

## **NOTE**

### **Steps to Download and Install the Software for Incoming Certificate**

Visit the website of Audit Bureau of Circulations :- [www.auditbureau.org](http://www.auditbureau.org)

Select the Download Option which is displayed on the Home page.

Select Incoming Certificate you will be displayed volume file by the name of January – June 2018 (Vol 139). Once you select the same it will download the Setup file (which is in zipped format) on your local hard drive.

Kindly create a folder by the **name of PRJ 139 on D: Drive, “never install the software in C: Drive”.**

Create a Temporary folder in D Drive (D:/ TEMP).

Copy the Setup file in D:/TEMP folder and Unzip the Setup file.

Double Click on setup.exe to start the installation.

When prompted select the D:/PRJ 139 folder to install the software.

After the installation is completed select prjABC.exe

You will be shown a screen with various options.

Before entering the data for Edition and Printing center, Select the option Change file path, here select the path in which you want all the generated files to be made available (in case you want a different folder from the setup folder), which is required to be sent to the Audit Bureau.

Once you are set, select the first option Forms -> Select Yellow Form It will prompt you to enter your Certificate number, enter the Certificate number and click submit, it will prompt you for the password enter the password and click submit. Select the printing center from the list available. Click on submit and start filling up the form. Once completed it will generate Html and PDF files in the folder (the same path which you had selected before submission of the form).

Same process should be followed up to fill up the White form select the first option Forms -> White Form. There are Two Sections in this form Section I and Section II. It should be noted that once you have finished Section I and proceeded to Section II, you cannot make any modifications / changes in Section I. After completing the form select final Save. It will generate Html and PDF files in the folder (the same path which you had selected before submission of the form). Here it should be noted that partial save option will keep on saving your data in case you are unable to complete the same at one go.

Proceed to next options namely Newsprint A, and Newsprint B. Please note these are all Excel files kindly fill in all the details and copy it to the same path wherein all your other files are located.

Once the whole procedure is completed, zip the entire folder and send it to the bureau through email as well as hard copy duly signed by authorized person.