

Instructions for Accessing XTRA! for Personal Finance

- 1, Open shrink-wrapped card that came with your book.
2. Open Internet Explorer, and then type in the menu box:
<http://gitmanxtra.swlearning.com>
3. Click on the logo for our book (on left side of screen):

Personal Financial Planning 10e by Gitman/Joehnk

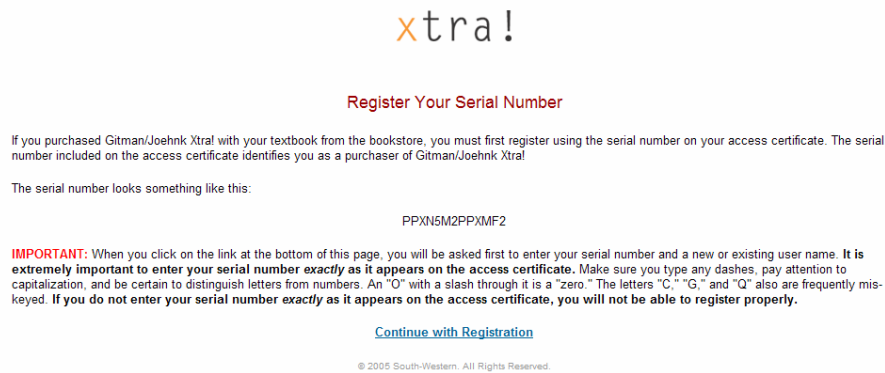


4. On the next screen you will see this diagram:



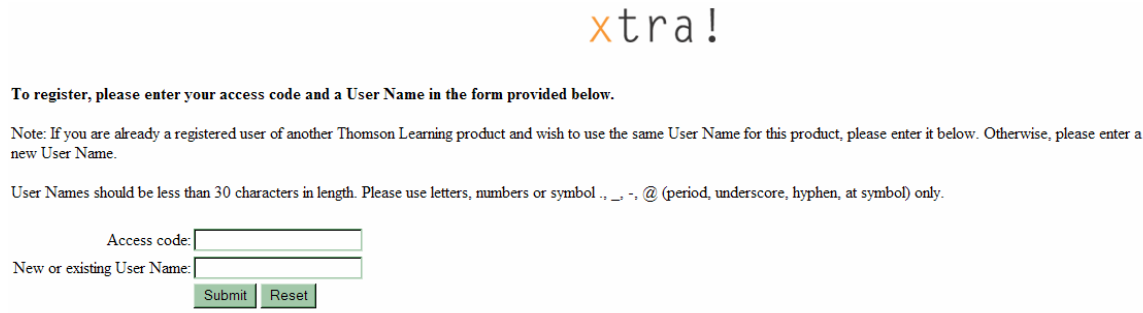
Click on the register area (orange area in the middle).

5. On the next screen you will see this diagram:



Click on the blue underlined phrase that says Continue with Registration.

6. The next screen will look like this:



In the box labeled “Access code”, enter (exactly as shown, using capital letters where capital letters are shown) the Serial Number that is on the bottom right of the inside of your card (the shrink-wrapped one you opened up, that came with your book).

In the box labeled “New or existing User Name”, type in unique user id (unless you have previously registered for a different South-Western publication web access, in which case you could enter that user name). An easy one to remember is (all lowercase), your first initial followed by your lastname followed by the number 1 (e.g., jzietlow1 for yours truly).

Then click on the Submit button.

7. On the following screen, enter the password you would like to use:

Please enter the password for this user:

Password:

8. On the next screen, you will get this confirmation:

Registration Complete!

Thank you for registering for Gitman / Joehnk Xtra! to accompany Personal Financial Planning 10e. Your registration will be valid for the next 180 days.

9. Write down your username and password somewhere where you can find it.
To begin using XTRA worksheets, click on the blue underlined link:

Click [here](#) to access your registered product.

You will have to re-enter your username and password on the next screen.
Bookmark the next page in your browser by holding down CTRL key and pressing D key.

10. The next screen will look like this:

The logo for Xtra! features the word "xtra!" in a lowercase, sans-serif font. The "x" is orange, "tra" is grey, and the exclamation point is grey.

Please bookmark this page!

**When you wish to access this product again, use your
browser's bookmark feature, and select the title "Gitman/Joehnk Xtra!"**

[ACCESS GITMAN/JOEHNK XTRA!](#)

11. Click where it says ACCESS GITMAN/JOEHNK XTRA! in blue.
12. On the next screen, where it says To Begin, Please Select a Chapter and Select "Go" (see below), select Chapter 2 from the open menu pull-down menu box (if doing a Chapter 2 homework worksheet):

Choose your chapter to begin!

Please select a chapter
from the pull-down menu
above to begin
Gitman/Joehnk Xtra!

xtra!

Then, click on Go/Chapter Menu green button on right side of screen:

12. On the left side of your screen, you will now see a yellow menu:

**Chapter 2:
Your Financial
Statements and
Plans**
Please choose the study
tool you'd like to use.

Personal Financial
Planning Software

Electronic Worksheets

PowerPoint

Xtra! Quizzing

CFP® Questions

End of Part Cases

Learn more about your study
tools.

13. Click on Electronic Worksheets.

14. On the next screen, shown below, right click on the Worksheet you wish to print out (you will print it out then use pencil to fill it in, then turn it in at class when due):

Electronic Worksheets

Now available online through Xtra!, these worksheets help you complete selected exercises in the textbook. Each worksheet provides a logical format for dealing with some aspect of personal financial planning, such as preparation of a cash budget or home affordability analysis. You'll also get practice with record-keeping and a variety of advanced analysis techniques!

[Worksheet 2.1](#)

[Worksheet 2.2](#)

[Worksheet 2.3](#)

[Worksheet 2.4](#)

[Worksheet 2.5](#)

For detailed DOWNLOADING INSTRUCTIONS, [click here](#).

Internet Explorer users (right-click on the link, and select "Save target as") Netscape users (right-click on the link, and select "Save link as")

If you do not have Adobe Acrobat, please feel free to download the free reader:

[Adobe Acrobat Reader](#)

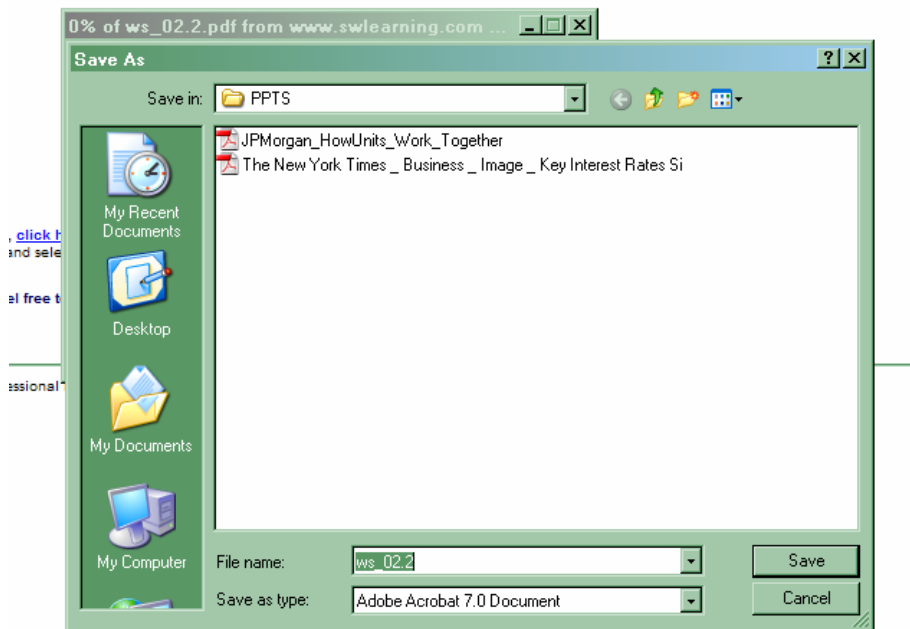
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For practice, right-click on Worksheet 2.2. (Note: if you left-click, it will open the PDF file of the worksheet in your browser window, and you can print it out from there. The advantage of right-clicking is you can save it to a flash drive and have it for future use as well.)

Then left-click on the Save Target As option that shows up.

You will then be prompted for a file location (where do you want to save this file)?



You can select Desktop or maybe your USB flash drive. From there, click Open and it will open up (then print it out from there). Or, you can open it up later at your convenience, and print it out then.