

Windows Installation Instructions

Vicarage Application Form

Version 4.1

Introduction

Welcome to Version 4.1 of the Vicarage Application Form. This computer database template has been developed for use by the Council of Presidents of The Lutheran Church—Missouri Synod.

The Vicarage Application Form has been developed using FileMaker Pro 8.0, a Macintosh and Windows database program.

System Requirements

Windows



- **Pentium III 500MHz or higher**
- **256MB of RAM**
- **CD or DVD drive and hard disk drive**
- **SVGA (800 x 600) or higher resolution video adapter and display**
- **Windows 2000 (Service Pack 4), Windows XP (Service Pack 2)**

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 Vicarage Application Form.

Installation Instructions

DOUBLE-CLICK on the **Vicarage.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 Vicarage Application 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 **Main Menu**. Click the **Vicarage Application (Page 1)** button, which will take you to the first page of the Vicarage Application 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 Vicarage Application Form, you may print a complete copy of the document, or selected pages by clicking on the **Print Menu** button on the Main Menu. Once the Print Menu appears, click the desired button to print the Vicarage Application Form.

Making Changes to the Vicarage Application Form

If you need to resume work on your Vicarage Application 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 **Vicarage** 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 **Vicarage**, then select **Vicarage** again. 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 Vicarage Application Form

To make a copy of the data contained in your Vicarage Application Form, go to the Scripts Menu and select "Export Record Script." A data file (Vicarage.tab) will be created and placed on the desktop of your computer.

Send a printed copy of the Vicarage Application Form **AND** email a copy of the **Vicarage.tab** file to your District President.

Uninstalling the Vicarage Application Form Software from your Computer

If you do not want to keep the Vicarage Application Form software on your computer, you may uninstall it by doing the following:

Make a backup copy of the Vicarage.tab file which contains the data you entered into your Vicarage Application Form by following the instructions printed above.

Go to the **Start Menu**, choose **Programs**, then choose **COP**, then choose **Vicarage**, and then select **Uninstall Vicarage**.