

PASTORAL REVIEW SOFTWARE

Quick Installation and User Guide

This guide helps the user install the program and begin using the program.

Installation

- ✓ Download and save the program (pastrev.exe) from www.manygifts.org/pastoralreview.
- ✓ Close all open programs.
- ✓ Run pastrev.exe to start the installation program.
- ✓ Follow the prompts on the installation program. The installation program creates directories and adds program and data files.
- ✓ It also runs another installation program for *Paradox 10 Runtime* that is essential to the operation of the program. Accept the defaults for this installation. (In the unlikely event that you already have *Paradox 10 Runtime* installed on your computer, you can cancel the installation of *Paradox 10 Runtime* if prompted for *Paradox 10 Runtime Application Maintenance--Cancel*, then *Exit Setup*, and then *OK*.)
- ✓ Set the compatibility mode to XP if you have the Vista or Windows 7 operating systems. Right click on the Pastoral Review icon, select Properties, and click on the Compatibility tab. Then check “Run this program in compatibility mode for” and choose Windows XP (Service Pack 2). Also check “Run this program as an administrator.”

Starting the Program after Installation

The installation program installs an icon on your desktop and a *Pastoral Review* option in your start menu. Use the icon or the start menu to open the program.

Learning about *Pastoral Review*

The easiest way to learn about the program is to view videos or other help documents on the web site. You can also start the program and look at the *Help* files by pressing *F1*. If you select the *Contents* option, you can look more systematically at the program help. (If you have Vista or Windows 7 you may need to download the help program from Microsoft. A link is provided from www.manygifts.org/salaryguidelines/help/Vista.htm.)

Take a look at each tab on the opening form. The program comes with sample data so that you can try out various reports or test the entry of additional sample data.

Updating Software

Improvements or bug-fixes may be made from time to time. The program can be updated by downloading a zip file from the web site. Then use the update procedure through the *File>Update* menu of the main form.

Contact info@manygifts.org for assistance, to report problems or to offer suggestions.