

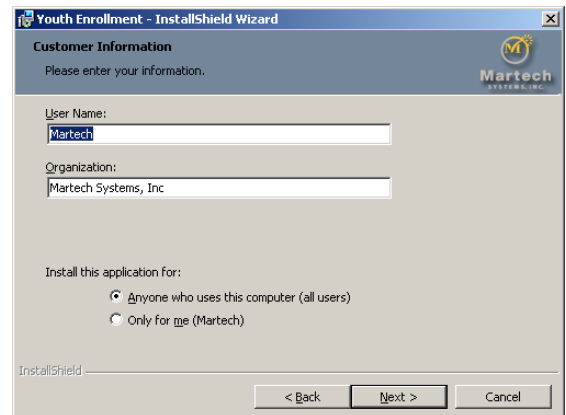
Installing Blue Ribbon on a new computer:

- ◆ Find your Blue Ribbon version 2.5 CD or call Becky for a new one if yours is lost.
 - ◆ (You must log in using Administrator in order to install software – contact EIT Hotline at 515-294-1725 if you need help with that.)
1. Select **Full, New Install** on the menu screen.
 2. The install program will load. Be patient. The install is a large program. If you have a slower computer, it may take a few minutes.
 3. When the install is ready to begin, the Splash Screen will display. Click **Next**.
 4. The Welcome Screen will display. Click **Next**.
 5. The License Agreement screen will display. Click “I accept...” and **Next** to continue.

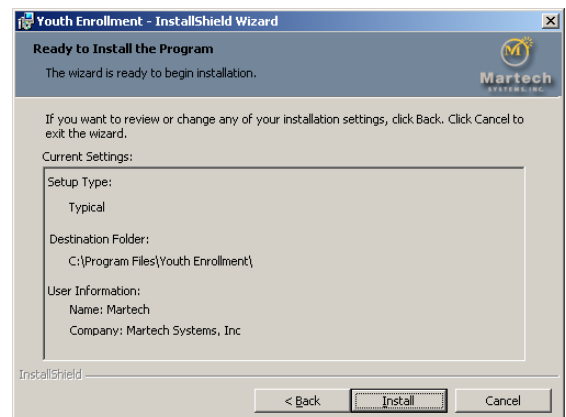


Since you are doing a New Install, the Customer Information screen will display immediately.

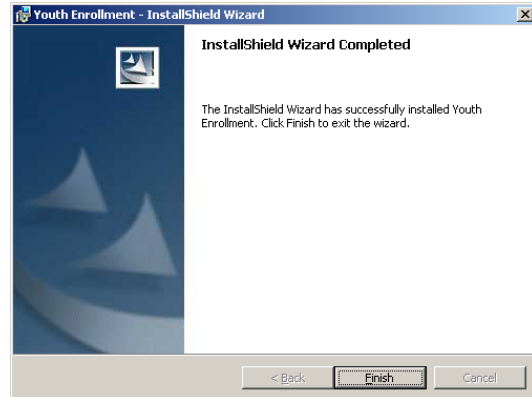
6. **Do not change any of the User Name or Organization information.** These are preset for your computer. Your computer may have been setup with no customer information entered. This is okay. **Do not change anything on this screen.** Simply click Next to proceed.
7. The screen will again flash black several times as the install program does its setup. The Destination Screen will then display. **Do not make any changes to the installation path.**



8. Setup Type screen will then display. Select Typical. Click **Next** to continue.
9. The program is now ready to install. A review screen will display. Click **Install** to continue.



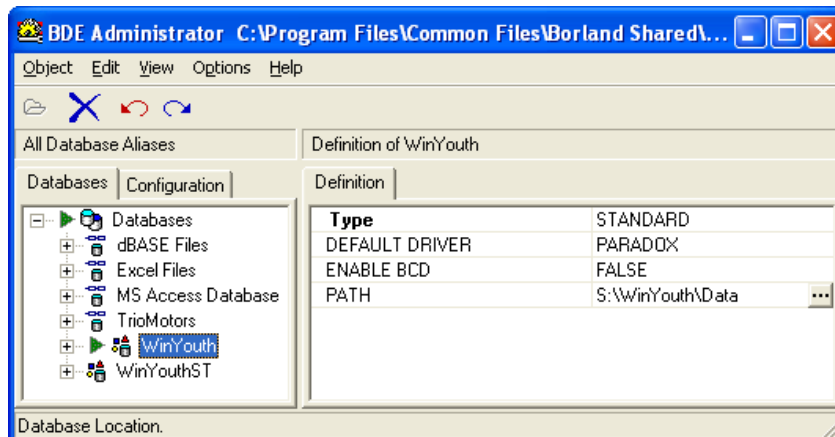
- The following screen will display when all the programming has been installed. Click **Finish** to complete the installation.
- FOLLOW through the Database Setup Wizard, using the defaults, even though your Data folder is on the X: drive. Just “pretend” temporarily that your Data is at C:/Program Files/Youth Enrollment/Data. We’ll fix that shortly.**
- You will be asked during the Database Setup Wizard to enter your county access codes. They should be somewhere in your office (maybe in a Martech notebook), and are also on the web at <http://www.extension.iastate.edu/4H/blueribbon/BRinstallcodes.htm>
- When you are finished installing software, restart your computer, logging in with your usual account name.
- If you have used your own version 2.5 CD, you must download and install the patch that is located at <http://www.extension.iastate.edu/4H/blueribbon/BRupdates.html>



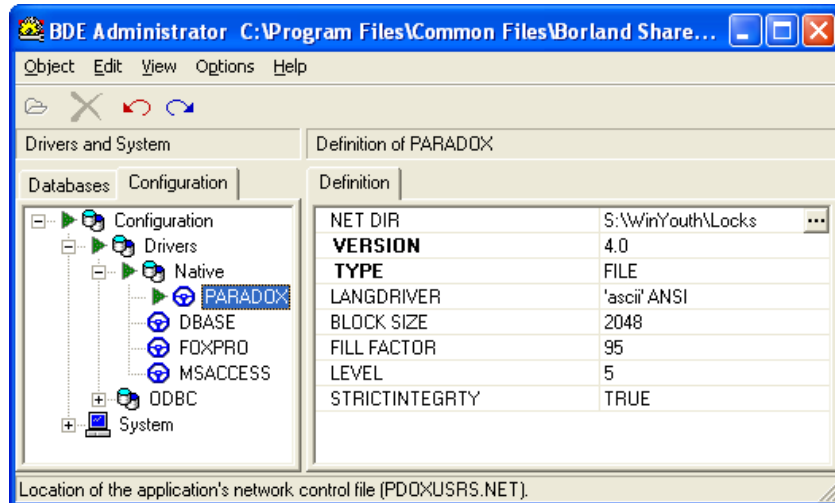
Changing your Data path to the X: drive:

You must set your BR to use the Data folder on the X: drive.

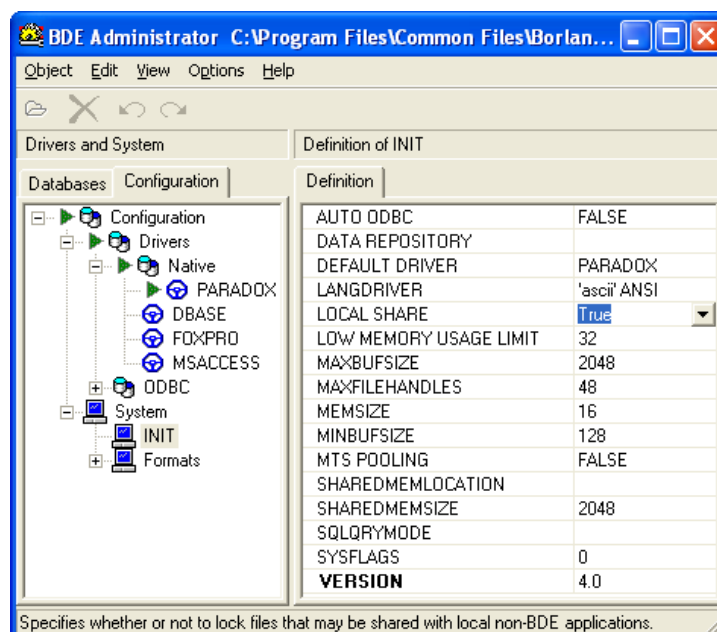
- Go to your Start Menu, Programs, Youth Enrollment, BDE Admin and click on the Databases tab.
- Select the **WORD** WinYouth. (Be sure not to click the “plus” sign or the icon)
- The Data path must be **X:\Winyouth\CountyData** (Use the “...” button to locate this directory. Be sure that the entire path is listed, with YOUR county name, not the word “County” (example: X:\Winyouth\AdairData)



- Now click on the **Configuration** tab.
- Click on the Plus Sign next to **Configuration**, then the Plus Sign next to **Drivers**, then the Plus Sign next to **Native**. Select the **PARADOX** icon.



- The Net-Dir must be **X:\Winyouth\CountyLocks** (Use the "..." button to locate this directory. Again, use your own county name instead of "County". Also click on **Level** and change it to "5".
- Click on the **DBASE** icon, and also change the **Level** to "5".
- Now, on the left, click on the Plus Sign next to **System** and select the **INIT** entry
- The **Local Share** must be set to **True**
- Exit from BDE Admin, choosing "yes" or "OK" to all prompts to save changes.



Setting Preferences:

Preferences are set once-per-machine, so on a new machine you need set to what you had on your old machine.

- ◆ Start Blue Ribbon running. You will see a message about entering your county code.
 1. Click OK – the Preferences screen will come up. Enter your 3-digit county code in the correct box.
 2. Other preferences you may wish to set on the **Default Member Entry** tab are:
 - a. **Default Delivery Mode.** This only affects group enrollments, so change it to either school enrichment or special interest. That way you won't accidentally have a bunch of groups recorded as community clubs.
 - b. **Auto Enter** for Member ID (if you don't need to keep your Member ID's the same as the club)
 - c. **Sort Order** (controls the order the records are viewed and default in Find)
 - d. **User-Defined Checkbox** (the text that appears by the fourth checkbox)
 - e. **New record defaults** (ethnic, race, category, status, grade... these will be defaults for NEW records only, and can be overwritten on the member screen if needed)
 3. Go to the **Default Parent Entry** tab and choose **Auto Enter** for the ID number. That will save you from some nasty error messages when you enter new members.
 4. You may wish to go to the **Default Project Settings** tab, and set defaults for a NEW Project entry. These only affect newly-added projects, and can be overwritten on the member screen at any time.
 5. Exit Preferences when done.