



1-Step Desktop Setup Guide

Windows(R) Desktop Software from Phase25, LLC
Version 9 – August 2026

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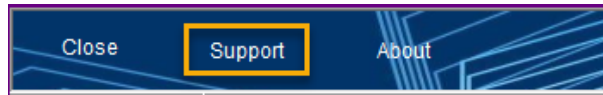
Phase25 Software End-User License Agreement6



Home Office / Small Office Business Software

Introduction

This guide is a quick start guide for users of 1-Step Desktop, Version 9.x. Click on the [Support](#) link on the top of the page to visit our website for FREE video tutorials and additional information.



What Is 1-Step Desktop?

1-Step Desktop a complete collection of Windows Desktop utilities all in one simple, easy-to-use application.

Use these features to store the information you use every day:

- Desktop Links – File, folder and internet links & password manager. Clears your desktop of all shortcuts!
- Address Book – Simple contacts manager; store company and personal info, print labels and birthday calendars.
- Label Maker – Stores & prints any one-off labels (for file folders, boxes, etc.)
- Timekeeper – Logs time (hour, minutes, seconds) you spend on any project.
- Desktop Notes – Like Windows Sticky Notes, but all on one screen.

These utilities perform a number of common tasks:

- Backup & Sync – Backup folders or synchronize between computers.
- Calculators & Converters – Financial calculators, measurement & image converters. Combine multiple PDF files into a single file.
- Text Search in Word, Excel, PDF and Text files – How do you find a document based on some text in it? This text search looks INSIDE of these file types.
- Text Search in Outlook – Full text search for any messages in any folders in Outlook.
- System Reports – 1) Lists all folders and files on your computer, including file sizes, Created, Last Modified and Last Accessed dates and times for each one. 2) What's on your computer? This report will list all hardware and installed application information.

1-Step Desktop is fully integrated with Microsoft Office 2016 (or higher) or Office 365 **DESKTOP VERSIONS** (not web). If you do not have Office installed on your computer, some features will be disabled.

[Click here to review these requirements.](#)

You can check for updates any time by clicking the **Update** button on the **Reports & Utilities** page. All updates are FREE for licensed users!

Downloading & Installing 1-Step Desktop

All Phase25 Software products are built on the latest Microsoft technology and will install and run on any **Windows 10 or 11** system that meets the [basic system requirements](#).

NOTE: Phase25 Software products do not install or run on Macintosh (macOS) systems.

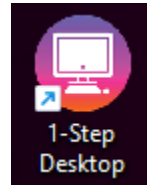
To Upgrade a Trial Version: All Phase25 software products are available via download from our website at <https://phase25.com>. Click on the download link on the Product page. This will give you the full release (all features) to try for 30 days without purchasing a license. If you have a prior version installed you should uninstall it before installing the new download.

We offer free upgrades to our licensed users! Just click the **Update** button on the **Reports & Utilities** page to see if a newer version exists. If it does, just follow the prompts to update your application. You don't need to uninstall your current version and your database will not be impacted or changed.

Running the Installer

When you download the installer it is saved to your "Downloads" folder with a .zip file extension. This means the installer is compressed (zipped) and you will need to unzip it to get to the actual installer program. Follow these steps:

- Copy or move the "1StepDesktop_Installer.zip" file to your desktop
- Right-click on the .zip file and choose "Extract All". **YOU CANNOT RUN THE INSTALLER BY DOUBLE-CLICKING ON THE .ZIP FILE TO SEE WHAT'S INSIDE.**
- Check the **Show extracted files when complete** checkbox and click **Extract**.
- The open folder will show the installer (.exe) file, called "1StepDesktop_Installer_91_nnnn" where "nnnn" is the current Release number.
- Right-click on this .exe file and choose **Run As Administrator**.
- Answer "Yes" to any security prompts. As long as you see the **Verified Publisher** is "Phase25, LLC" you know the file is safe to run.
- Follow the installer prompts.
- The **1-Step Desktop** icon will be on your desktop!



Registering Your License Key

When you use the unlicensed, 30-day trial version, each day you will see the "count-down" on how many days are left before the trial period ends. Before that happens, purchase a license key on the 1-Step Desktop page by clicking the **Add to Cart** button. When your purchase is complete, we will email your License Key to you.

Open 1-Step Desktop, and when asked for the key, copy and paste it from the email into the prompt. You should get a message that your product is now unlocked and the key is registered.

The License Belongs to YOU!

This license is issued to you the buyer, not your friends, relatives, co-workers or casual acquaintances. This means you can install 1-Step Desktop on any number of computers that YOU use. If you enjoy 1-Step Desktop, GREAT! Spread the word, share our website, but please ask others to support us by purchasing a legal license. See our [EULA \(End-User License Agreement\)](#) for details.

Visit our website for additional guides and video tutorials: <https://phase25.com>

System & User Requirements

Phase25 Software (Phase25, LLC) products are designed to be straightforward and easy to use, with minimal administration by the customer, both on a hardware and software level. We strive to quickly resolve any and all issues regarding installation, performance and daily usage; however following these standard Requirements must be met before we can effectively do so.

General User Requirements

Users must have an overall general understanding of how to use a computer, including but not limited to basic Windows skills, such as copy/paste functions and file & folder navigation in Windows Explorer.

NOTE: Phase25 Software products do not install or run on Macintosh (macOS) systems.

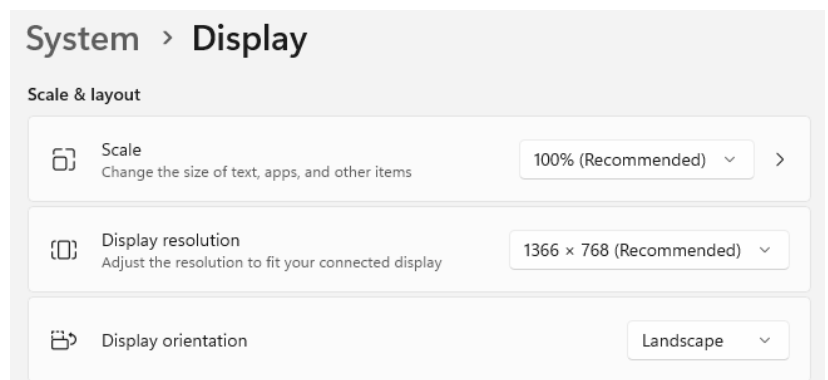
User (Workstation) Hardware Requirements

- Operating Systems: Windows 10, Windows 11 (please make sure all updates and service packs are applied regularly)
- MINIMUM 8GB RAM (12GB+ Suggested). More RAM results in better performance.
- 10MB Hard Drive Space for setup and installation; additional storage required for database
- Video Resolution Minimum of 1280 x 800 (100% Resolution); settings that vary from the default proportions for your system may cause some pages to appear distorted
- **Microsoft Office 2016 (or newer) or Office 365 DESKTOP Version (for integration with Word, Excel & Outlook utilities; Outlook is named “Classic”). If a desktop version of Office is NOT on your computer, these features will be disabled:**
 - Import data from Excel
 - Export data to Excel (can still export to comma-separated values file [.csv])
 - Workbook option to “Copy to Excel”
 - Double-click an email address to auto-create an Outlook message
 - Mailbox (gathers files to attach in an Outlook message)
 - Text Search in Word, Excel and PDF files (can still search Text files)
 - Text Search in Outlook (all features)
- High-Speed Internet Connection (for updates and remote support)
- Other computer hardware less than 3 years old.

Display Recommendations

1-Step Desktop opens to a “best fit” size for the features in it. You can resize it to a larger size by dragging the corners out or by clicking the Maximize button on the top border to fill your entire screen. However it maintains a minimum size of 1150 pixels wide by 710 pixels in height so that smaller resolution screens can still display the application.

We recommend you keep your System Display settings at their recommended values (see image at right). Changing the Scale and or Resolution to settings not supported by Windows may distort the 1-Step Desktop forms and pages.



Where Your Data Is Stored

When 1-Step Desktop opens for the first time a SQLite* database is created in your Documents folder. All data you enter in Desktop Links, Address Book, Label Maker, Timekeeper and Desktop Notes will be stored in this database file:

[C:\Users\<your login name>\Documents\1-Step Desktop\1-Step_Desktop_Data.sdb.](#)

You can use this startup database or if you want to move it to another folder on your computer, you can do that in Windows Explorer, just like moving any other file folder-to-folder. Only a couple of rules around that:

1. Close the application before moving the database.
2. **Do NOT move the database into a folder that's linked to online file storage, like Google Drive or OneDrive. Why Not?**
 - a. Because every time you save data (a record) to your database, the online service will see that the file is changed and try to upload it to the cloud, slowing your computer's processing and possibly locking the database until the "sync" is done.
 - b. When that happens, you may experience hang ups in the application or even lock ups where you must restart the application to get a connection with the database again. A worst-case scenario is that you lose your changes or corrupt the database.
 - c. As your database grows, the time to "sync" that file to the cloud will increase and cause further disruptions in the application.
3. After you move the database, the application will not find it the first time you open it again. Use the **Main Menu >> Reports & Utilities >> Open Existing** button to reconnect it.

You can see the current database's file path on the top of the **Reports & Utilities** page.. You can open the file location (folder) where it resides by clicking the **Open DB Folder** button on that page.

See the Chapter called **Reports & Utilities** for information on managing your database.

* A SQLite database is a standalone database engine widely deployed in web browsers, operating systems mobile phones and desktop systems. This database type is called *zero-conf*, which means it needs no administrative services.

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