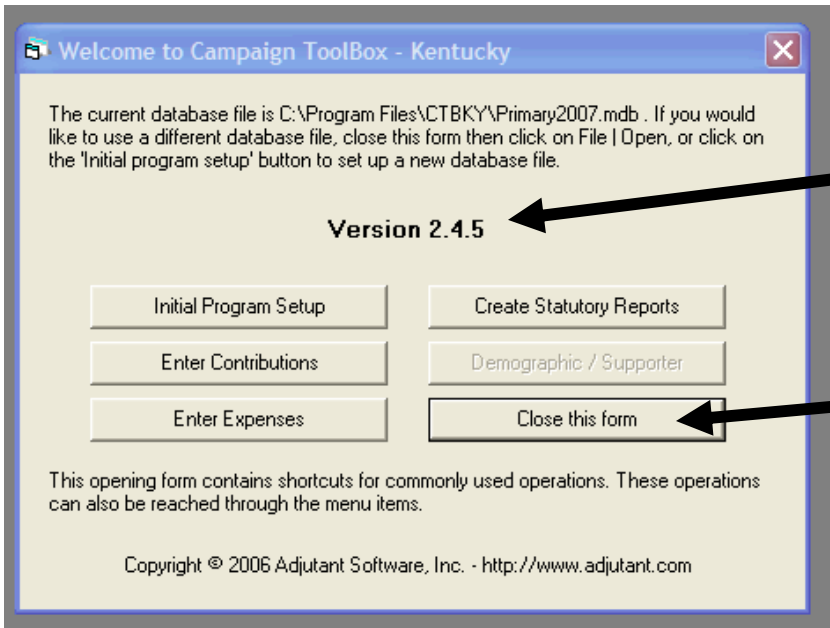


Campaign Toolbox Installing Updates

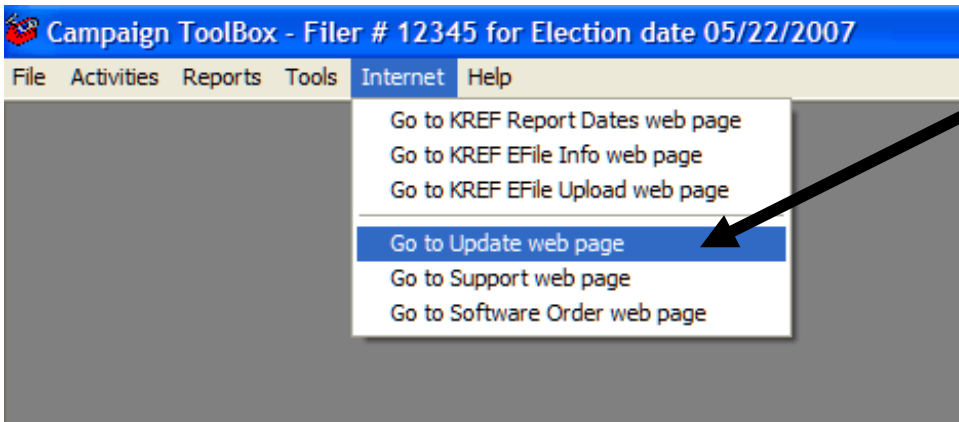
Open Campaign Toolbox.



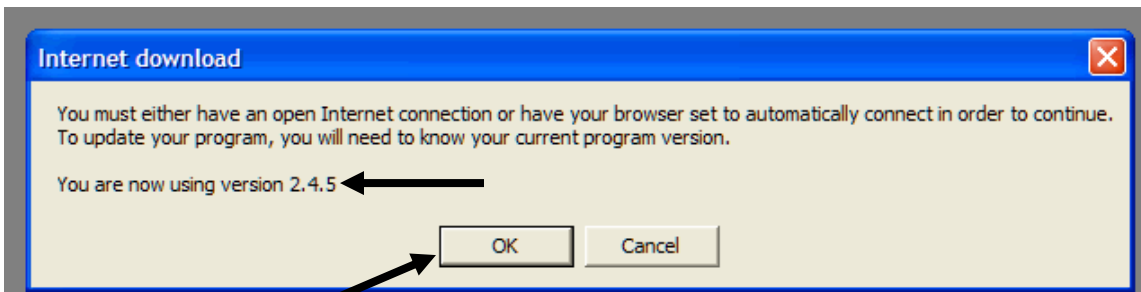
The version number you are using is listed here.

Click on “Close this form.”

Using the top menu bar, click **Internet > Go to Update web page.**



A window will appear informing you that an Internet connection is necessary. This window will also tell you what version of Campaign Toolbox you are using. Click “OK.”



Campaign Toolbox Installing Updates

Once you click on “OK” you will be taken to Adjutant Software website. Scroll down until you see the download for the UPDATE and click “Download.” You do not need to download the FULL INSTALLATION.

Download the Kentucky Update file for version 2.4.9

Campaign ToolBox is updated regularly as reporting requirements change and as new features are added. Please be sure to take advantage of that and always have the latest version of the program. This is especially important immediately before preparing your statutory reports.

The current version of Campaign ToolBox KY is 2.4.9 - you can see what version you have by clicking on the menu item Help > About Campaign ToolBox. The version is also displayed on the Opening form.

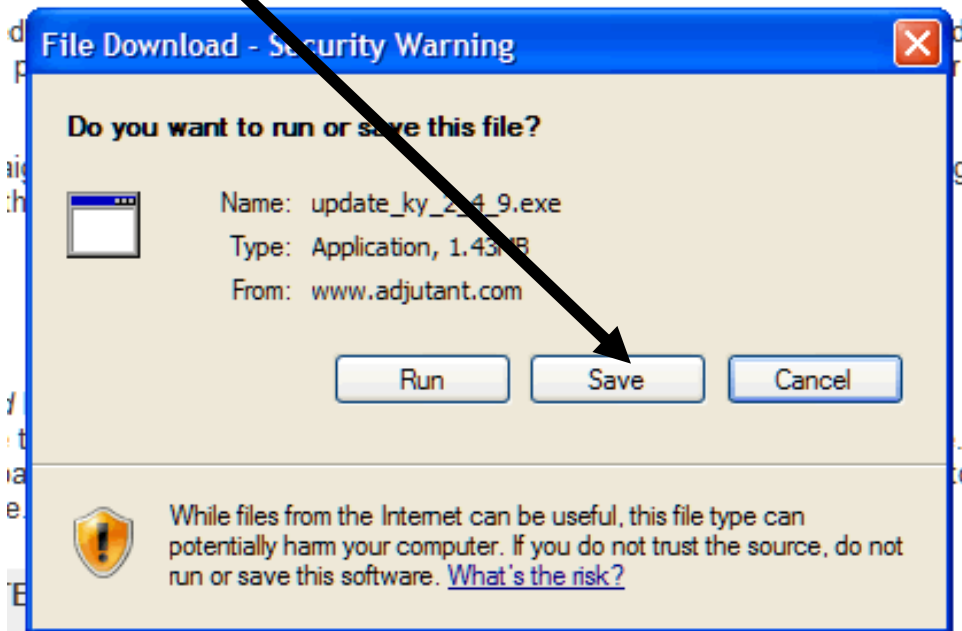
To update your program:

1. Click on the *Download* button (below)
2. When prompted, save the file to your Windows Desktop folder. Do not run it from the web site.
3. After the file is downloaded, you will see a file name icon on your desktop. Double-click on it to run it. Use the defaults unless you have a very specific reason to do otherwise.

File Type	UPDATE
File Name	update_ky_2_4_9.exe
Description	Update file for Campaign ToolBox KENTUCKY Requires version 2.0.0 or later, otherwise use full install.
Version	2.4.9
Release Date	04/04/2007
File Size	1.43 MB

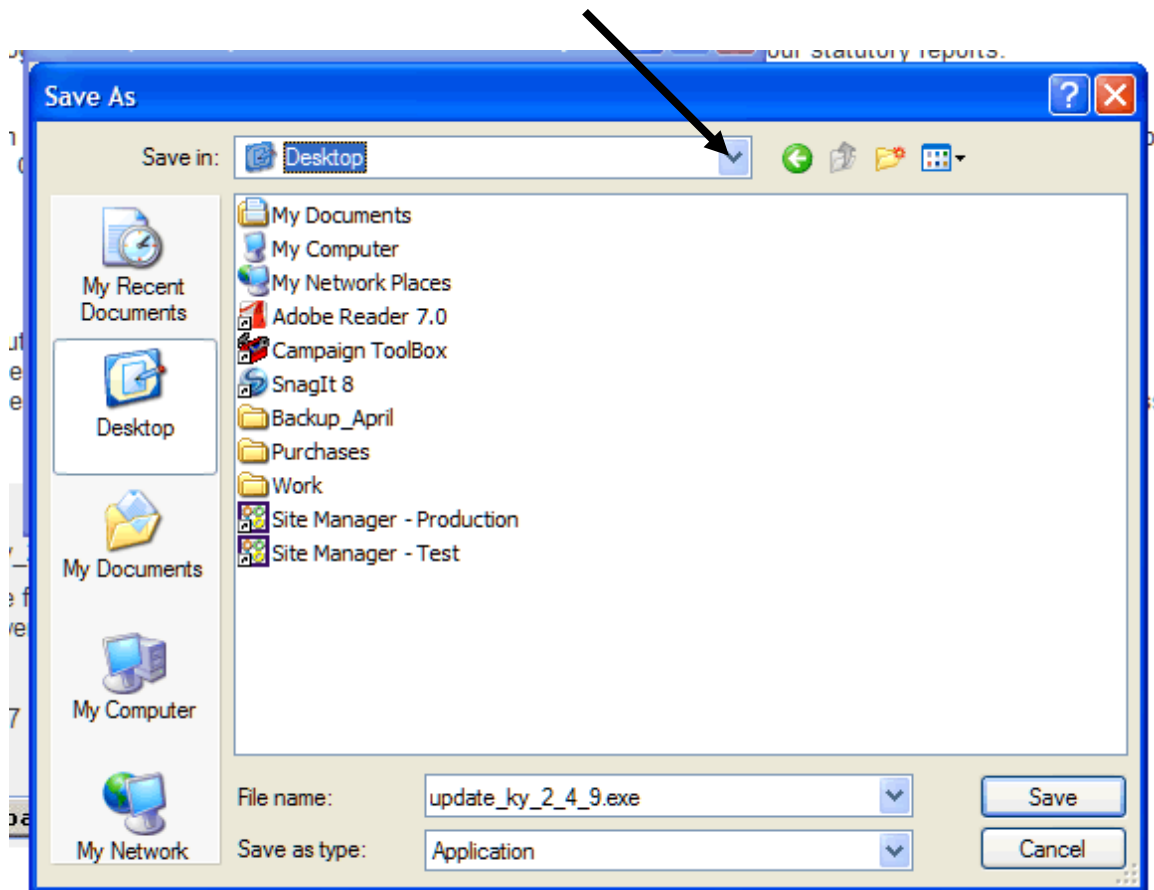
Notice that the version here is 2.4.9.

Click “Save.”



Campaign Toolbox Installing Updates

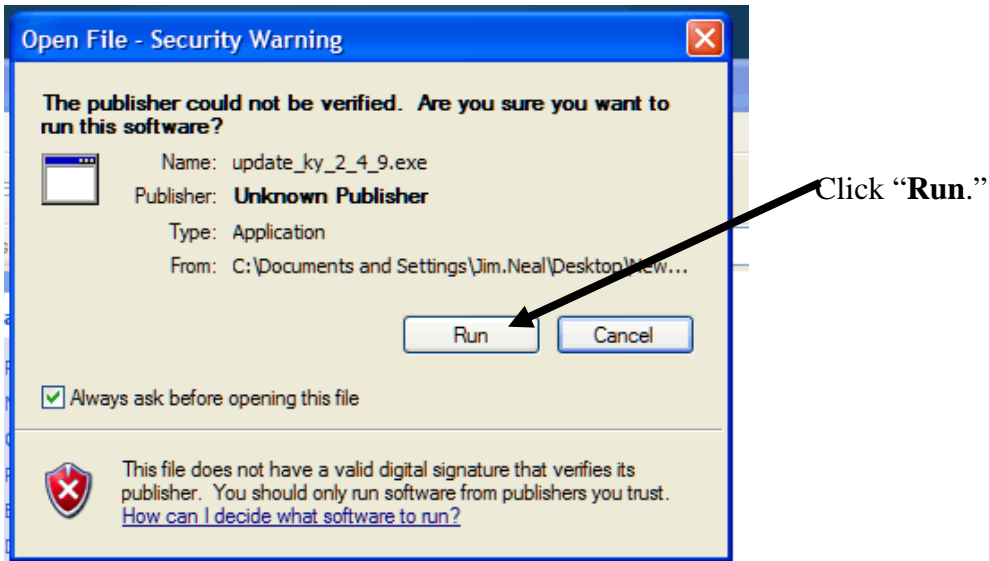
Click the dropdown list and choose Desktop.



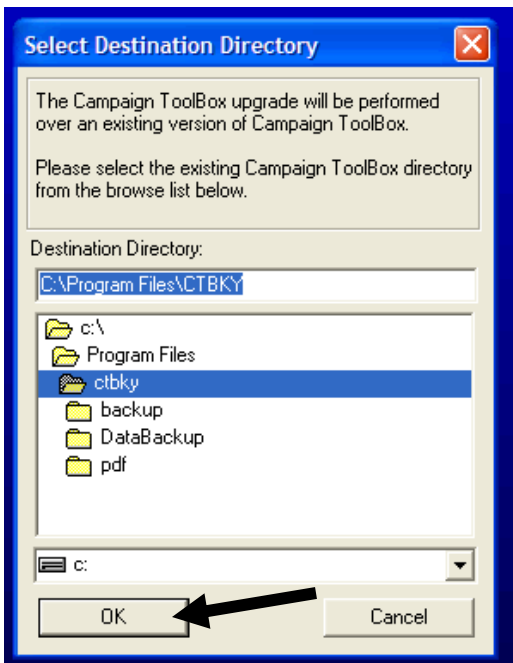
The update will only take a few seconds to download. Once the download has completed, close all windows. Look for the following file on your desktop and double-click it to install.



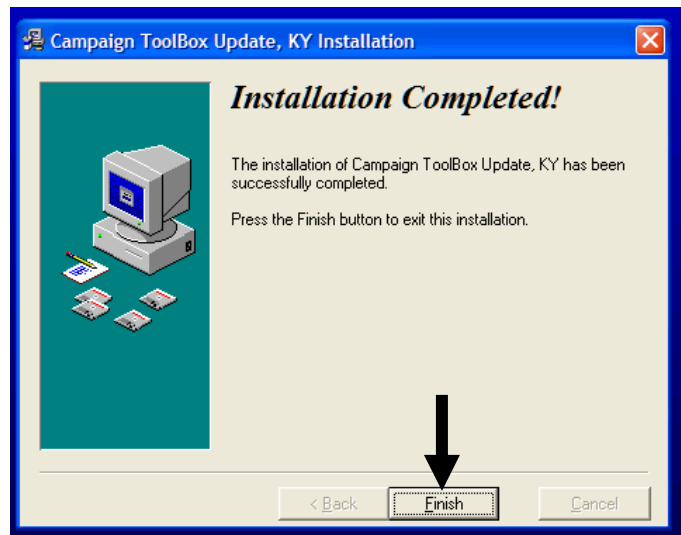
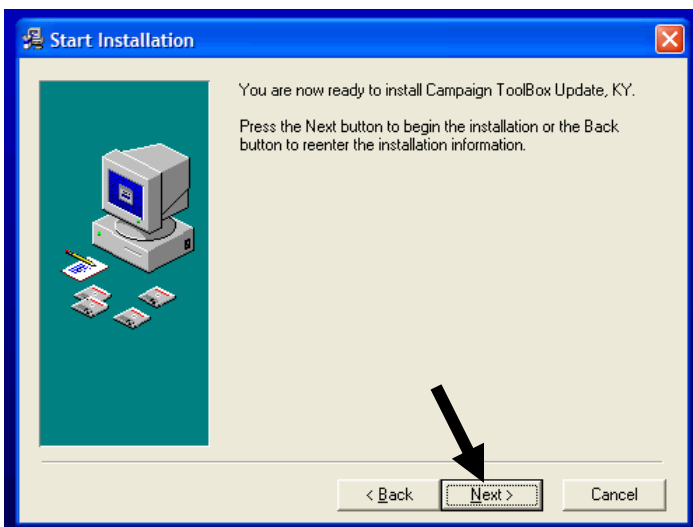
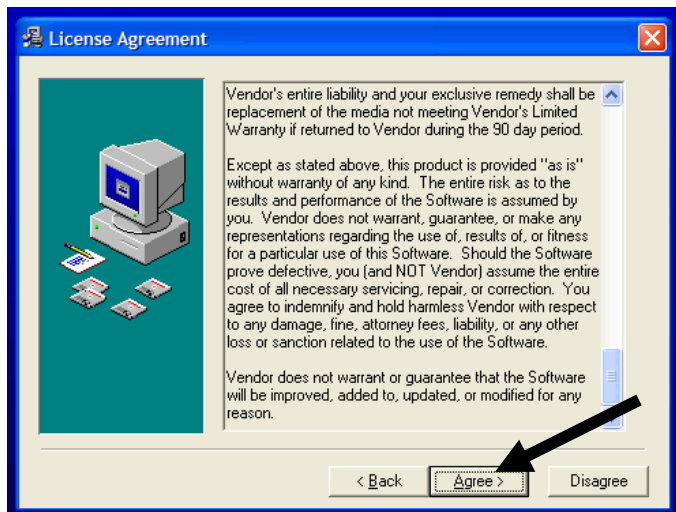
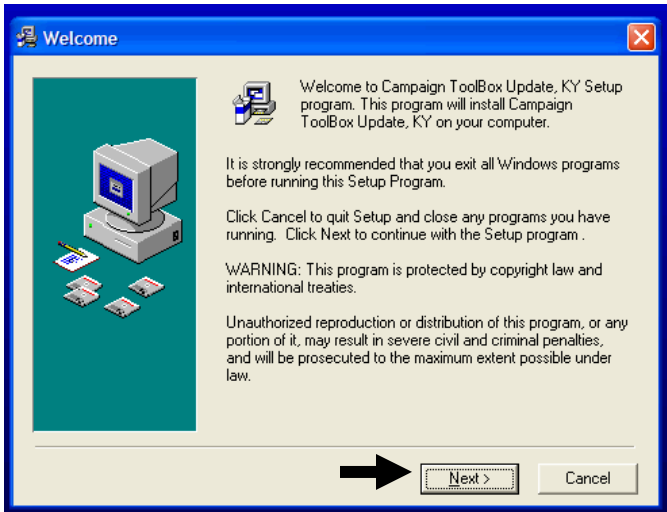
Campaign Toolbox Installing Updates



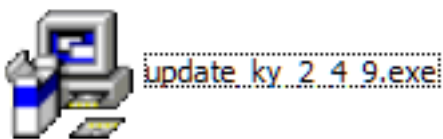
Accept all the defaults.



Campaign Toolbox Installing Updates

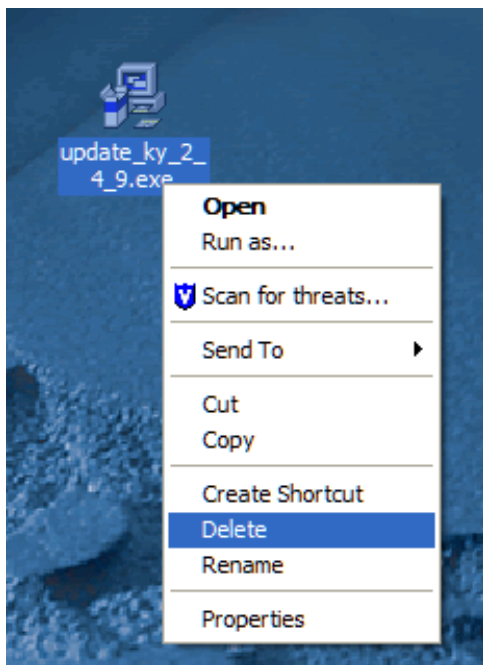


Once the installation is complete, you can delete the update file on your desktop.

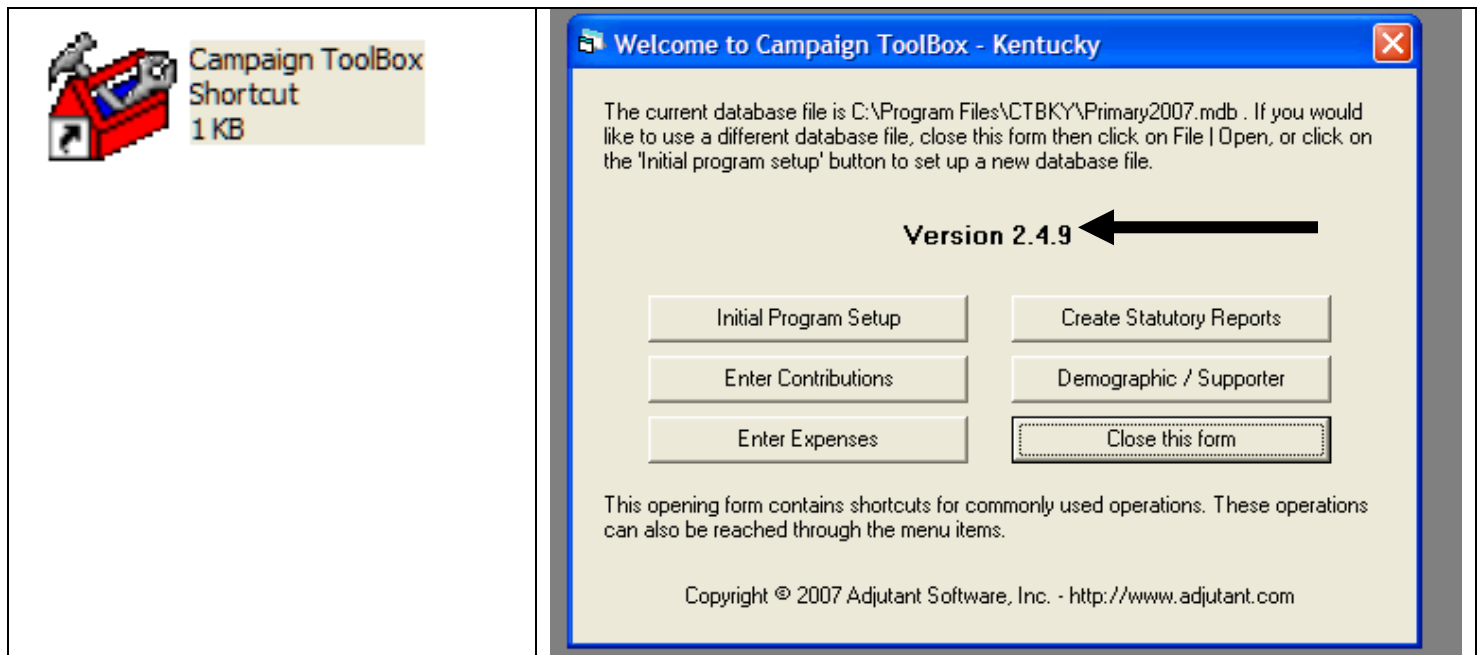


Campaign Toolbox Installing Updates

To delete, either drag the file to your trash or right click it and choose delete from the menu:



To verify that the update was successful, open Campaign Toolbox.



Campaign Toolbox

Installing Updates