prompt the user to install any updates as soon as they become available.

Note: The default installation path of the update tool is C:\Program Files\TTC\UpdateTool.exe. The Update tool must be allowed to communicate with the update server located at <https://activation.acct1st.com> using TCP/IP port 443.

Can the Tickmarks or Bookmark Templates provided with Tic, Tie & Calculate be customized?

Yes. The Tickmarks and Bookmark Templates can be customized to accommodate the needs of almost any user. Please contact sales@acct1st.com for pricing and availability.

Is training offered for Tic, Tie & Calculate?

Yes. Please visit our website at <http://www.acct1st.com> to access our free online video designed to quickly get you started using the features of Tic, Tie & Calculate.

Does Acct1st offer Adobe Acrobat training?

Yes. Acct1st has partnered with CPA Industry technology leaders to deliver first class Adobe Acrobat training. Please visit our training partner's website at <http://www.cpacrossings.com/> to learn how to register for and to attend an Acrobat training seminar.

How do I get support for Tic, Tie & Calculate?

Limited support for Tic, Tie & Calculate can be obtained by sending an e-mail directly to TTCsupport@acct1st.com. Customers with maintenance agreements may also receive support 24 hours a day; 7 days a week by calling our toll free telephone number at (888) 790-7045.