

NATIONAL FORMS LIBRARY DOWNLOAD AND IMPORT INSTRUCTIONS

To Download AIM For Windows Import Files:

- 1) Click on the actual file that you want to download (i.e. tn.aim).
- 2) Choose the option to "save to disk" and select the directory to store the file.
- 3) Continue with steps 1 and 2 until you have downloaded all forms you desire.

Consider This:

If you are importing updated versions of forms that already exist on your AIM system, the new forms will not replace the existing ones. Instead, a number is appended to the end of the newest form name (i.e. (2), (3), etc...). Here's a tip to help you keep your Document List tidy!

Obviously, you don't want to just delete the existing forms prior to testing the new versions. So, you can export the old versions to a ".aim" file for safe keeping. Prior to your import (item 4 below), pull down the file menu and choose the export option and export those duplicate forms. Now you can delete those forms from your Document List and import the new versions.

To Import Forms Into AIM For Windows:

- 1) If you are connected to a network, have ALL other users, except this workstation, completely exit from the documents portion of the AIM software.
- 2) Make sure you are logged in to AIM as a user with Document Formatting security privileges.
- 3) From the main menu bar, select **Setup**, choose the **Document Formatting** option, and then select the **Document Forms** option.
- 4) From the main menu bar in the Document Forms screen, choose **File**, and then select the **Import Forms** option.
- 5) In the Import Forms dialog box, select the appropriate drive and directory of which you downloaded the import file from the Web site.
- 6) Make sure the "Files of Type" box reads "Forms (*.aim)."
- 7) Select the file to import by highlighting the file in the File Name list, and then selecting the **OPEN** button.
- 8) Select the **I**mport button.
- 9) If the Import Elements dialog box is displayed, select the **OK** button.
- 10) When the import is complete and the import forms success dialog box is displayed, select the **OK** button and make the forms active.
- 11) Repeat steps 3 through 10 for any additional AIM Import Files.
- 12) Other users may now log back into the system.