

# Installation Notes for Pastoral Care 12

## Best Installation Environment

In all cases, when installing Pastoral Care, the following points are recommended for the most hassle free installation. (You can try without doing this, but we have found the following conditions should exist for best results)

- Reboot your computer before installing Pastoral Care
- Close any virus scanners and other software that starts automatically by right clicking on the icon on your start bar and choosing Exit or Close etc.(See Below)
- Don't worry if you can't close everything
- If the computer is on a network be logged in as the administrator

## Installing / Upgrading Pastoral Care

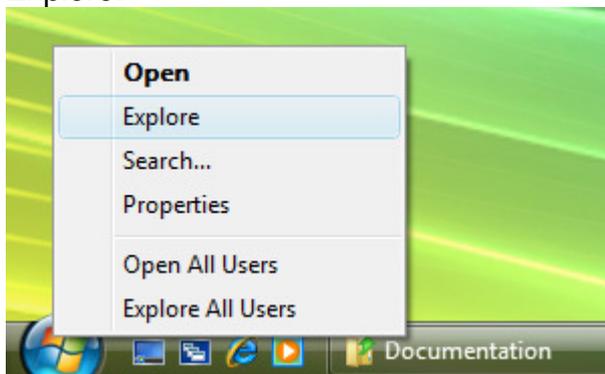
Pastoral Care 12 installs in a separate folder to your earlier versions, so it is completely safe to install even though you may have previous versions of Pastoral Care. Follow these simple steps to install version 12. If the Pastoral Care setup program starts automatically after you place the CD in your drive then jump to step 4.

1. For CD installation Insert your CD into your CD drive
2. Start your windows explorer

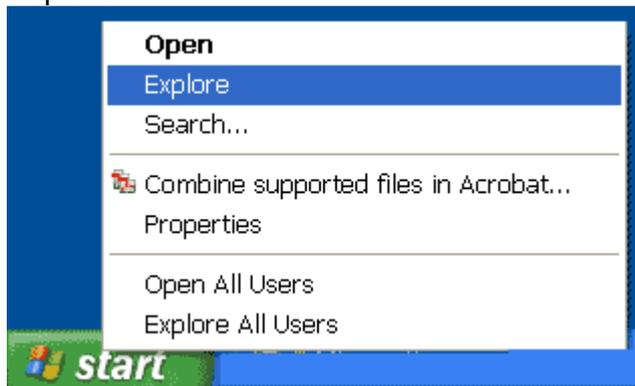
For Windows 8 and Windows 7 click on the explorer icon found in the left hand corner of the windows task bar



For Windows Vista right click on the Start Button on your desktop and choose Explore.



For Windows XP right click on the Start Button on your desktop and choose Explore.



3. For CD installation browse to your CD-ROM drive in the explorer and double click on the SETUP program on the CD. The Setup program has an Icon as shown below.



For downloaded installation browse to where you're downloaded the Pastoral Care installation program and double click on the SETUP program. The Setup program has an Icon as shown above.

4. Follow all instructions as presented to you.
5. After installing, when you start Pastoral Care, you will be prompted for your Serial Key, which is found within your installation box. If you have purchased the program over the internet this serial number will be emailed to you within a few days, usually within 24 hours. For those evaluating Pastoral Care choose the Evaluation option to gain access to the program.
6. The Pastoral Care installation program will install the manual to be read using the Adobe Reader. If you are yet to have the Adobe reader program installed on your computer you can download the latest edition for free from the internet ([www.adobe.com](http://www.adobe.com)).

## Upgrading

To upgrade from a previous version do the following

1. Install Pastoral Care as required (details above)
2. To activate the Conversion program first run the Pastoral Care resource program which can be launched from the Windows Desktop, within this Resource program you can launch the Pastoral Care Conversion program.

Please note to upgrade from a previous version of Pastoral Care the computer you are upgrading on needs to have both Pastoral Care 12 installed and the previous version of Pastoral Care installed so the conversion program can have access to the previous data files.

### **Network Installations**

Pastoral Care is a complete networked solution. Please read the network installation file found on this CD completely before attempting a network installation. All computers that are going to be using Pastoral Care on the network must firstly have Pastoral Care installed using this standalone installation document before you move to the Network Installation document. If you are intending to run Pastoral Care on a network then this will need to be done before converting your previous Pastoral Care data over to the new edition.