



How to Create a Smallbiz System Disk from a Download Link

This document will assist you in creating a Smallbiz System Disk, which can be used to install Smallbiz on a Windows-based computer.

For instructions on how to install Smallbiz once the System Disk is created, please refer to the **Smallbiz Software Setup Procedure** document.

Important Notes:

- These instructions **are not designed for computer novices**.
 - The initial setup of Smallbiz on your nominated computer is usually included in the **purchase price**, but any **subsequent installations or transfers** are **not included** in support costs.
 - While you may copy this **System Disk**, its use is **subject to the licensing agreement**.
 - **Example:** If your license is for **one system**, it may only be loaded on **one machine**.
 - This **System Disk** is **uniquely coded to your license** and **cannot be used with data from another Smallbiz System Disk**. Unauthorized combinations may result in **data corruption or damage**.
 - **For a minimal fee, Smallbiz support can create the System Disk for you.**
 - This service is often bundled with **reinstalling Smallbiz onto a new PC**.
 - Hiring a **local computer technician** who is unfamiliar with Smallbiz is often **more expensive**.
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What You Need:

- An email from **Smallbiz** containing a **download link**.
 - A **USB memory stick**
 - A **working internet connection**.
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Method: Downloading the Smallbiz System Disk

1. Click the Download Link in Your Email

- You may see the following screen:

Download and save to your Dropbox by creating a free account, or [sign in](#)

 Sign up with Google

or

First name Surname

Jane Smith

Email

you@mail.co.uk

Password

Minimum 5 characters

I agree to the [Dropbox Terms](#)

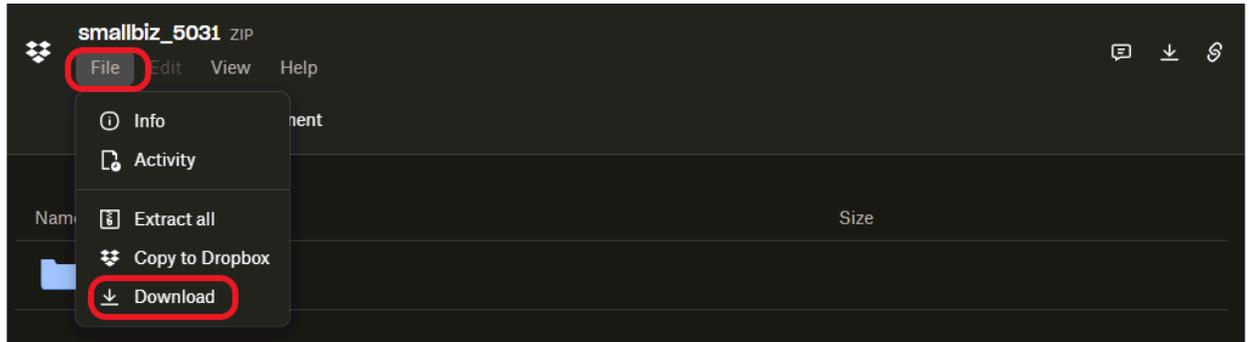
Create an account

[No, thanks. Continue to download](#)

2. Select the Recommended Download Option

- Click the highlighted link as shown in the above image.
- Alternatively, you may use an **existing Dropbox account** or create one if preferred.

3. Proceed to the Next Download Screen



- Click "**Download**".
- If you have a **Dropbox account**, an extra option may appear:
 - Select "**Download to your computer**" (not to Dropbox).
 - Sometimes labeled as "**Download Direct**".

4. Saving the File

- Depending on your **browser**, you may be asked to **Save** or **Run** the file.
- **Select "Save"**.

Extracting & Creating the Smallbiz System Disk

1. Locate the Downloaded File

- The file may take up to **10 minutes to download** (longer for slow connections).
- Once completed, open your **browser's Downloads folder** and **move** the file to a safe location.

2. Create a Folder for Your System Disk

- We **recommend** creating a folder named "**SmallbizSystemDisk**".
- Copy the **downloaded ZIP file** into this folder.

3. Extract the Files

- Extract **all files** from the ZIP into the "**SmallbizSystemDisk**" directory.
- You can extract the files to any location, but having a dedicated folder makes them easier to manage.

4. Optional: Burn to CD/DVD or Copy to USB

- **If using a CD/DVD:**
 - Burn the extracted files to a **blank writable disc**.
- **If using a USB memory stick:**
 - Copy the extracted files onto a **USB drive**.

5. Why is this important?

- Keeping a separate **System Disk backup** ensures you can **reinstall Smallbiz** in the future if your computer is reformatted, corrupted, or stops working.
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Installing Smallbiz

- Once the files are extracted, navigate to the "**SmallbizSystemDisk**" folder and run **setup.exe**.
- For detailed installation steps, refer to the **Smallbiz Software Setup Procedure** document available on the Smallbiz website:
 - www.smallbiz.net.au
 - Go to [Members Portal](#)