

# Macintosh Installation Instructions

## Self Evaluation Tool for Pastors Version 4.0

### Introduction

Welcome to Version 4.0 of the Self Evaluation Tool for Pastors. This computer database template has been developed for use by the Council of Presidents of The Lutheran Church—Missouri Synod.

The Self Evaluation Tool for Pastors has been developed using FileMaker Pro 8.0, a Macintosh and Windows database program.

### System Requirements



- Macintosh computer with a PowerPC G3, G4, G5 processor or Intel processor
- 256MB of RAM
- CD or DVD drive and hard disk drive
- Mac OS X version 10.3.9 with PowerPC processor, Mac OS X version 10.4.5 with Intel processor

### 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 Self Evaluation Tool for Pastors.

### Installation Instructions

**DOUBLE-CLICK** on the **SET.zip** file icon. The file will decompress. Once the decompression process is complete, double-click on the SET folder.

Double-click the SET file, which 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 **Self Evaluation Tool for Pastors (Start Here)** button. It will take you to the first page of

the Self Evaluation Tool for Pastors. 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 Self Evaluation Tool for Pastors, 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 Self Evaluation Tool for Pastors**

If you need to resume work on your Self Evaluation Tool for Pastors 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 **SET** icon. Navigate to the page where you want to resume your work or make a change. 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 a Copy of the Self Evaluation Tool for Pastors**

To make a copy of the data contained in your Self Evaluation Tool for Pastors, go to the Main Menu and click the button entitled "Make a Copy to Send to the District President." You will be prompted to enter a name and designate the location for the file. Name the file **SET.tab** and save it to your desktop.

Send a signed, printed copy of the Self Evaluation Tool for Pastors **AND** email a copy of the **SET.tab** file to your District President.

### **Uninstalling the Self Evaluation Tool for Pastors Software from your Computer**

If you do not want to keep the Self Evaluation Tool for Pastors software on your computer, you may uninstall it by doing the following:

Make a backup copy of the **SET.tab** file which contains the data you entered into your Self Evaluation Tool for Pastors by following the instructions printed above.

Then, delete the **SET** folder.