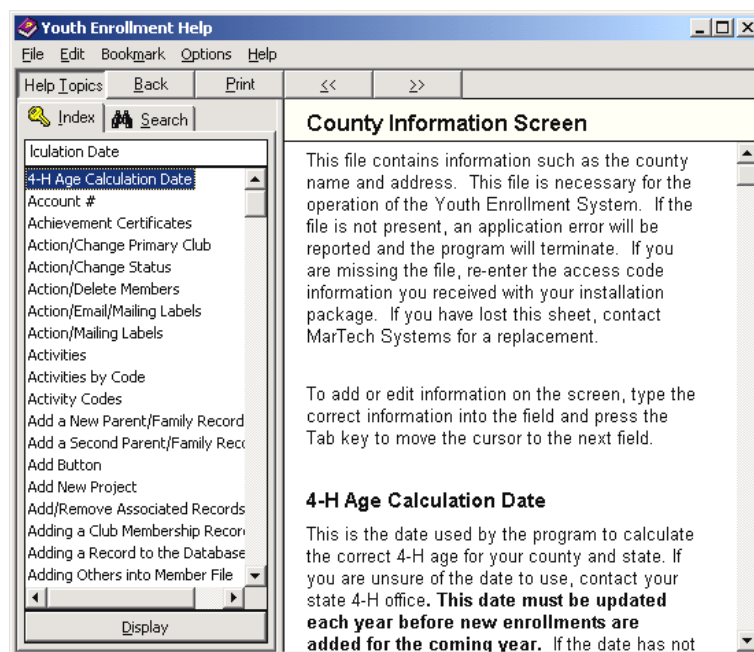


Martech has added the manual to the Help|Help Topics menu option. However, it's possible that you may have to "locate" that Help file before using it.

- ◆ Choose **Help|Help Topics**.
- ◆ If you get an error message box, choose to **Locate File**.
- ◆ It is located at **C:/Program Files/Youth Enrollment/HELPPFILE**.
- ◆ Once you've located it, you should be able to access this file at any time. It is in the familiar Windows-application style shown below.



**Note:** Since the Help File is located on the C:/ drive, you will need to "locate" it the first time you use it on each computer.