

Quicken/HOME INVENTORY MODULE

To open Home Inventory: click on **Activities/Home Inventory**

To create a new **Location or Category**: either

- (a) Click on **Locations or Categories**, then **Edit/New Location or Edit/New Category**, or
- (b) Click on the plus (+) sign directly below.

A new Location/Category labeled **Untitled** will appear. Type in a new Location or Category name.

To delete a **Location or Category**:

Same as to create (above), *except use* (a) **Edit/Delete Location** or (b) **Edit/Delete Category**.

Note: deleting a Location/Category also deletes any items stored with that Location/Category.

To create a new item under a **Location or Category**: Click on list column **Locations or Categories**. Click on **New Item** icon (top of screen). "New Item Info" popup will appear. Type in name of item which will also appear under the Location or Category. Other information can be entered now or later.

To delete an item

Select the item. Click on the minus sign below the list. Item disappears.

To enter New Item information later: either (a) double click on the "New Item" popup box, or (b) select the New Item under a Location or Category. Click "Show Info" icon at top of screen.

To move a new item to a different Location/Category: drag it from one Category or Location to another.

To see items in a specific Location or Category: click on little arrow left of the Location/Category. When arrow points down, items are displayed; when arrow points right, items are hidden.

Photos of Home Inventory items:

1. Take digital photos of inventory items, and store in "Pictures" or the Photo Library.
2. Crop and/or adjust photos so that exposure is 640 x 480 or less.
3. Open Home Inventory
4. Select the item (under **Locations**) to which a photo will be linked.
5. In upper middle screen, select either "Choose Folder" or "Photo Library."
6. Open folder in which inventory photos are located.
7. When photos appear, drag photo to the corresponding item. When item appears outlined (heavy-black lines), drop photo on item. Now photo will pop up when item is selected.

Save the file often: This program is temperamental and "quits unexpectedly" all the time!