

Ohio Guardianship Forms



EZ-Start Guide
Getting Started Quickly

Ohio Guardianship Forms

Version 4

Puritas Springs Software

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Installation

- A. Place the **WOGF4** 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 **WOGF4**. If you have such a problem try installing as follows (if you've already completed the installation, then uninstall **WOGF4** 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 **Continue** button when the screen goes dark, then follow normal installation procedures.
- B. On most systems, depending on your license, installation will begin automatically when you insert the CD. **If the InstallShield installation wizard does not start automatically**, do the following: (1) Press the **Start** button; (2) Click on the **Run** item; and (3) Type the following command: **D:\SETUP.EXE**
- The Setup progress meter appears briefly until the **Welcome** dialog displays. Click the **Next** button to begin installation. Click **Cancel** if you want to abort installation.
- C. 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.
- D. Verify or enter your customer identification information and click the **Next** button.
- E. Verify the installation directory. **We strongly recommend using C:\Program Files\Puritas\WOGF4 which is the default.** If you want to use an alternate installation directory or drive, you can use the **Change** button to make your selection. Click the **Next** button to continue. **WARNING: Changing the default installation directory will require corresponding adjustments to the default file locations on the Options menu.**
- F. Verify the database directory. By "database" InstallShield means the place where you store your client files. **We strongly recommend using C:\Puritas\WOGF4Files which is the default.** Click **Next** to continue. **WARNING: Changing the default database directory will require corresponding adjustments to the default GD4 file location on the Options menu.**
- 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 installation process is complete, the **InstallShield Wizard Completed** dialog appears. Click on the **Finish** button.

Updating

Because tax law changes periodically, it is important to check for available updates. The process is simple. Follow these steps or go to **WOGF4's Owners Manual** on the **Help** menu and look for the article related upgrading and reinstalling. It is more detailed and serves well as an installation guide when printed.

- I. **Download the Upgrade.**
- II. **Remove WOGF4.** First, it is important to know that removing **WOGF4** 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 subfolder: **C:\Puritas\WOGF4**.
- III. **Install the New Version.** Install the new version by executing the file you downloaded. The file name is "setupwogf4.exe" (note that sometimes the exe extension is hidden). It is located at **C:\Puritas\WOGF4**. 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 (`setupwogf4.exe`) and select **Run as administrator** from the popup menu instead of double-clicking the file to begin installation.

Running WOGF4

You start **WOGF4** by (1) double-clicking the **WOGF4** icon on the desktop, (2) clicking on the **Start** button, selecting the **Programs** submenu, then the **Puritas Springs Software** submenu, and finally the **WOGF4** item, or (3) double-clicking on any GD4 file, *i.e.* from *Windows Explorer*.

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 in the manual titled "Entering Information" that provides a step-by-step guide to completing and printing your tax forms. Remember you can view and print your manual by clicking on the **Manual** item on **WOGF4 Help** menu. The pdf file that is the manual (`wogf4.pdf`) can also be found in the program folder on your hard drive as well as on the distribution CD.