

## STEP ONE: INSTALLING HOME ORGANIZER

- 1) Close any open programs.
- 2) Insert the Home Organizer disk into your CD drive.
- 3) Wait a moment...the Home Organizer Setup should appear on the screen within a few seconds.

**If the Setup window fails to appear on the screen:**

- a) Double-click on the My Computer icon.
- b) Right-click on the CD Drive icon and select Explore from the menu. This allows you to see the files on the CD.
- c) Double-click on the file called setup.exe. This should start the Setup screen.

- 4) After Setup starts, the Welcome Screen appears. Click **Next**.
- 5) On the Software License Agreement screen, click **Yes**.
- 6) On the Enter Information screen, type in your **Promotional Code**, which appears in the lower right corner of the cardboard CD sleeve. Then click **Next**.

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- 7) The Choose Destination Location screen asks where to install Home Organizer. Click **Next** to accept the default location.
- 8) Wait while Home Organizer installs.
- 9) After installation, Home Organizer asks if you want to install Adobe Acrobat Reader 5.0. If you don't have Acrobat installed or have only a version earlier than 5.0, click **Yes**. Otherwise, click **No, and** then click **OK** on the Information Screen that follows.

**Not sure if you have Acrobat? Or don't know what version you have?**

After Home Organizer is installed, check for Acrobat by clicking the Start button, then Control Panel, then Add or Remove Programs. If Acrobat is on the computer it will appear in the Add or Remove Programs list, along with version information.

**If you find you don't have Acrobat, or don't have version 5.0 or later:**

- a) go to C:\Program Files\Home Organizer\Acrobat Setup
- b) Double-click setup.exe to install Acrobat Reader 5.0.

- 10) After installation, click **Finish** on the Setup Complete screen to complete the installation.

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## STEP TWO: CREATING A DIGITAL ID FORM

*Your goal is to create a Digital ID Form for each of your children. You will fill out a form on the computer for each child and attach an electronic photo of the child to the form.*

- 1) Open Home Organizer by double-clicking on the Home Organizer icon on your desktop.
- 2) Take a moment to fill out the Registration screen so you can have access to over 100 additional valuable forms for Home Organizer.
- 3) After the Registration screen, the Getting Started screen appears. Click on **Use the Software**.
- 4) Some reminders may pop up. Click **Dismiss** or **Snooze** until you see Home Organizer's main screen.

**Note:** To disable reminders, click on: *View / Application Options*. Then, on the *General* tab, check to disable child safety reminders.
- 5) The main screen contains a number of drawers. The drawers contain folders, just like your filing cabinet. You will file the Digital ID Form in a folder.
- 6) To create the Digital ID Form, click on the **Forms** button at the top of the program screen. Select the Digital ID Form and click **OK**.
- 7) Fill out the form completely and then go on to attach a photo in Step 8.

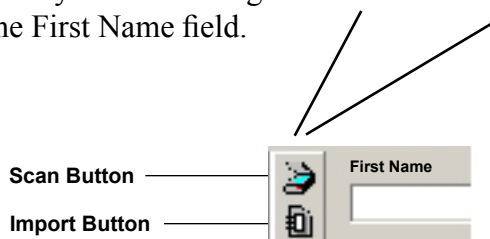
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### Drawers

New drawer: Select Drawer and then Add from the menu

Rename a drawer: Right-click

- 8) Scan or import a photo of your child using the **Scan** and **Import** buttons which are located to the left of the First Name field.



**a) Scan Button**

To scan, make sure your scanner is on and the photo placed on the scanner. Simply click the **Scan** button.

**b) Import Button**

To use a picture on your hard drive, CD or floppy, click the **Import** button. Go to the image location, highlight the image and click Open.

- 9) When you have completed the form, click the **Save** button in the upper left corner of the form.
- 10) The Document Details screen appears. Here you choose a location and name for the form. Select the **Kids Owner's Manual** drawer and the **m.i.l.k.** folder. Type a name in the Description field (*Tom's Digital ID*, for example). Click **OK**.
- 11) Click the **X** in the upper left corner to close the Digital ID Form.

**You are finished!**

To view or update the Digital ID Form, click on the drawer and then the folder where you stored the Digital ID Form. Double-click on the Digital ID Form to open it.

If your child is missing, you will save valuable time by getting critical information to the authorities who will help you. Simply open the child's Digital ID and call the toll-free number that appears at the top of the form.