

CMD 2009.1 Download Version Startup Notes

Thank you for purchasing or updating to the Church Membership Directory for 2009! These notes will help you get CMD 2009.1 installed on your computer and tell you which documents you need to print to begin using it.

If you have data to import from a prior version of CMD, make a backup of your current data *before* proceeding using CMD's built-in backup function on the File Menu.

IMPORTANT: If you are using a version of Windows newer than Windows 98, install CMD in a user account with administrative permissions so that CMD can be available to all users on the computer.

Note: If you are installing CMD on a network that uses a server, you'll need to refer to the instructions in Chapter 22 of the manual that discusses network installation *before* you begin to install CMD.

Otherwise, if you will be using CMD on a single computer, or on a peer-to-peer network where one of the computers acts as the host holding CMD's data, follow these instructions:

Getting CMD onto your Hard Disk

1. Find where you placed the **CMD2009.1Setup.Exe** file you downloaded from our web site and double-click on it to start the setup program.
2. When the setup program is running, you'll be asked to enter the numeric password that was supplied to you by us. You will need to use this numeric password each time you install CMD 2009.1 from this setup file. When the setup program is running, we suggest that you use all the defaults provided so that CMD 2009.1 will load into its own, brand-new folder so that you don't overwrite any prior versions of CMD. Click Finish when the setup program gives you that option.

Initializing CMD 2009.1 for First Use

If you are installing CMD on a single computer, or if you are installing it on the computer that will act as the server host in a peer-to-peer network, follow these steps:

1. Locate the icon for CMD 2009 that was placed on your desktop during setup and double-click on it.

When CMD 2009.1 starts up for the very first time, you will see the Church Membership Directory **Initialize** dialog. On this dialog, you are given a choice to either **Create a New CMD File**, or **Create a Configuration File Only**.

In most cases, you'll select **Create a New CMD File**. This creates file space and sets up the data files CMD will use.

When the Create New CMD File dialog appears, erase the stuff in the **File Description** field and put your church name there and then click **OK**.

2. Once the creation process is finished, you'll immediately be asked to login providing a valid User Name and Password. During setup, CMD automatically creates the default user name of **admin** and the default password of **password**. Enter these values in the appropriate login fields and click OK.
3. If you are using a **peer-to-peer network** and are ready to setup CMD 2009.1 on the other computers in the network, refer to Chapter 22, **Using CMD on a Network** in the manual for further instructions.

Importing Prior CMD Data

You *cannot* simply backup data from a prior version of CMD and restore it into CMD 2009.1. If you do this, you will introduce errors into your new data files that will require our help to unravel!

To import data, first set up 2009.1 as per the above instructions, then use the **Import Prior CMD Data** item on the CMD's Utilities Menu and then select the specific CMD version you are coming from.

When the Import dialog appears, click the **Get Path** button and navigate directly to the data folder that contains the prior version's data, click on it, then click OK. Only then click the **Import Data** button.

Should you experience any difficulty during the importing of prior CMD data, just backup your prior version data and e-mail it to us and we will convert it free of charge for CMD 2009.1.

Printing Instructions for Using CMD 2009.1

Note: All CMD manual and document files are in Acrobat (PDF) format. If you do not have Adobe Acrobat on your computer, download it first from Adobe.com.. Install Acrobat Reader first before attempting to print any instructions or the manual.

There were two PDF files in the CMD 2009 downloads page of our web site. One is the 2006.3 manual, and the other is the New Features Guide.

The CMD's manual has not yet been updated to include the changes in 2009, so if you already have a copy of the 2006.3 manual printed, you do not need to print another copy at this time. An updated manual that includes 2009's additions will be made available with a later update this year. However, if you are new to CMD or have a version of the manual older than 2006, we highly recommend that you print the CMD 2006.3 manual.

All users should print the New Features Guide, however, since it contains information about the updates, improvements, and new features in 2008.

To print either the manual or the New Features Guide, click Start, Run, Browse, navigate to the folder where the manual or New Features Guide were downloaded to on your computer. Open the "Files of Type" combo box near the bottom of the Open dialog and select **All Files, otherwise the PDF files will not be visible**.

Double-click on the manual file or the New Features Guide, which will take you back to the Run dialog. Click OK and your computer will start up Acrobat Reader and the manual or New Features Guide will be loaded into Acrobat where it can be viewed and printed.

The manual is designed to print on front and back pages, so there will be some blank pages so that a new chapter always starts on the right-hand page. If your printer does not duplex, then just discard any blank pages.

Some Final Notes

There are a number of grids and tables that are used in the various dialogs in the program. In most cases, you can adjust the column widths so that the information in the grids looks right on your screen.

To change a column's width, move your mouse point to the column's header and place it above the line dividing the columns you'd like to change. The cursor will change shape when it's placed there. Click the left mouse button and drag the column dividing line to the column width you prefer. CMD will remember these changes the next time you use the grid.

Also, any users and passwords defined in prior versions are not carried over in the import process. You'll need to re-establish users and passwords in 2009.1.

If you get stuck during any part of the installation process, please contact us immediately so that we can help you get up and running!

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