

Puritas Springs Software

Ohio Spousal Support Calculator

Version 12 for 2009



EZ-Start Guide

Getting Started Quickly

Ohio Spousal Support Calculator

Version 12

For 2009

Puritas Springs Software

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Your complete, up-to-date manual is in your program folder, on your CD and on *MA_2009's* Help menu.

Installation



- A. Place the **MA_2009** compact disk (CD) in your CD or DVD drive. **Windows 7 & Vista.** Some machines have security settings that interfere with the installation or operation of **MA_2009**. If you have such a problem try installing as follows (if you've already completed the installation, then uninstall **MA_2009** first):
1. **Defeat Autostart.** Do not allow the CD to auto-start when you put it in the drive. Defeat autostart by holding down the **SHIFT** when you insert the CD; or cancelling the install process if it autostarts anyway.
 2. **Explore the CD.** With the CD in the drive, go to My Computer and right-click your mouse on the CD drive. Choose Explore from the popup menu.
 3. **Run As Administrator.** Find the setup.exe file. Note that sometimes the extension is hidden or there are more than one setup file. Make sure you right-click on the setup.exe file. Choose Run as administrator from the pop-up menu. Click on the Allow button when the screen goes dark, then follow normal installation procedures.
- B. On most systems, depending on your license, installation will begin automatically. **If the installation wizard does not start automatically**, do the following:
1. Press the **Start** button;
 2. Click on the **Run** item; and
 3. Type the command shown below. *Note that if you are installing from a different drive, you must use the correct drive letter, i.e., "F:\SETUP".*
- C. The **Setup** progress meter will appear briefly until the **Welcome** dialog displays. Click the **Next** button to begin installation. **Follow standard Windows installation protocol by making sure all other applications are turned off**—not just minimized, but terminated. Click **Cancel** if you want to abort installation.
- D. The **Puritas Springs Software Licensing Agreement** appears in the next dialog. Click the **"I accept ..."** radio button to accept the terms and conditions of the license and click the **Next** button to continue the installation. If you do not agree to the terms of the Licensing Agreement, you will not be able to continue.
- E. Verify or enter your customer identification information and click the **Next** button.
- F. The **Setup Type** dialog will appear next. **Choose Typical and click on the Next button to continue.**
- G. The installation begins when you click the **Install** button in the **Ready to Install the Program** dialog. A progress meter will keep you informed as the program files are transferred from the CD to your hard drive.
- H. When the entire installation process is complete, the **InstallShield Wizard Completed** dialog appears. Click on the **Finish** button.

Updating



Because tax law changes, it is important to periodically check for available updates. The process is simple. Follow these steps or go to **MA_2009's** Owners Manual on the Help menu and look for the article related upgrading and reinstalling. The section in the Owners Manual is more detailed and serves well as an installation guide when printed.

- I. **Download the Upgrade.**
 - II. **Remove/Uninstall MA_2009.** First, it is important to know that removing **MA_2009** using **Control Panel's Add/Remove** function will not delete or harm your client files. That being said, you should always back up your client files. They are stored in the **Files** subfolder: C:\Puritas\MA_2009\Files\.
 - III. **Install the New Version.** Install the new version by executing the file you downloaded. The file name is setupma_2009.exe (note that sometimes the exe extension is hidden). It is located at C:\Puritas\MA_2009\Files\. Find the file, double-click on it, and follow the on screen instructions.
- Windows 7 & Vista.** In certain installations of these *Windows*, it is necessary to right-click on the file name (setupma_2009.exe) and select **Run as administrator** from the popup menu instead of double-clicking the file to begin installation.

Running MA_2009



You start **MA_2009** by (1) double-clicking the **MA_2009** icon on the desktop, or (2) clicking on the **Start** button, selecting the **Programs** submenu, then the **Puritas Springs Software** submenu, and finally the **MA_2009** item.

Windows 7 & Vista. In certain installations of these *Windows*, it is necessary to right-click on the desktop icon and select **Run as administrator** from the popup menu instead of double-clicking the icon to begin installation.

Tutorial



We mentioned the **Owners Manual** in connection with downloading upgrades, but there's also a section titled "Entering Information." The "Entering Information" section provides a step-by-step guide to completing and printing your spousal support form collection. Remember that you can view and print your manual by clicking on the **Manual** item on **MA_2009's** Help menu. Also note that the steps for completing and printing forms are also contained in the **Main Window** together with separate instructions.