

# Installation Instructions

## Explanation of Candidate Status Form Version 1.0

### Introduction

Welcome to Version 1.0 of the Explanation of Candidate Status Form. This computer database template has been developed for use by the Council of Presidents of The Lutheran Church—Missouri Synod.

The Explanation of Candidate Status Form has been developed using FileMaker Pro 6.0, a Windows and Macintosh database program.

### System Requirements

#### Windows Requirements

- Intel-compatible computer with a Pentium 90 or higher processor
- At least 32 MB of RAM
- Hard Disk Drive with at least 210 MB of free space
- Windows 98, Windows ME, Windows XP, Windows 2000 Professional, or Windows NT 4.0 with Service Pack 6

#### Mac OS Requirements

- Apple computer that supports and is running Mac OS X versions 10.1 through 10.1.4
- Amount of RAM and disk space required for Mac OS X - at least 128 MB of RAM and at least 60 MB of disk space

### Caution!

Do not rename any of the files that are copied to your hard drive. Renaming the files will make it impossible to use the Explanation of Candidate Status Form.

## Installation Instructions

**DOUBLE-CLICK** on the **Explanation.exe** file icon. The installation process will begin. Accept all of the defaults suggested in the installation process.

Once the installation process is complete, the Explanation of Candidate Status file will open automatically to the **Title Screen**. Once you have reviewed the Title Screen, click the **Continue** button, which will take you to the **General Instructions** screen. Once you have read the general instructions, click the **Continue** button, which will take you to the first page of the Explanation of Candidate Status Form. The cursor will be active in the first data field at the top of the page. Once you have completed typing your data in the first data field, use the **Tab Key** to navigate to the next field.

When you have completed the Explanation of Candidate Status Form, you may print a complete copy of the document by clicking the Print button on the navigational bar on the right side of your screen.

## Making Changes to the Explanation of Candidate Status Form

If you need to resume work on your Explanation of Candidate Status Form at a later date, or would like to change the data in any of the fields, you may launch the program by double-clicking on the **Explanation** icon located on the desktop. You can also launch the program by going to the **Start Menu**, then select **Programs**, then select **COP**, then select **Explanation of Candidate Status Form**, then select **Explanation**. Using your mouse scroll down the page to navigate to the place where you need to continue working on the document or where you need to change a previous entry. Click in the data entry field and type your entry/correction in the box.

## Making Copies of the Explanation of Candidate Status Form

Make two copies of the **Explanation.USR** file—one as a backup copy for yourself and one to send to your District President—by doing the following:

- a) Insert a blank, formatted floppy disk into your floppy disk drive.
- b) Go to the **FILE MENU** and select **SAVE A COPY AS**. In the **SAVE IN:** drop down menu, choose your 3 1/2" floppy. Click the **SAVE** button. The file will be copied to your floppy disk.

- c) Remove the floppy disk from the floppy disk drive.
- d) Repeat steps a) and b) to make a second copy of the **Explanation.USR** file.

Send a printed copy of the Explanation of Candidate Status Form **and** a copy of the **Explanation.USR** file on a floppy disk to your District President.

As an alternative to sending your District President a floppy disk, you may attach the **Explanation.USR** file (approximately 200kb in size), **not** the **Explanation.EXE** file (approximately 1900kb in size) to an e-mail message addressed to your District President.

### Uninstalling the Explanation of Candidate Status Form Software from your Computer

If you do not want to keep the Explanation of Candidate Status Form software on your computer, you may uninstall it by doing the following:

Make a backup copy of the **Explanation.USR** file which contains the data you entered into your Explanation of Candidate Status Form by following the instructions printed above.

Go to the **Start Menu**, choose **Programs**, then choose **COP**, then choose **Explanation of Candidate Status**, and then select **Uninstall Explanation**.