Installing and Using My Own Estate Electronic - Sample

Full Version of My Own Estate Electronic: Mac - Only $2.95

My Own Estate is a **unique set** of PDF E-Booklets that allow you to fill in and **organize** your **estate** and **financial** information plus **important document** locations **electronically** into the pre-formatted **form data fields** on your computer - then **save it** to disk.

Data entered on each page may be **updated** at a later date, should your information change or mistakes made. You must have a copy of **Acrobat Standard® 5** or later or **Acrobat Reader 10.0** or Higher installed on your computer. Adobe download link included on page # 2

Please follow these easy steps - print these instructions, **if helpful**:

1. Go to File folder on your system named MyEstate_ES, created when download was unzipped. There will be five PDF files for the sample application.
2. Click open the **MyEstate_ES.pdf** file within your folder - this will load Adobe Acrobat Standard® or Acrobat Reader 7.0 or Higher.
3. Once on screen, the Hand Cursor will become an **I** in the first form field, **Name**.
4. Each form field is denoted by this **I** symbol allowing you to type in your applicable information.
5. Check Boxes will be denoted by **Index Finger** Hand Cursor. By clicking within the box, a check mark will be inserted into the applicable Data Box.
6. Using the **Tab Key** on your keyboard, will move your cursor to the next form field for data entry. You may also use your mouse to move between fields.

Once your information has been entered, then click on **Save As** - in the open window, highlight the MyEstate.pdf - click the Save button, you will be prompted to overwrite this file - click the **Yes** button. Now, the information entered on this page, has been saved to your system hard drive.

To move between the data pages, simply click on the **Page #** Tab located along the bottom of the form - or use the **Top Arrow** buttons - this will **open** that page # for your data entry. You may also use the Bookmarks. Some pages may contain form fields that do not apply to your situation - you may leave them blank or enter N/A. We suggest saving the file, ever so often, as you enter your information - data already entered will be shown in those data fields. If a mistake has been made, you can double click that particular form field and make your corrections, then Save the changes.

The complete My Own Estate is made up of **Three** complete E-Booklets for easier manageability and faster load time, each with multiple pages, plus two bonus pages - All **important** and very **useful**.

1. MyEstate.pdf: 20 Pages - Estate Inventory - Personal Information and Document Locations. Password protected for your security: See page 2
2. MyCompany.pdf: 20 Pages - Company type, documents, plus other important information. Password protected for your security: See page 2
3. MyHome.pdf: 10 Pages - Important information about contractors and utilities.
4. Inventory.pdf: Easily and automatically calculates your estate net worth.

Once your estate information has been entered and saved, your loved ones may view these documents in Acrobat Reader® on their computer - all files may also be printed from within this program. Note: Any changes made using earlier versions of Acrobat Reader® [9.0 or earlier] will **not** be saved.

Copy and Store In Safe Location - Full Version

Once you have completed filling in the information that applies to you - we suggest **copying** all files, plus Acrobat Reader® onto a CD or Thumb Drive, for safe keeping.

It is also suggested that you copy this file (Help_M.pdf), which will give your loved ones the necessary **information** to view your important information and document locations. If you change the password protection for the files, make sure they have the correct information to access those files [Requires full version of Adobe Acrobat]. You may denote them here:

My Estate Password: secureestate

My Company Password: securecompany

My Websites + **Hosted Websites** +OnLineBanking: securesites

Please make sure they know these file locations and how to view the important information you have entered - it will save them countless hours! **Note**: You can only change the passwords in the full Adobe Acrobat version - not Acrobat Reader.

I D Theft Booklet and Fraud Affidavit: Not Included Here

The **Identity Theft and Affidavit** file located in the MyEstate_E folder: Click open the **I_D_Theft.pdf**. File contains both Identity Theft Booklet + Affidavit.

Once on screen, the Hand Cursor will become an **I** in the first form field, **Name**, located on the top line. Each form field is denoted by this **I** symbol allowing you to type in your applicable information.

Check Boxes will be denoted by **Index Finger** Hand Cursor. By clicking within the box, a **check mark** will be inserted into the applicable Data Box.

Using the **Tab Key** on your keyboard, will move your cursor to the next form field for data entry. You may also use your mouse to move between fields.

Once your information has been entered, then click on **Save As** - highlight the Affidavit_E.pdf - click the **Save** button, you will be prompted to overwrite this file - click the **Yes** button. Now, the information entered on this page, has been saved to your system hard drive. You may also save file under a different name and save the original

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Web Address: www.myownestate.com E-Mail: sales@myownestate.com or support@myownestate.com

Additional Company Worksheet Files

The **Addendum worksheets** files are located in the MyEstate_ES folder: Click open the **Company.pdf**. Full version contains twelve (9) additional worksheets. First page on screen will be company bank accounts. Left pane in Acrobat Reader will show the additional pages - simply click the needed page and it will load on screen for filling in.

Additional Home Worksheet Files: Not Included Here

The **Addendum worksheets** files are located in the MyEstate_E folder: Click open the **Home.pdf**. File contains three (3) additional worksheets. First page on screen will be builder and sub contractor. Left pane in Acrobat Reader will show the additional pages - simply click the needed page and it will load on screen for filling in.

Additional Personal Worksheet Files

The **Addendum worksheets** files are located in the MyEstate_ES folder: Click open the **Personal.pdf**. Full version contains thirteen (13) additional worksheets. First page on screen will be autos. Left pane in Acrobat Reader will show the additional pages - simply click the needed page and it will load on screen for filling in.

Please make sure your loved ones know these file locations and how to view the important information you have entered - it will save them countless hours!

Software - My Websites - Hosted Sites Files: Not Included Here

The **Addendum worksheets** files are located in the MyEstate_E folder: Click open the **Software.pdf**. File contains three (3) additional worksheets. Files are password protected for security. Enter securesites to open this document.

Once your information has been entered, then click on **Save** - now, the information entered on this page, has been saved to your system hard drive.

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Web Address: www.myownestate.com E-Mail: sales@myownestate.com or support@myownestate.com