



## DOWNLOAD AND INSTALLATION INSTRUCTIONS

### Downloading

1. Click on the appropriate file to download the latest Shepherd's Staff software update.
2. If given the option "Run Program from Current Location" or "Save to Disk", select "Save to Disk".
3. When your download manager program asks you where you would like to save the file, we recommend selecting your computer's desktop. *If you are downloading the file to upgrade multiple computers in a network, you may wish to consider saving the service pack file to a common directory on the network or saving it to a CD or thumb drive so it can be readily used on other machines.*
4. When the download process is complete, you will see an icon on your desktop for the file.

### Installing

1. Close all programs.
2. Disable any virus protection in use on your workstation. *If you are on a network, make sure no one else is using Shepherd's Staff at this time.*
3. Click on the icon on your desktop. The self-install function should automatically update your files.
4. When the installation window closes, go to the Windows Start button and use the "Shut down" menu to restart your computer. The installation of your updated files will be completed when you next open Shepherd's Staff.
5. You may now delete the file from your desktop. If you are on a network, make sure everyone else has had the opportunity to complete their installation before you delete the file.