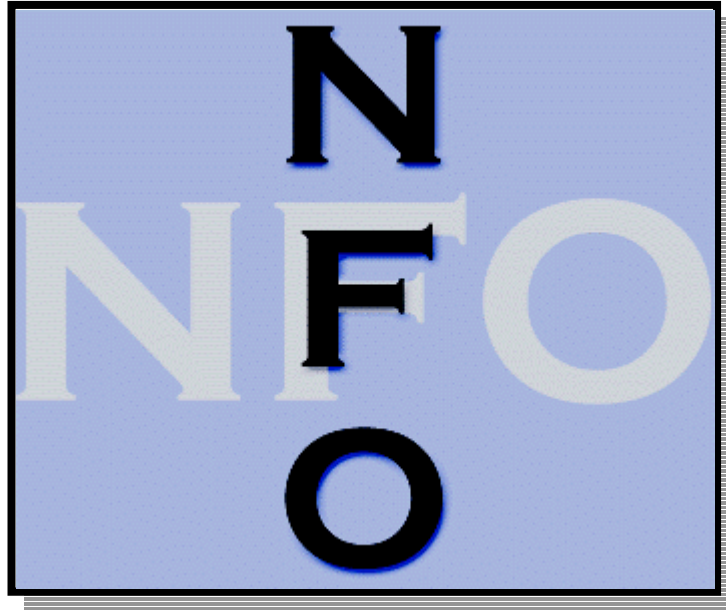


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USER'S GUIDE TO



UPDATING THE WHITE HOUSE 2001 PROJECT'S *NOMINATION FORMS ONLINE*

Updater version: 2.4

Current as of: — 11 February 2002 —

Funded by **THE PEW CHARITABLE TRUSTS**

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THE TRANSITION TO GOVERNING PROJECT
&
THE PRESIDENTIAL APPOINTEE INITIATIVE

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UPDATING *NFO*

INTRODUCTION

These instructions cover updating your *NFO* software from the White House 2001 Project website, whitehouse2001.org/update. These instructions walk you through the process: unpacking the *NFO* updater from its case used for transport through the internet, unpacking the software itself, and installing the software using the SETUP.exe program.

These instructions also make it possible for you to save any information you have already developed filling out earlier versions of *NFO*.

GETTING YOUR UPDATE & PROTECTING YOUR OLD *NFO*

1. Direct your web browser to whitehouse2001.org. Click on the *NFO* Installation web page.
2. Scroll down to the "Download Center." Fill in the registration information, please.¹
3. Click on the SUBMIT button
4. Click on the UPDATE package to download it. When asked where you wish to save the file, respond by creating a new directory called "Download*NFO*" and save the updater in that directory.
5. Open up Windows Explorer and Click on the VIEW Menu and release on "Details." This will change the look of your Windows Explorer listing somewhat.
6. Click on the hard drive on your computer that houses the Download*NFO* directory. (*Hint*: you will probably find the Download*NFO* on your c:\ drive.) Click on that drive to get a listing of the drive.
7. Click on Download*NFO* to open that folder.
8. Double Click on the Update*NFO*.exe file to unpack to *NFO* updater. This program will unpack your updater and its files into a new directory named "Update*NFO*".
9. In Windows Explorer right click on the *nfo* directory and release on "RENAME".
10. Type in the window a new name for the *nfo* folder. We suggest "Old*NFO*". Proceed to Step by Step Guide to Updating Your Program.

STEP BY STEP GUIDE TO UPDATING YOUR PROGRAM

Now that you have unpacked the updater and renamed your old *nfo* directory for protection, we want to determine what you have done with your current version of the software in order to determine what else you need to do to update. This procedure will allow you to preserve any information that you have already entered in your *NFO* program so that you can immediately take up where you left off. We also want to save

¹ As indicated on our website, the White House 2001 Project will not under any circumstances reveal information about its users to anyone outside of the Project working group. We do not intend to use the information to contact you except if an update on your version is required or if we respond to a request for assistance from you.
You may choose to ignore the request and you will still have full access to the software.

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any other family member forms or previous financial disclosure forms, if you have made other versions of *NFO*. Use the *Update Guide* on the next page to sort out where you need to start.

Update Guide: Where should I start?

We need to know what you have done with <i>NFO</i> so far:	Start with these instructions:
I have NOT used my current version of <i>NFO</i> at all	Jump to: Section 3
I have used my current version of <i>NFO</i> to do the following:	
Fill in (or begun to fill in) forms for myself	Jump to: Section 2
Filled in forms for myself and for others.	Jump to: Section 1

SECTION 1. SAVING FAMILY MEMBERS (OR OTHERS) FOLDERS

11. Click on the Old*nfo* folder and then click on the “classes” folder.
12. Click on the NAME menu bar in order to arrange the files in alphabetical order.
13. If you have any special folders you have created for family members or for yourself, copy those files to the SafeHaven*NFO* folder you just created. Highlight each of the folders and click on the EDIT Menu and release on “COPY”. See Figure 1 for an illustration.
14. Then open the SafeHaven*NFO* folder (located in the Update*NFO* folder) and click on the EDIT Menu and release on “PASTE”. Go to the next section of the instructions. See Figure 2 for an illustration. Proceed to Section 2.

SECTION 2. SAVING YOUR OWN *NFO* INFORMATION

15. In Windows Explorer, return to the Old*nfo* directory on your hard drive and open the “classes” folder.
16. Click on the NAME menu bar in order to arrange the files in alphabetical order.
17. Highlight each of the following files by holding down the SHIFT key while you click on them:

nfo.backup nfo.data nfo.properties nfo.script

18. From the EDIT menu release on “COPY”.
19. Click on the Update*NFO* folder to open it. Click on the SafeHaven*NFO* folder to open it.
20. Click on the EDIT menu and release on “PASTE”. This command copies the Old*nfo* data files into a safe haven. Proceed to Update your *NFO* software in Section 3.

Figure 1. Preparing to Backup Previous Work

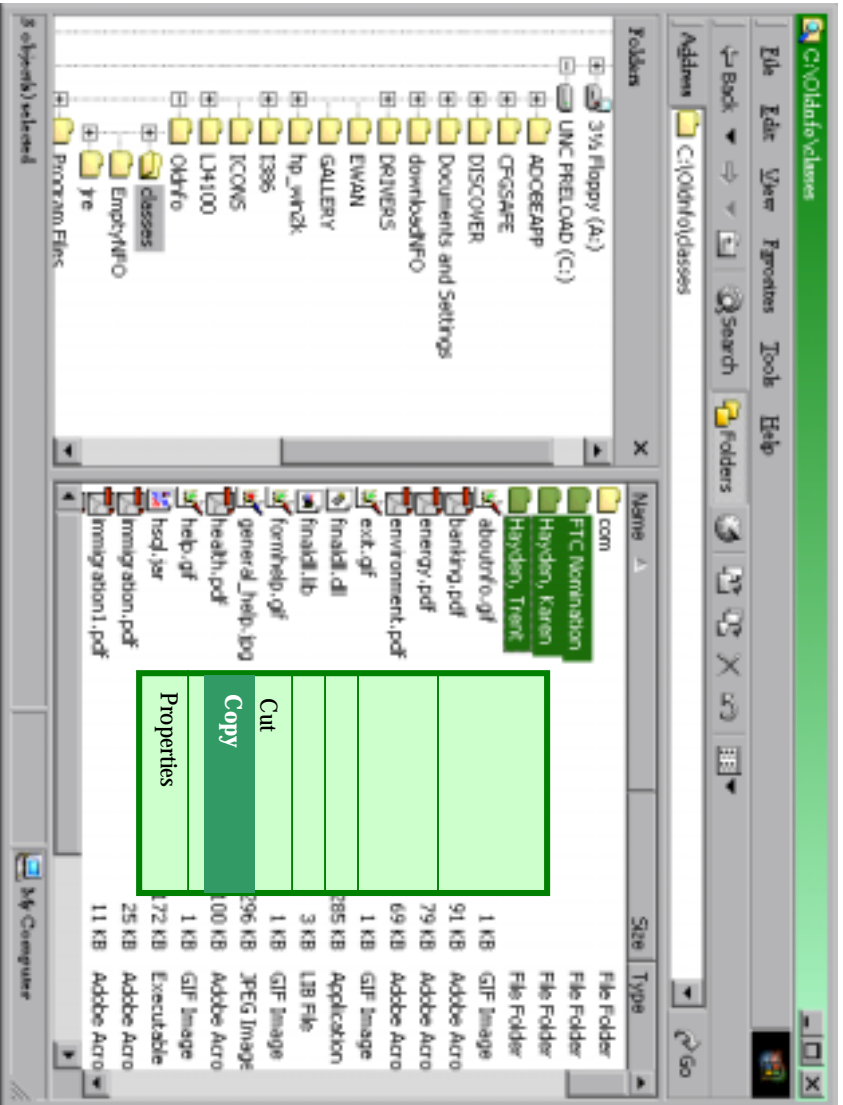


Figure 2. Placing Backups in SafeHavenNFO

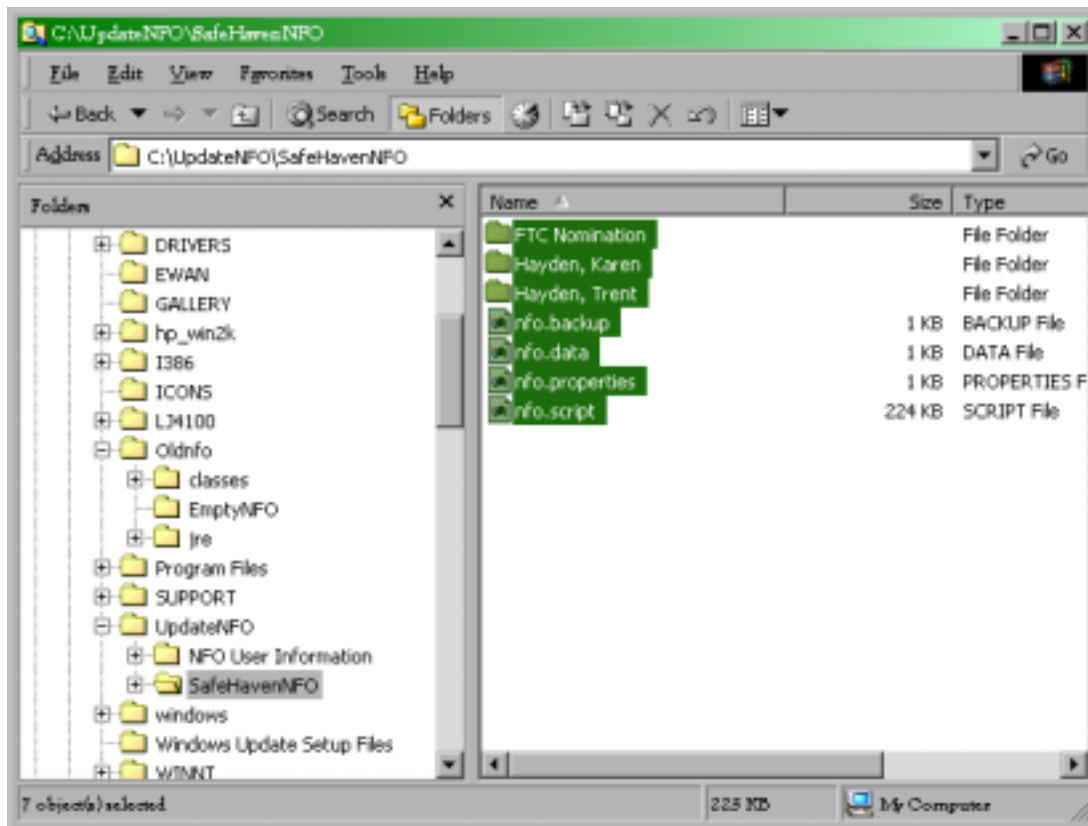


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SECTION 3. UPDATE YOUR NFO SOFTWARE

21. Locate the Update*NFO* directory and the SETUP.EXE file now in your Update*NFO* directory. Double click on SETUP.EXE to launch the installation software. It will ask you to install the software into a directory it will create. The installer will default to the c:\nfo directory. Clicking the “YES” button begins the process.
22. When completed, drag the User Information folder from the Update*NFO* folder to the *nfo* program folder.
23. Click on the SafeHaven*NFO* folder in the Update*NFO* directory.
24. Highlight all of the files (nfo.backup, nfo.data, nfo.properties, nfo.script) and any folders in that directory right click on them and release on the “COPY” function. See You are now ready to run Nomination Forms Online again. You may delete the older folder at any time now that the update procedure has finished. We recommend leaving it around for a while until you have gained confidence. Then from Windows Explorer, simply Right Click on the Old*NFO* folder and release on “DELETE”. for an illustration.
25. Click on the *nfo* directory on your hard drive.
26. Click on the classes directory and then right click and release on “PASTE” to drop the old files into the new *nfo* program. Respond “YES, for ALL” for replacing the files with what appears to be *older* versions.

Figure 3. Preparing to Restore Data to NFO



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WHAT TO DO WITH OLDNFO?

You are now ready to run Nomination Forms Online again. You may delete the older folder at any time now that the update procedure has finished. We recommend leaving it around for a while until you have gained confidence. Then from Windows Explorer, simply Right Click on the OldNFO folder and release on "DELETE".