

How to Install the Toolkit

This document provides step-by-step instructions on how to install the Toolkit.

Step 1.

From Windows Explorer, double-click on the file named "Evaluation Toolkit.exe". Once you double-click on this file, you will see the message shown in figure 1 below.

Figure 1. Install Toolkit



Click on the "Yes" button to continue.

Step 2.

Once you click on the "Yes" button in step 1 shown above, you will be asked to unzip the Toolkit files to a folder on your computer (as shown in figure 2 below).

Figure 2. Unzip files to local drive.



The default location for the Toolkit files is: "C:\Program Files\Evaluation Toolkit\"

Please note: The computer network administrator in your organization may have restricted your ability to download to the "program files" folder on your computer. If this default location is restricted, you can change the location where the program will be installed by clicking on the "Browse" button shown in figure 2 above. However, for easy access, we recommend saving the files in the default location specified. Please make sure not to deselect the two options identified with green check-marks in figure 2 above. Deselecting these options will result in improper set-up. Click on the "Unzip" button to extract the files to your local drive. Once the files have been extracted, you will see a confirmation message shown in figure 3 below.

Figure 3. Toolkit files extraction confirmation.



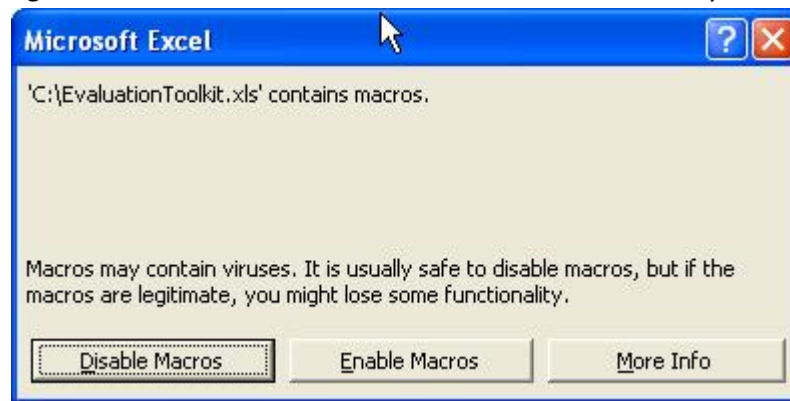
Step 3.

Once you click on the "OK" button in the window shown in figure 3 above, the installation program will open Excel to run a program that sets-up the Toolkit files for use on your computer. When Excel opens, depending on the version you have installed, may see a macro security alert. In order to set-up the Toolkit, you will need to enable macros. Step 4 below guides you through the process of enabling macros in Excel 2002 or 2003. Step 5 guides you through the process of enabling macros in Excel 2007.

Step 4. If you are using Microsoft Excel 2002 or Excel 2003

You will see a message box similar to the one in Figure 4.

Figure 4. Microsoft Excel 2002 or Excel 2003 macro security warning



If you see this message box, click on the 'Enable Macros' button to set-up the Toolkit files.

If you click on the 'Disable Macros' button, you will not be able to properly set up the Toolkit files.

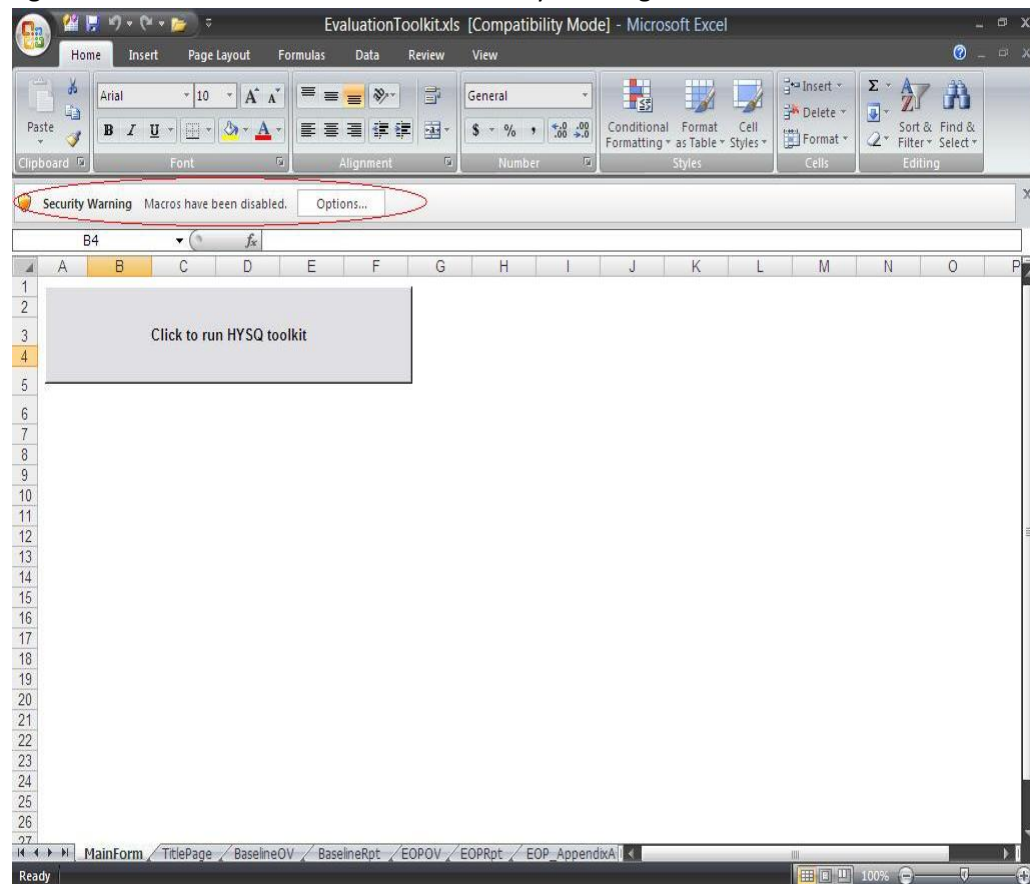
If you do not receive this message, then you may need to change your security settings in Excel from High to Medium. For information on how to change these settings, please refer to your Excel documentation, or the Microsoft support website: <http://office.microsoft.com/en-us/help/HA010429521033.aspx>.

Step 5.

If you are using Microsoft Excel 2007

You will see a window similar to the one in Figure 5.

Figure 5. Microsoft Excel 2007 macro security warning – initial screen



The macro security warning in Excel 2007 is handled slightly differently from Excel 2002 or Excel 2003. As shown in Figure 5, the Excel 2007 security warning appears in the area circled in red in Figure 2.

To enable macros, click on the 'Options' button next to the Security Warning. You will see a screen similar to the one shown in Figure 6.

Figure 6. Microsoft Excel 2007 macro security alert – enable macros



Once you see the window shown in figure 6 above, first select “Enable this content” by clicking on the small white circle to the left of the label. Then click on the “OK” button on the bottom of the window.

Step 6.

Once the macros are enabled, the installation program sets-up the files on your computer and will display a confirmation message as shown in figure 7 below.

Figure 7. Toolkit files set-up confirmation.



Click on the “OK” button to resume.

Step 7.

Once you click on the “OK” button in the window shown in figure 7 above, you will be able to access the Toolkit by double-clicking on the short-cut named “Start Toolkit” that the set-up program installed on your desktop.

Once you double-click the “Start Toolkit” icon on your desktop, you will see the introductory screen shown in figure 8 below. Use the links throughout the web-page to navigate.

Figure 8. Toolkit introductory screen.

