INSTALLATION INSTRUCTIONS

for *SOPs for All Dentists Sections:*
Front Office, Back Office, Bookkeeping & Data Entry, Hygiene
Department, Management & Marketing
DOWNLOAD VERSION

Thank you for your purchase! Once you have successfully completed the download process, please follow the instructions below to extract your copy of *SOPs for All Dentists: Sections* onto your computer so you can edit and customize its contents to suit your own office.

There is no magic here. The entire section was created in Microsoft Word, and saved to your CD just as you would type and save a letter to a friend. The files in your package are all compressed, or "zipped," into one self-installing file, named to match its respective section:

"frontsops" for Dental Front Office SOPs (1.36 MB zipped/6.88 MB extracted)

"backsops" for Dental Back Office SOPs (1.79 MB zipped/8.85 MB extracted)

"bkdatasops" for Dental Bookkeeping and Data Entry SOPs (1.86 MB zipped/3.89 MB extracted)

"hygsops" for Dental Hygiene Department SOPs (724 KB zipped/1.60 MB extracted)

"mangsops" for Dental Management & Marketing SOPs (1.62 MB zipped/9.30 MB extracted)

The self-installation process will automatically copy the entire contents of the section to your computer, storing those files in a folder it will create on your C:\ drive named as above for easy retrieval and editing. To utilize this CD, you will need Windows 95 or higher, free space on your C drive equal to the 'extracted' value listed above for each section, and one of the following word-processing programs: Microsoft Word 6.0 or higher *or* WordPerfect 6.1 or higher.

Once installed, do all your editing on your computer. However, as a safety measure, keep a separate backup file of all changes made to your SOPs material on another disk. You wouldn't want to lose all your hard work someday!

To install the book's files on your hard drive:
1. Double-click the file you downloaded (its name will depend on the section you purchased— reference the list above). It may be on your desktop, or n your temporary file, depending on where you chose to save it during the download process.
2. Follow the on-screen instructions for the rest of the installation process.
3. When completed, click **Close** to exit the WinZip Self-Extractor window.

To access the book's files installed on your hard drive:
1. Open your word-processing software.
2. From the File menu, choose **Open**.
3. In the Directories or Look In box, choose your **C:** drive.
4. Find the folder (reference the list from above) that corresponds with the section you purchased **double-click** it.
5. You will see all the files from that section in that folder. We recommend you print the main Table of Contents, filename "sectoc" as a guide.
6. **Double-click** on the file that corresponds to the page of the book that you want to modify (using the Table of Contents as your guide or referencing the filename on each SOP).
7. Once you are comfortable getting to and from the files that you need, you can move them around in your computer as you need to. As most computer users store Word documents in their "My Documents" folder,

you can move the entire section folder to your "My Documents" folder as you like, a task best performed in Explorer or My Computer. However, as with anything in life, paper or electronic, be sure to note where you filed it to ensure easy access later!

Still having trouble? Call Marsha Freeman & Associates at (800) 253-2544 M-F from 9-5 PST for support.