

## Downloading the Diamond Monthly Order Form for DOS Win XP/2k Users

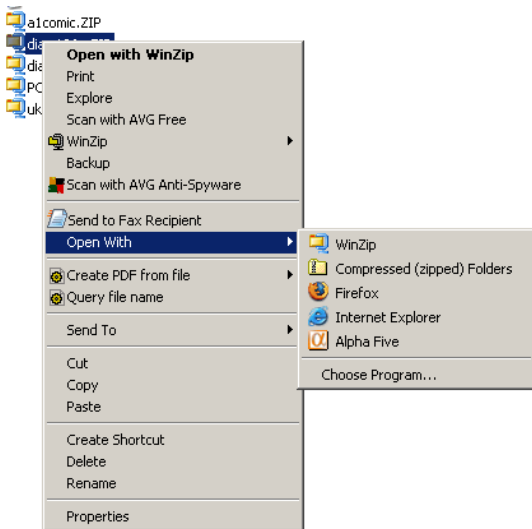
1. Go onto the ComTrac website on or after the first of the month  
[www.comtrac.net](http://www.comtrac.net)
2. Go to either **Diamond Catalogs** or **What's New** and look for the current month's Diamond order form in pre-loaded format.

There will be two versions, one with net prices x 1.0, the other with net prices x 2.0.

Left-click on the appropriate version to start the download process.

Eg: diam126a.zip is the December 2006 version with net price x 1.0  
Diam126b.zip is the December 2006 version with net price x 2.0

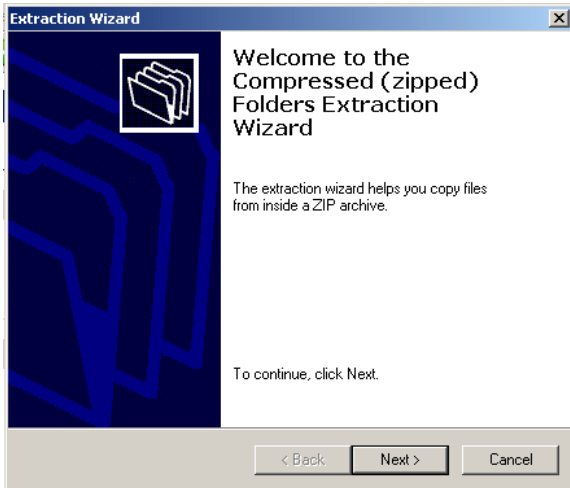
3. Download the appropriate zip file to your ComTrac DOS folder
4. Unzip the zip file INTO your ComTrac DOS folder. There are two ways for XP/2k users to decompress the zip file: using the Extract command and using WinZip or the equivalent.
5. Using Extract:



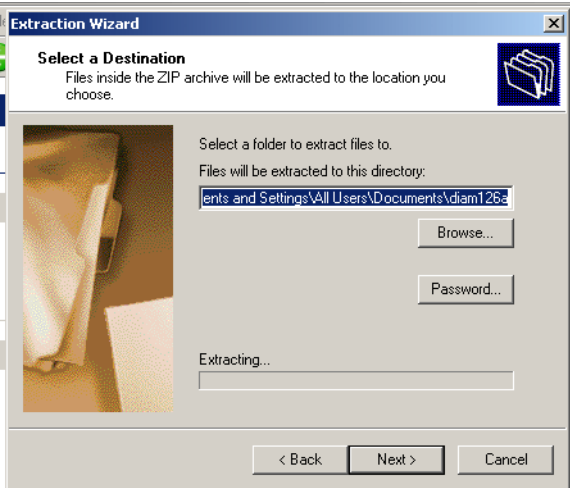
See the “Open With” command. Select either Winzip or Compressed Folders. This example uses “Compressed Folders”.



The utility will display the five files in the download zip file. Click on Extract all Files.

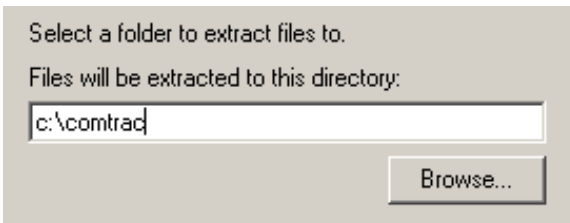


This is the first screen of the Extraction Wizard. Click on NEXT.



Note that the default directory **includes** the name of the zip file. XP/2k is trying to be helpful. This **isn't** what you want to happen.

Change the default directory so that it doesn't include the \diam126a.zip part of the string.

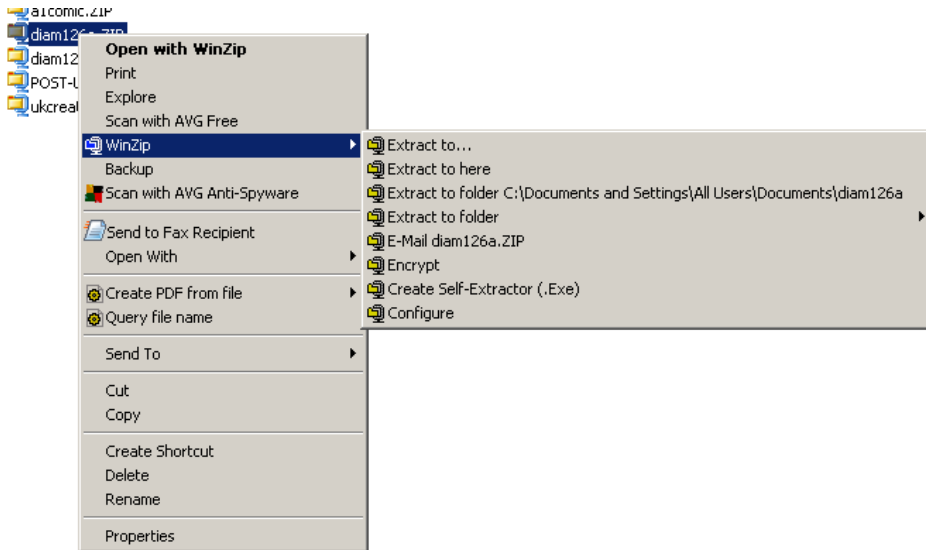


If your local drive is **C:**, this is what the directory path should look like. Go ahead and click on the "Next" button at the bottom of the wizard box.

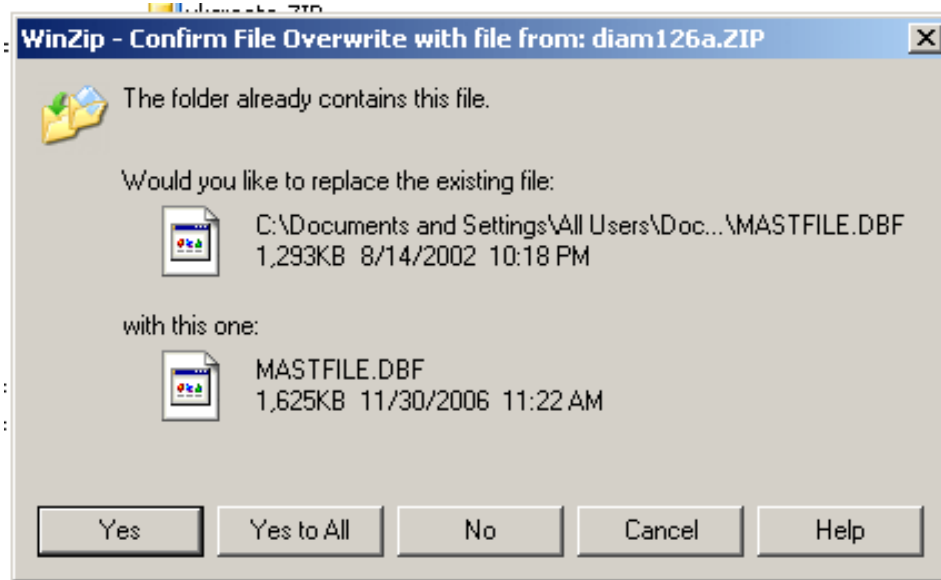
If the wizard asks you whether to overwrite any duplicate files, do so.

## 6. Using WinZip

Your screens may look a little different, depending on the version of WinZip you use and the settings you chose.



If you have WinZip on your PC, right click on the zip icon, and then select “WinZip” rather than “Open with WinZip”. Select the “Extract to here” option.



Click on “Yes to A” to overwrite all five duplicate files. That’s it.

## 7. Starting your Order

You can start your new monthly Diamond order by going to Orders|A-Order Mdse|A-Create New Order. You'll see the new order form in the drop down menu when you have selected Diamond as the vendor.

If you want to update your Subscriber title file from the order form you've just downloaded, go to Reserves | B-Perform Jobs | J-Xfer Comics->Subs. Follow the prompts to select the current Diamond order form. Most retailers choose the option to select just "New Comics".