Search Party Setup Guide

This guide will assist the user in copying their Search Party Application from the CD to their system.

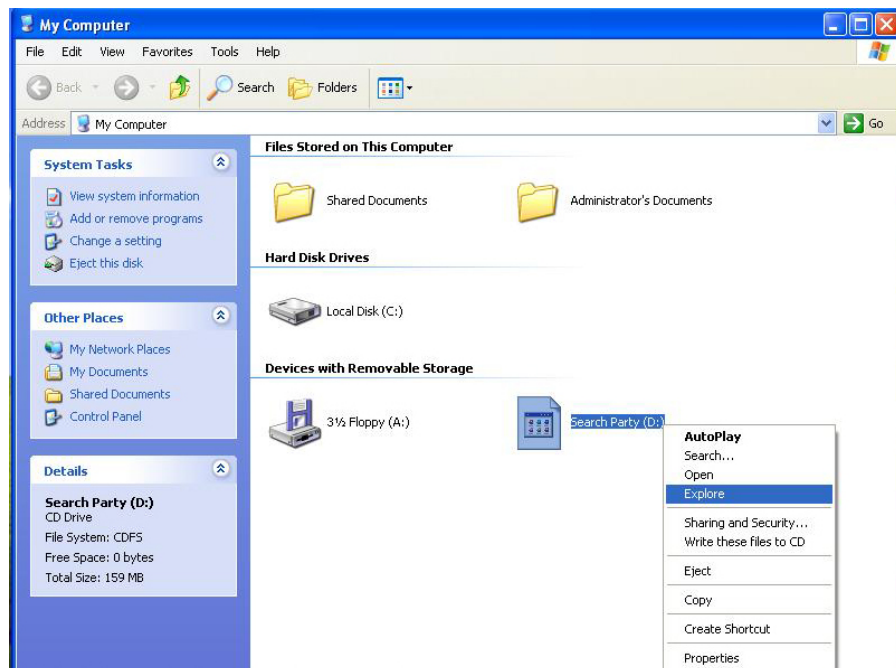**Please choose your Operating System from the list below for instructions.**

- ***Microsoft Windows XP***

- ***Microsoft Windows Vista***

- ***Microsoft Windows 7***

- ***Microsoft Windows 8***
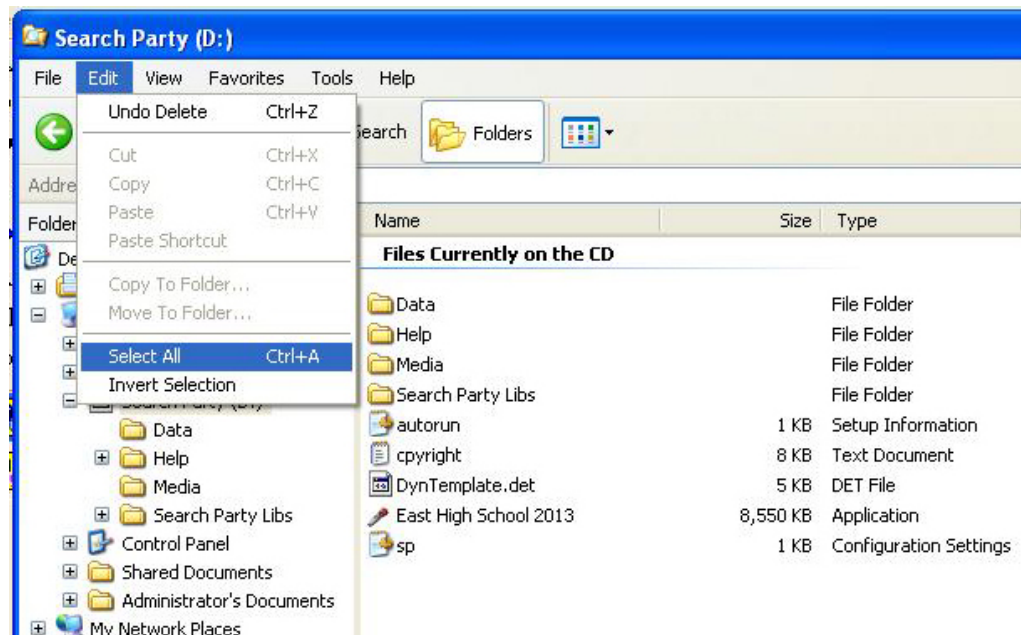
Microsoft Windows XP

Step 1: Choose **START Button** located in the lower left corner. Select **My Computer** from the **Start Menu**.
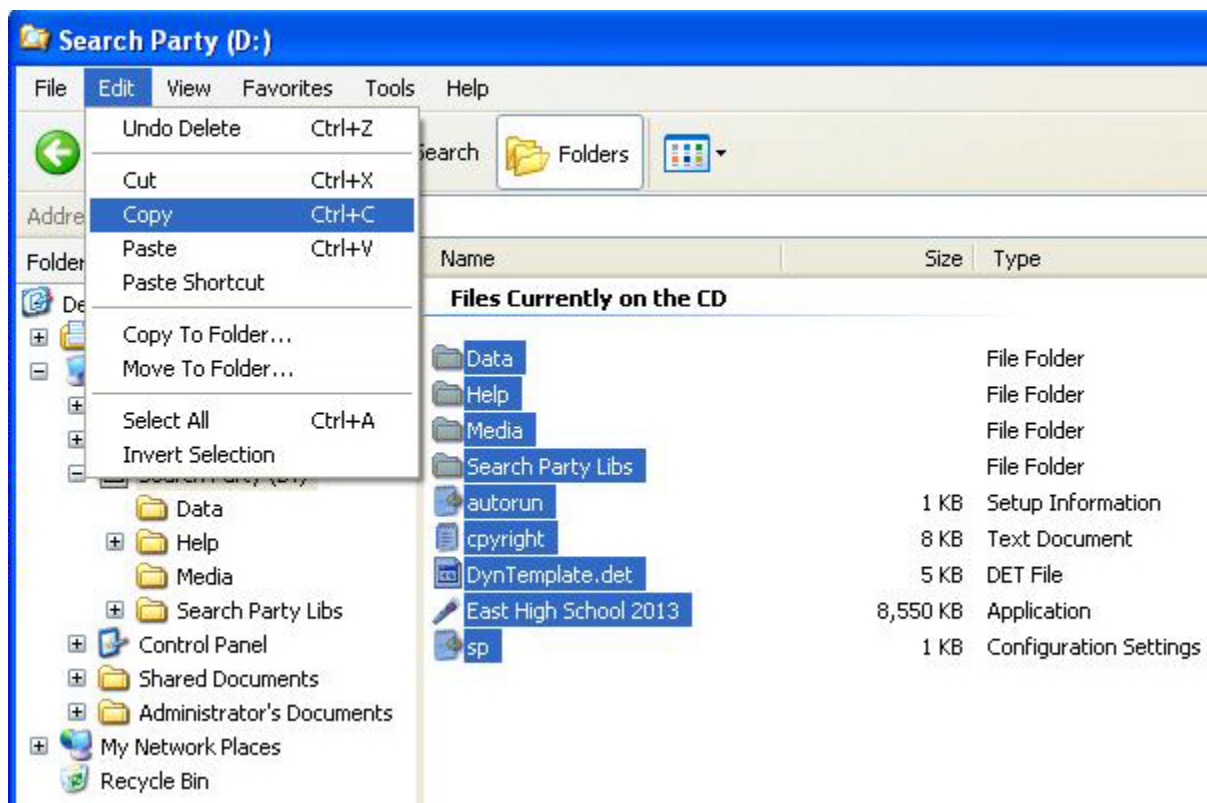

Step 2: The **My Computer** window will appear. This window will list all connected drives. Right-Click on your CD-ROM/DVD-ROM Drive. From the shortcut menu choose **Explore**.
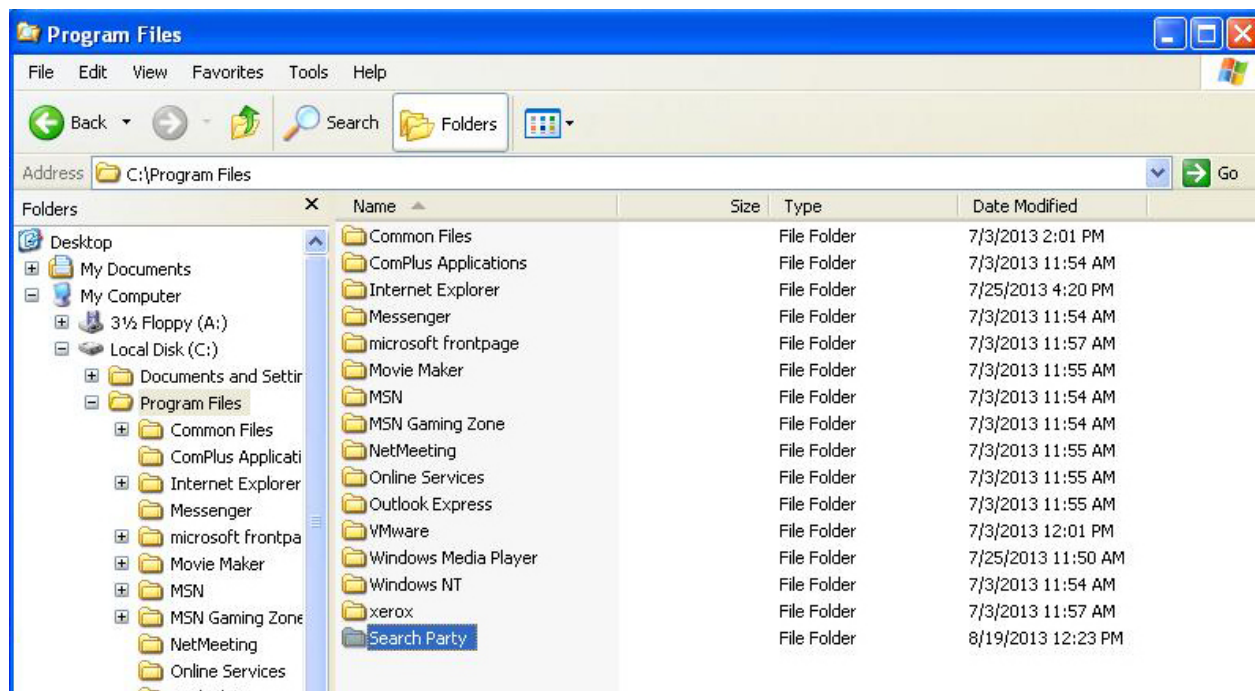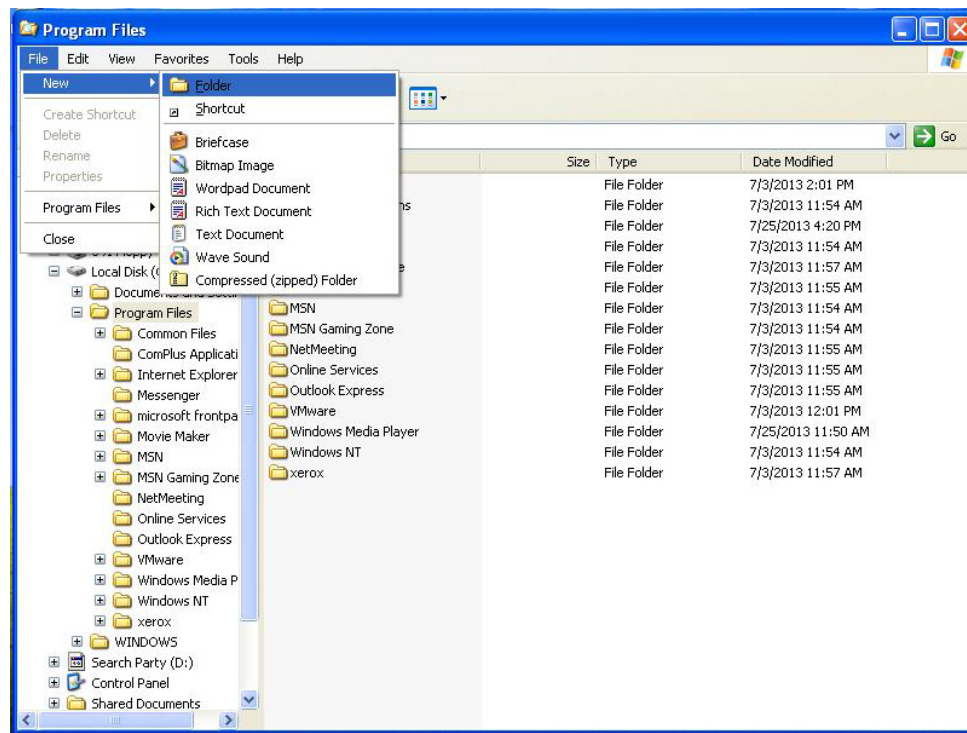
Step 3: The current window will now reflect the content of the CD-ROM. Choose **Edit** from the toolbar and select the **Select All** option. This will highlight all the files located on the CD-ROM.
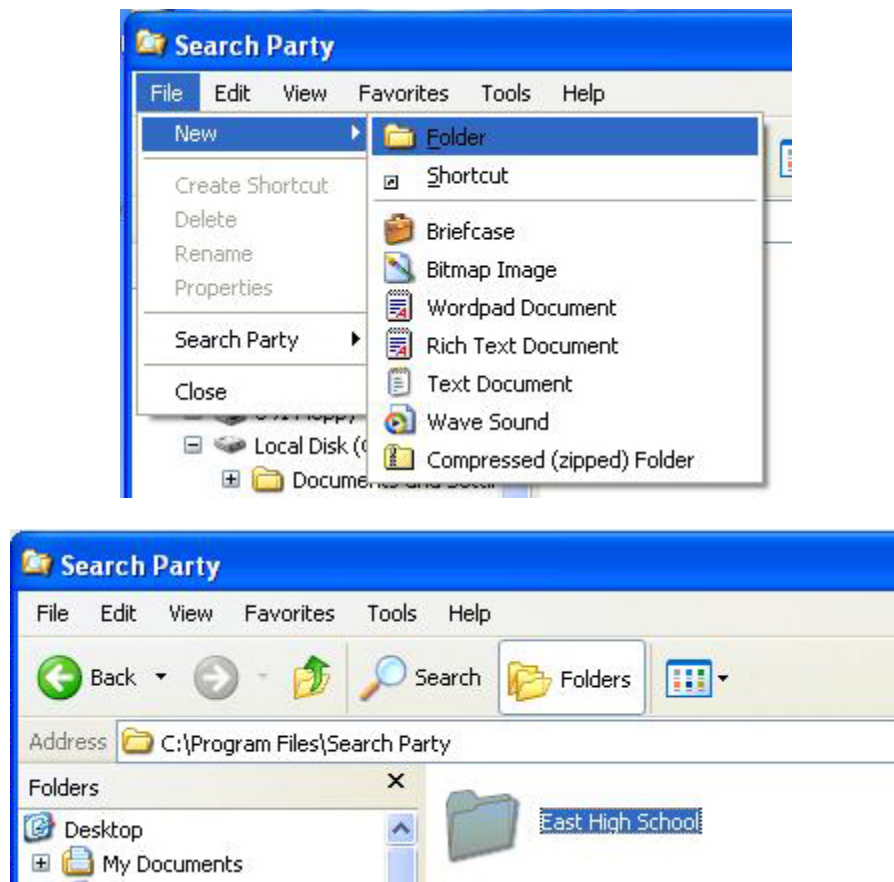

Step 4: Once all the files located on the CD-ROM have been highlighted. Choose **Edit** from the toolbar once more and select the **Copy** option. This will copy the selected files, to be moved to your system.
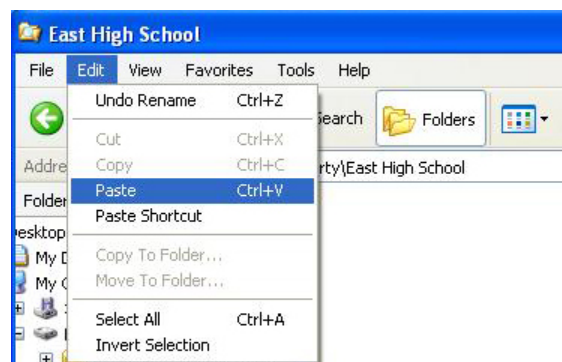
Step 5: Using the folder tree in the left frame, navigate to **Local Disk (C:) > Program Files**. This is the location which Applications are stored. Choose **File** from the toolbar and select **New > Folder**. A new folder will be created, name it **Search Party**.

Step 7: Double-click the newly created Search Party Directory. A new folder is needed once more for your School/Organization. Click **File** from the toolbar and select **New > Folder**. Type the name of your School/Organization.
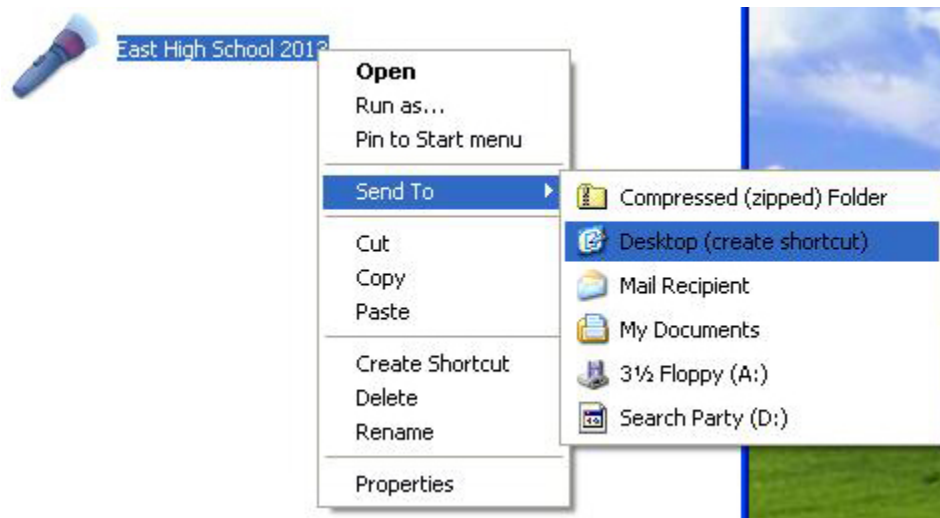

Step 8: Double-click the newly created folder for your School/Organization. This folder is currently empty. Select **Edit** from the toolbar and choose the **Paste** option. This will copy all the files from the CD-ROM to this directory.
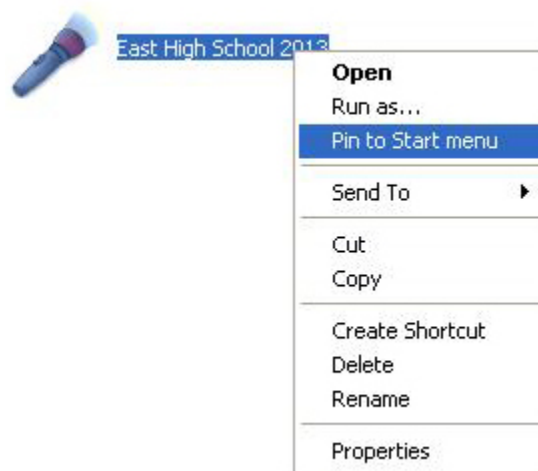
Step 9: Once all the files have finishing copying, you may either choose to create a shortcut on the Desktop or on the Start Menu.

Step 10: To create these shortcuts, right-click the file containing the name of the School/Organization (this file will have a red flashlight icon). From the gray shortcut menu choose **Send To > Desktop (create shortcut)**. This will create a shortcut on the desktop for quicker access.
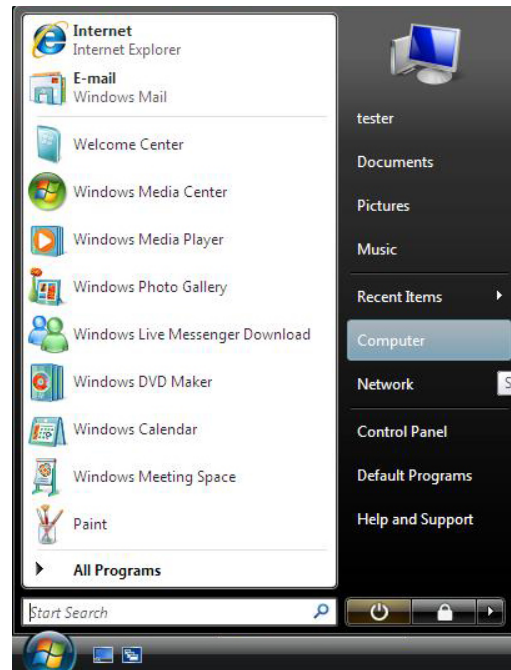

To pin a shortcut to the Start Menu, right-click the file containing the name of the School/Organization (this file will have a red flashlight icon). From the gray shortcut menu choose **Pin to Start Menu**. This will create a shortcut on the Start Menu for quicker access.
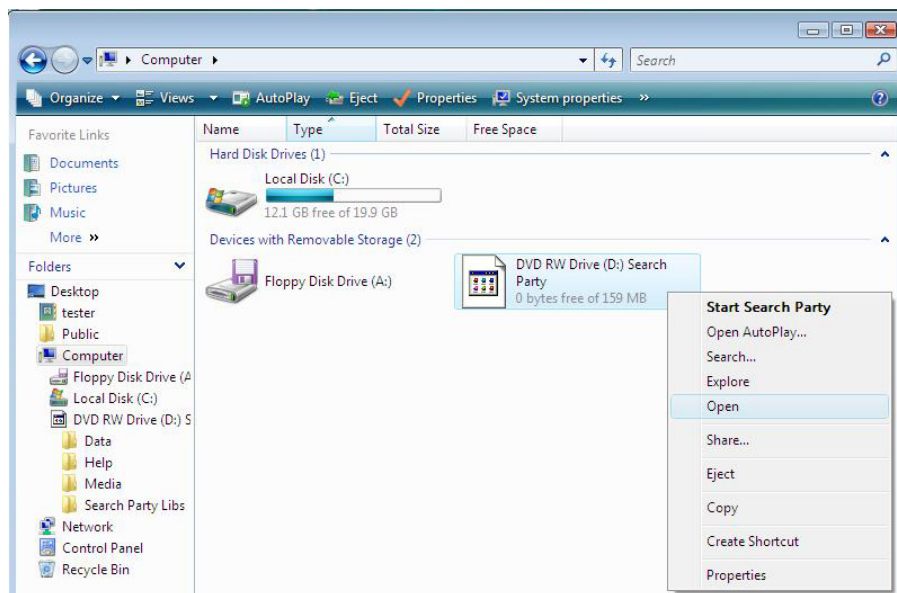

To launch the Search Party Application, simply choose the newly created shortcuts on the Desktop or from the Start Menu.
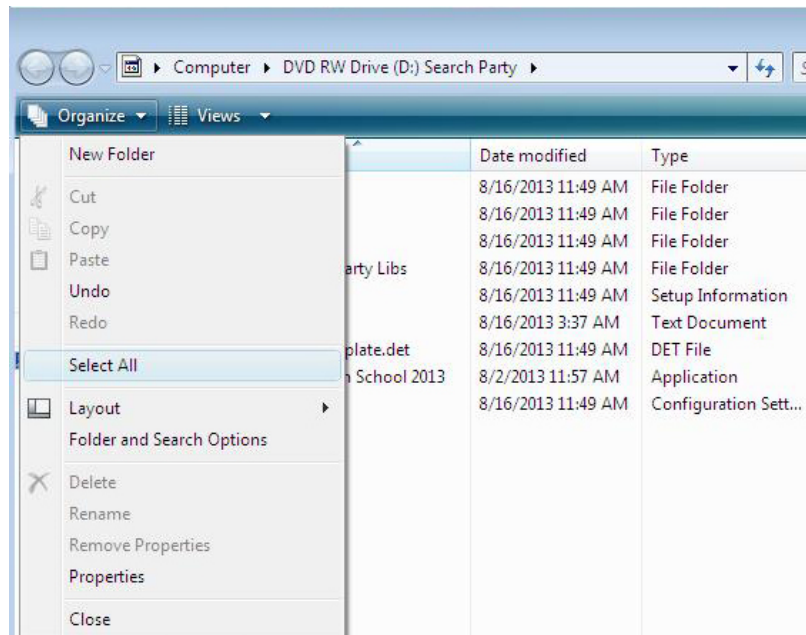
Microsoft Windows Vista

Step 1: Choose **START Button** located in the lower left corner. Select **Computer** from the **Start Menu**.
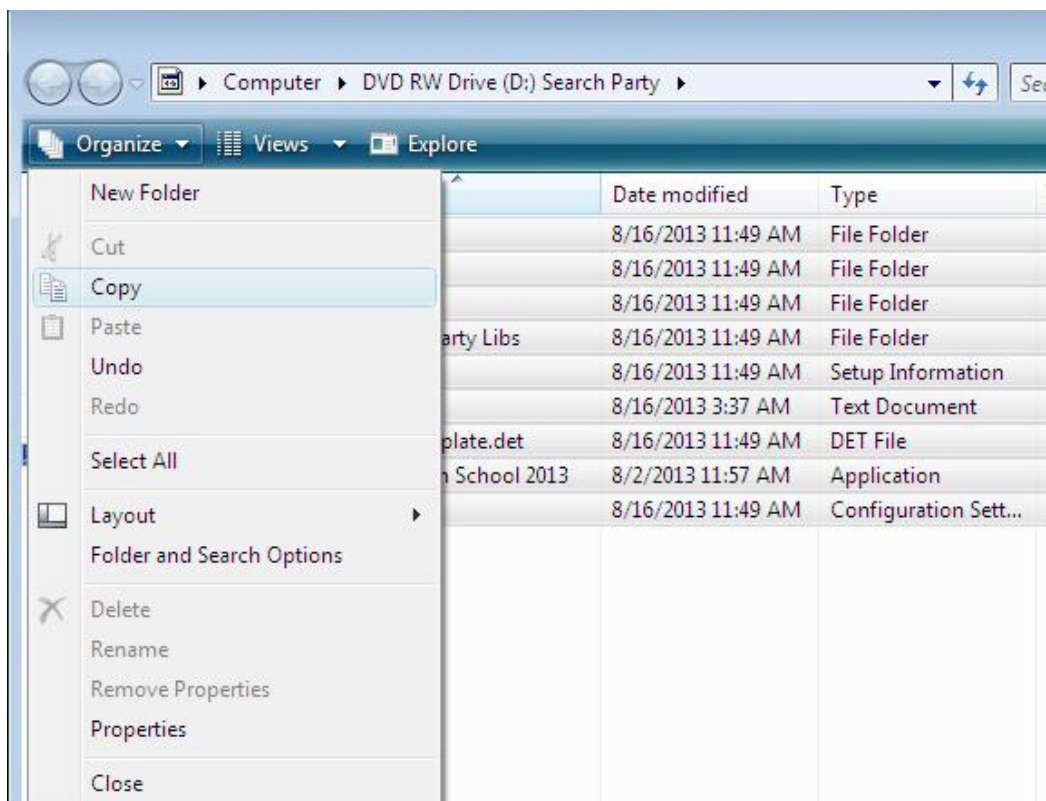

Step 2: The **Computer** window will appear. This window will list all connected drives. Right-Click on your CD-ROM/DVD-ROM Drive. From the shortcut menu choose **Open**.

Step 3: The current window will now reflect the content of the CD-ROM. Choose **Organize** from the toolbar and select the **Select All** option. This will highlight all the files located on the CD-ROM.
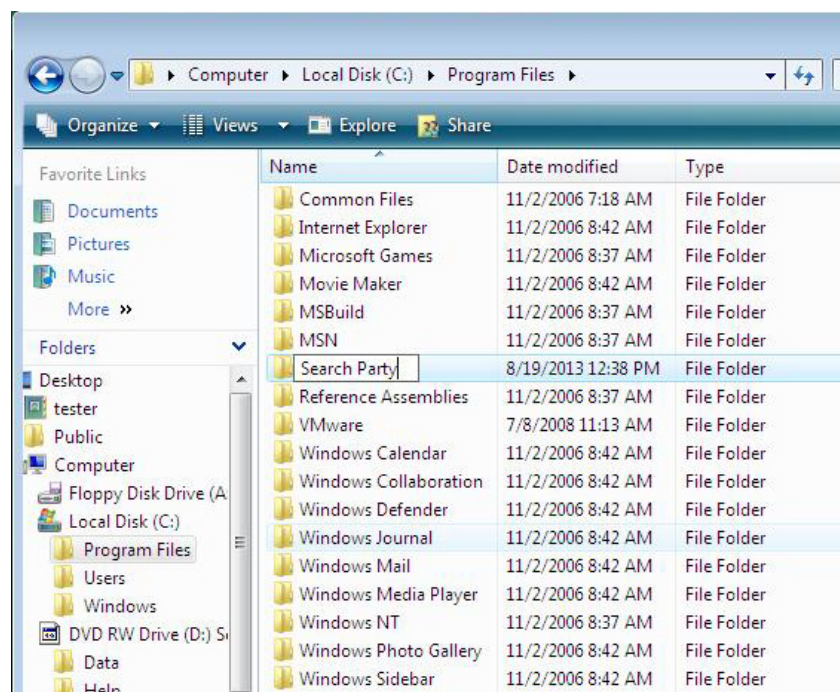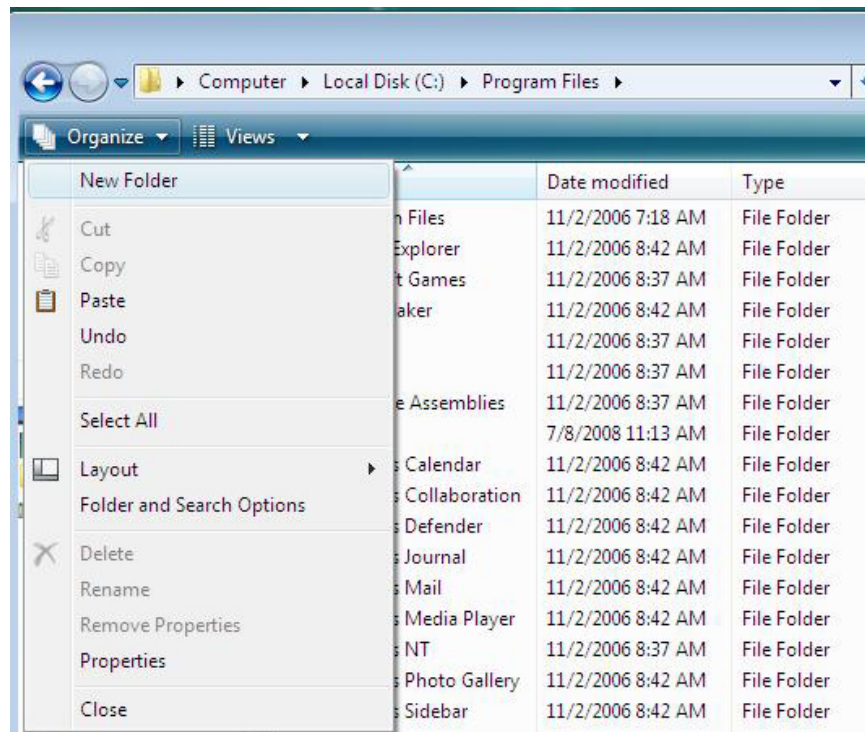

Step 4: Once all the files located on the CD-ROM have been highlighted. Choose **Organize** from the toolbar once more and select the **Copy** option. This will copy the selected files, to be moved to your system.
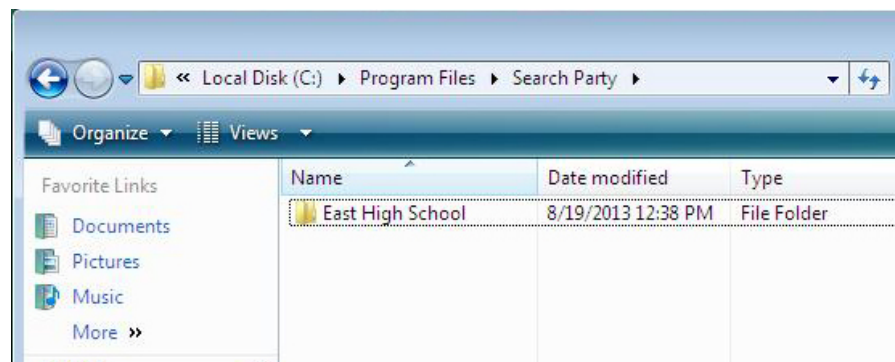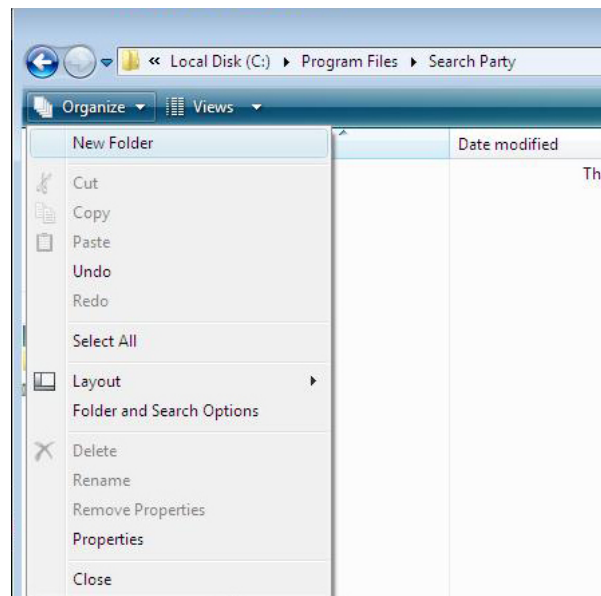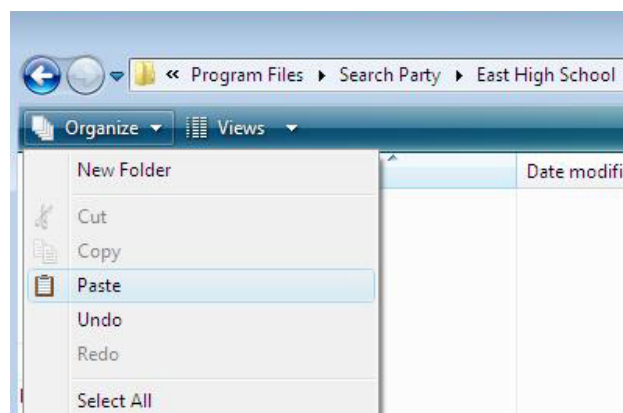
Step 5: Using the folder tree in the left frame, navigate to **Local Disk (C:) > Program Files**. If you are working on a 64-Bit Operating System, please navigate to **Local Disk (C:) > Program Files (x86).**This is the location which Applications are stored. Choose **Organize** from the toolbar and select **New Folder**. A new folder will be created, name it **Search Party**.

Step 7: Double-click the newly created Search Party Directory. A new folder is needed once more for your School/Organization. Click **Organize** from the toolbar and select **New Folder**. Type the name of your School/Organization.
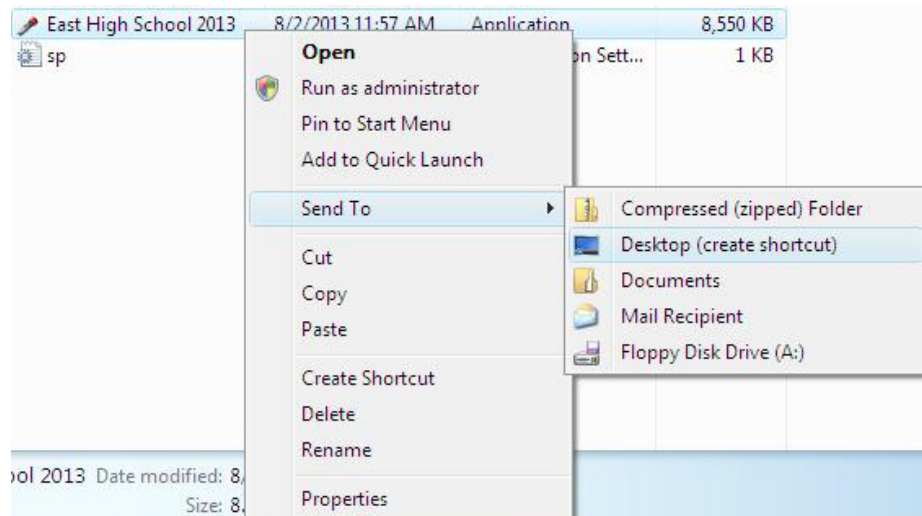

Step 8: Double-click the newly created folder for your School/Organization. This folder is currently empty. Select **Organize** from the toolbar and choose the **Paste** option. This will copy all the files from the CD-ROM to this directory.
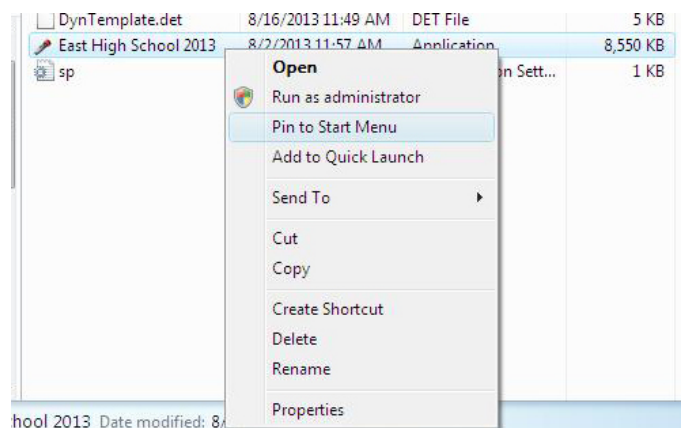
Step 9: Once all the files have finishing copying, you may either choose to create a shortcut on the Desktop or on the Start Menu.

Step 10: To create these shortcuts, right-click the file containing the name of the School/Organization (this file will have a red flashlight icon). From the gray shortcut menu choose **Send To > Desktop (create shortcut)**. This will create a shortcut on the desktop for quicker access.
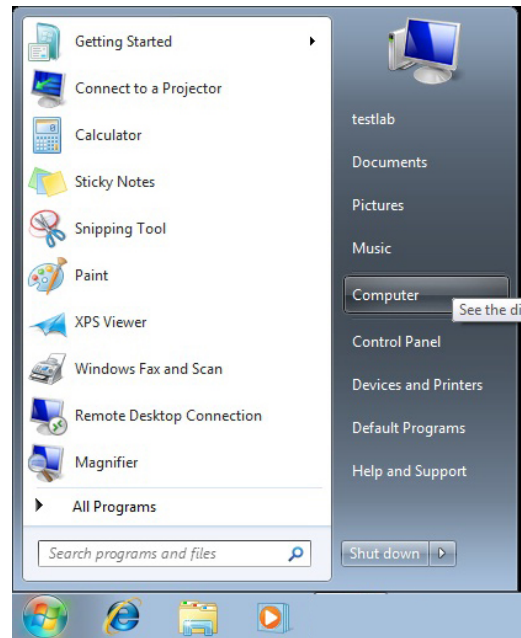

To pin a shortcut to the Start Menu, right-click the file containing the name of the School/Organization (this file will have a red flashlight icon). From the gray shortcut menu choose **Pin to Start Menu**. This will create a shortcut on the Start Menu for quicker access.
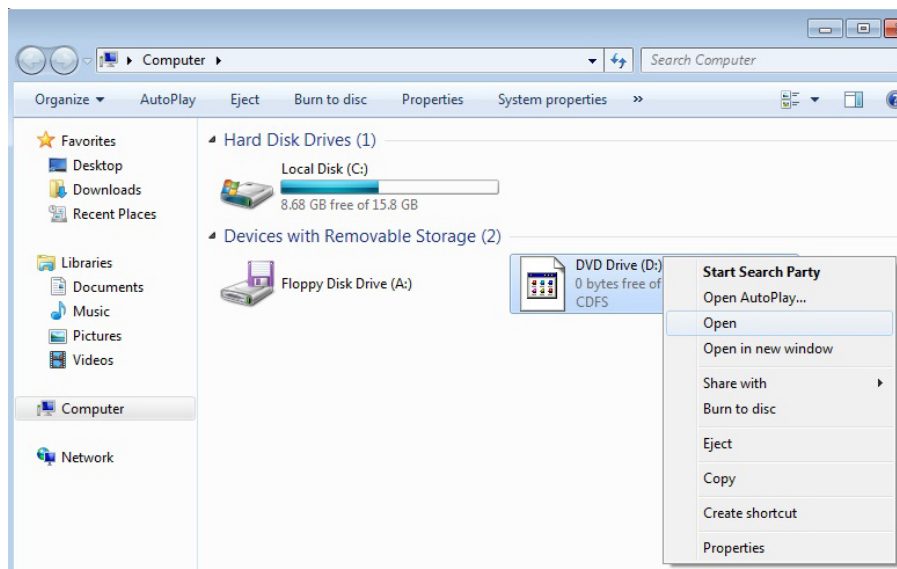

To launch the Search Party Application, simply choose the newly created shortcuts on the Desktop or from the Start Menu.
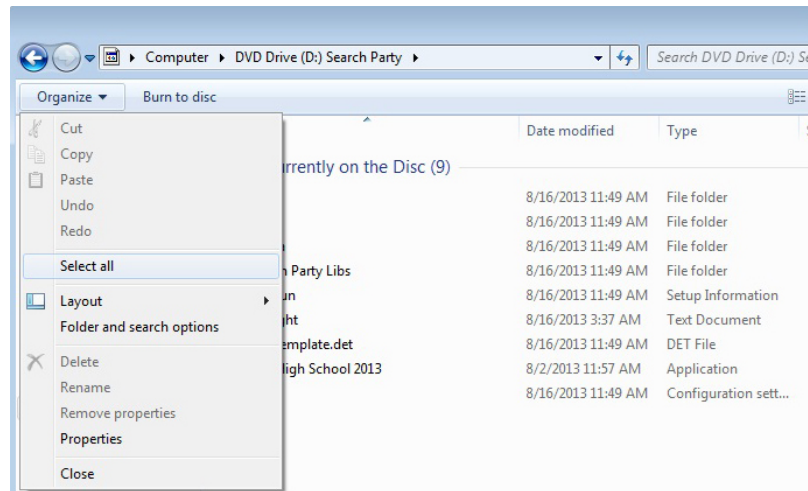
Microsoft Windows 7

Step 1: Choose **START Button** located in the lower left corner. Select **Computer** from the **Start Menu**.
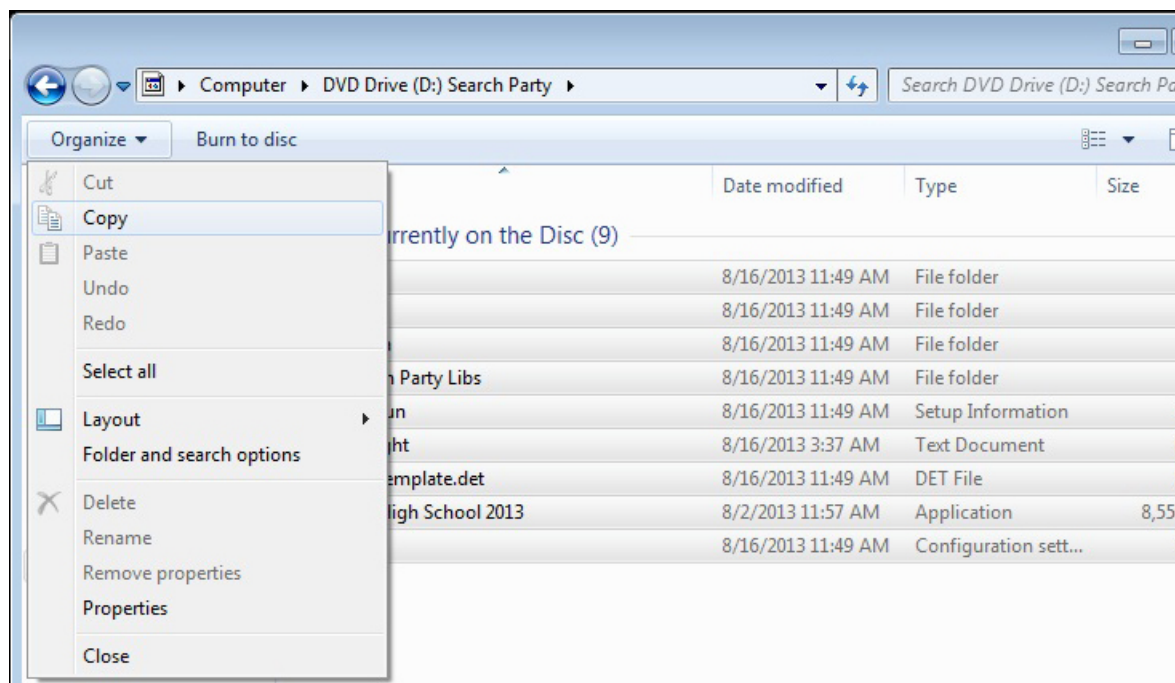

Step 2: The **Computer** window will appear. This window will list all connected drives. Right-Click on your CD-ROM/DVD-ROM Drive. From the shortcut menu choose **Open**.

Step 3: The current window will now reflect the content of the CD-ROM. Choose **Organize** from the toolbar and select the **Select All** option. This will highlight all the files located on the CD-ROM.
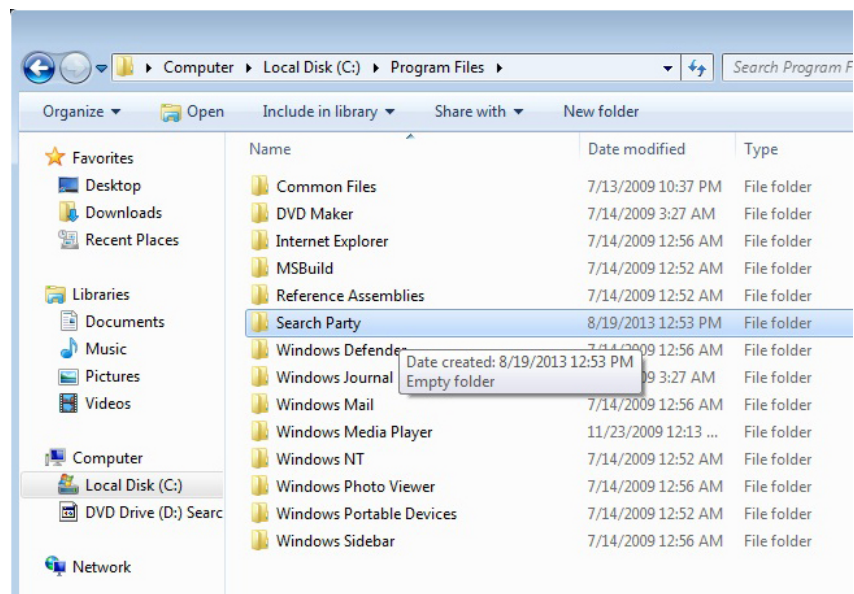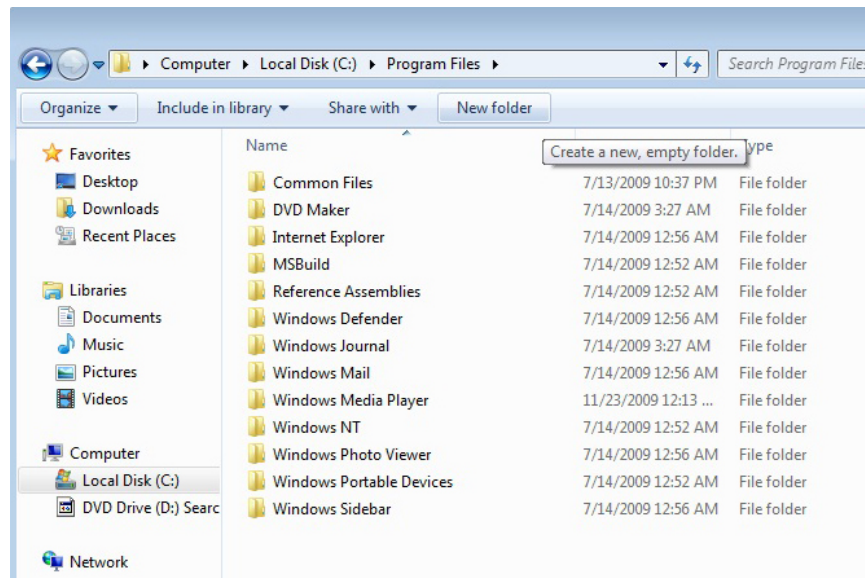

Step 4: Once all the files located on the CD-ROM have been highlighted. Choose **Organize** from the toolbar once more and select the **Copy** option. This will copy the selected files, to be moved to your system.
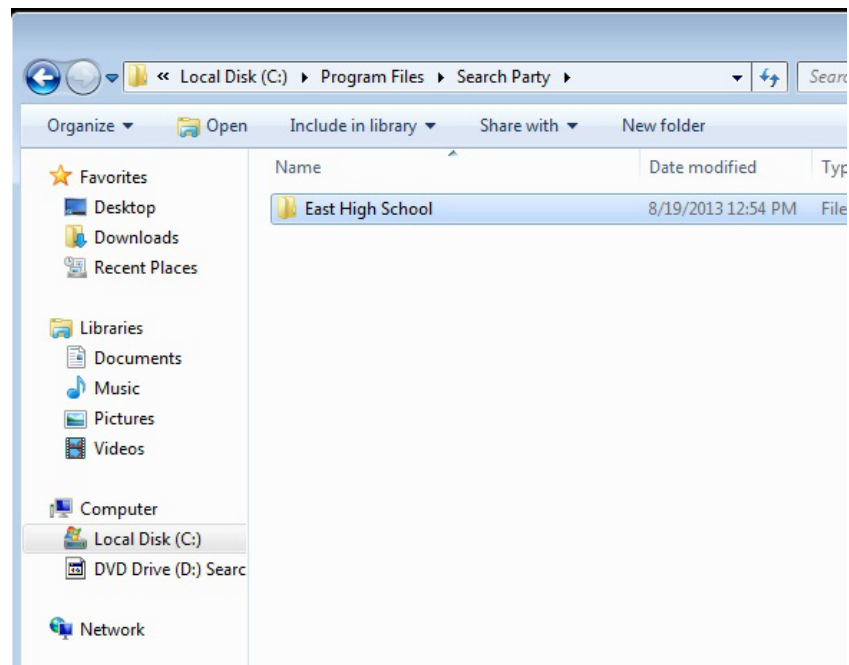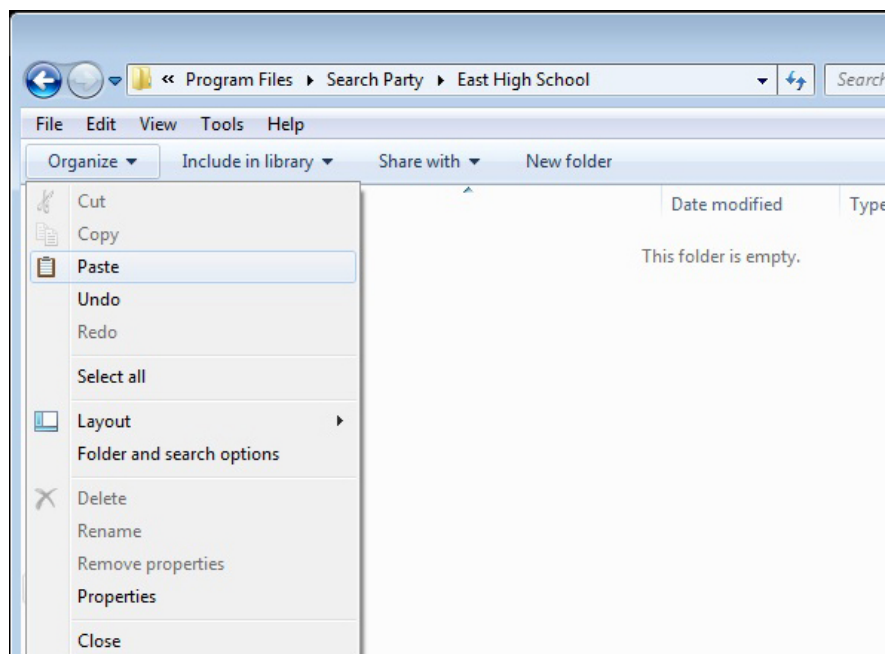
Step 5: Using the folder tree in the left frame, navigate to **Local Disk (C:) > Program Files**. If you are working on a 64-Bit Operating System, please navigate to **Local Disk (C:) > Program Files (x86).** This is the location which Applications are stored. Choose **New Folder** from the toolbar. A new folder will be created, name it **Search Party**.

Step 7: Double-click the newly created Search Party Directory. A new folder is needed once more for your School/Organization. Click **New Folder** from the toolbar. Type the name of your School/Organization.
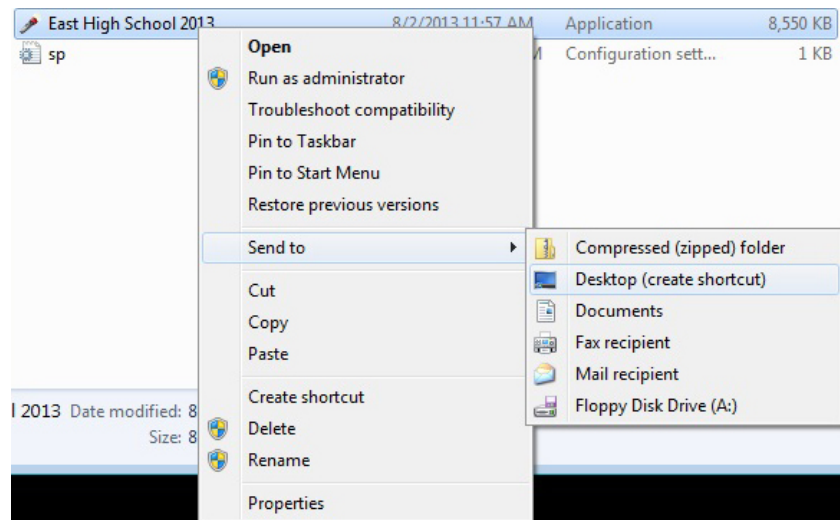

Step 8: Double-click the newly created folder for your School/Organization. This folder is currently empty. Select **Organize** from the toolbar and choose the **Paste** option. This will copy all the files from the CD-ROM to this directory.
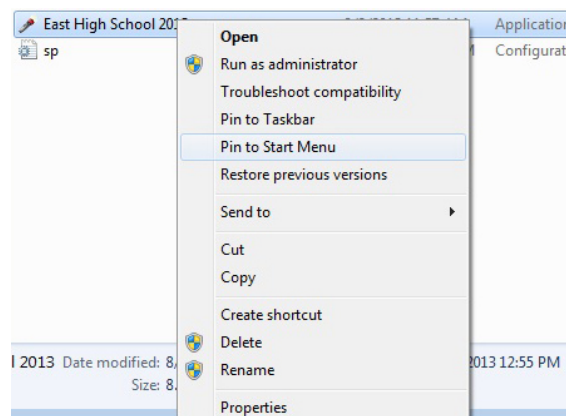
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To pin a shortcut to the Start Menu, right-click the file containing the name of the School/Organization (this file will have a red flashlight icon). From the gray shortcut menu choose **Pin to Start Menu**. This will create a shortcut on the Start Menu for quicker access.
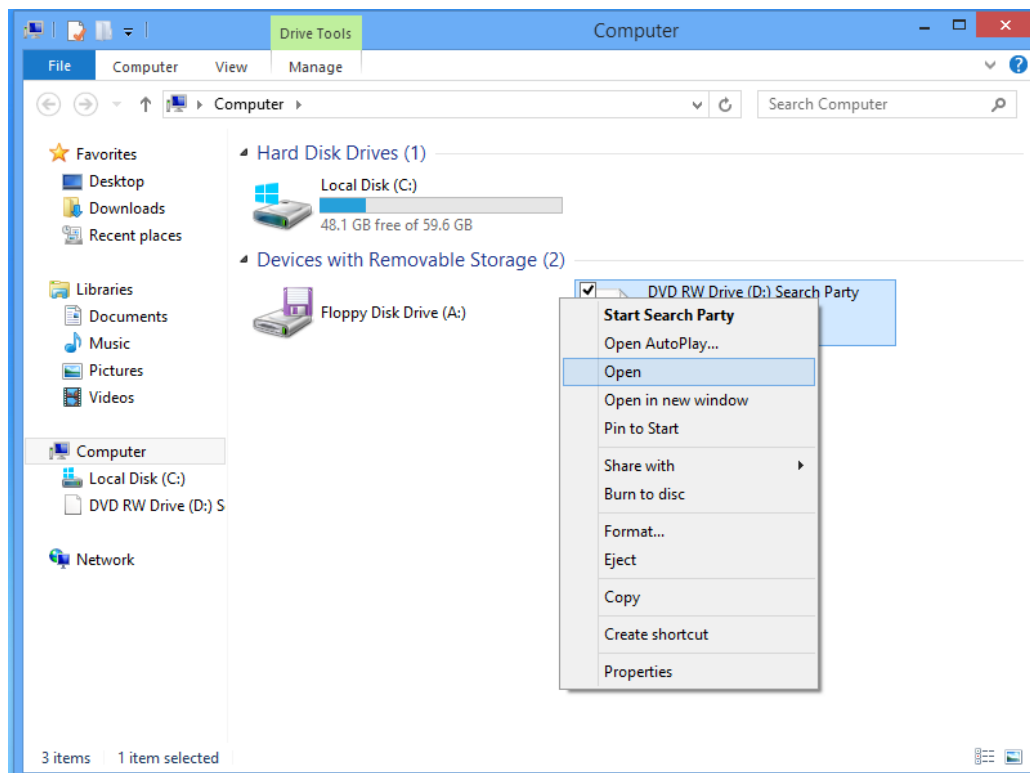

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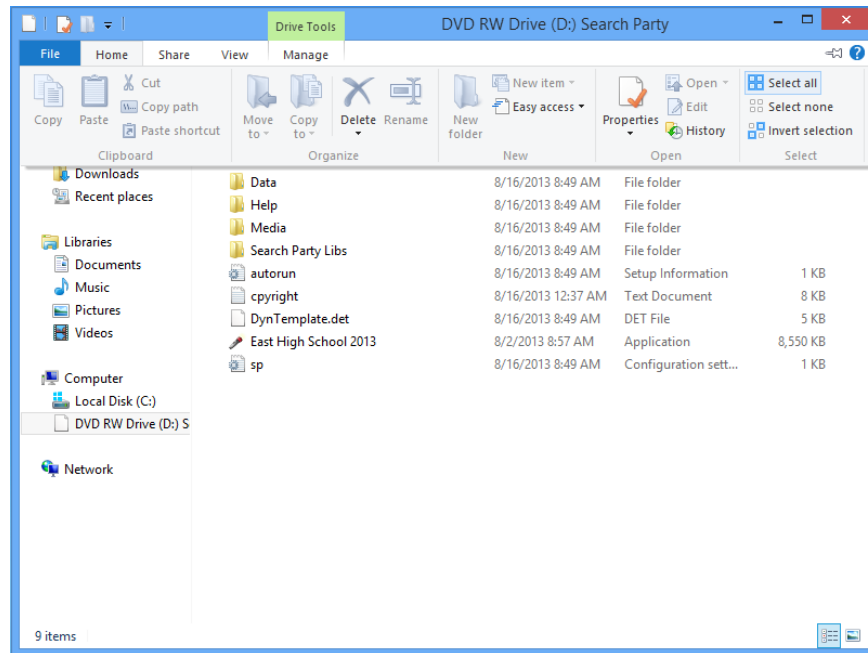
Microsoft Windows 8

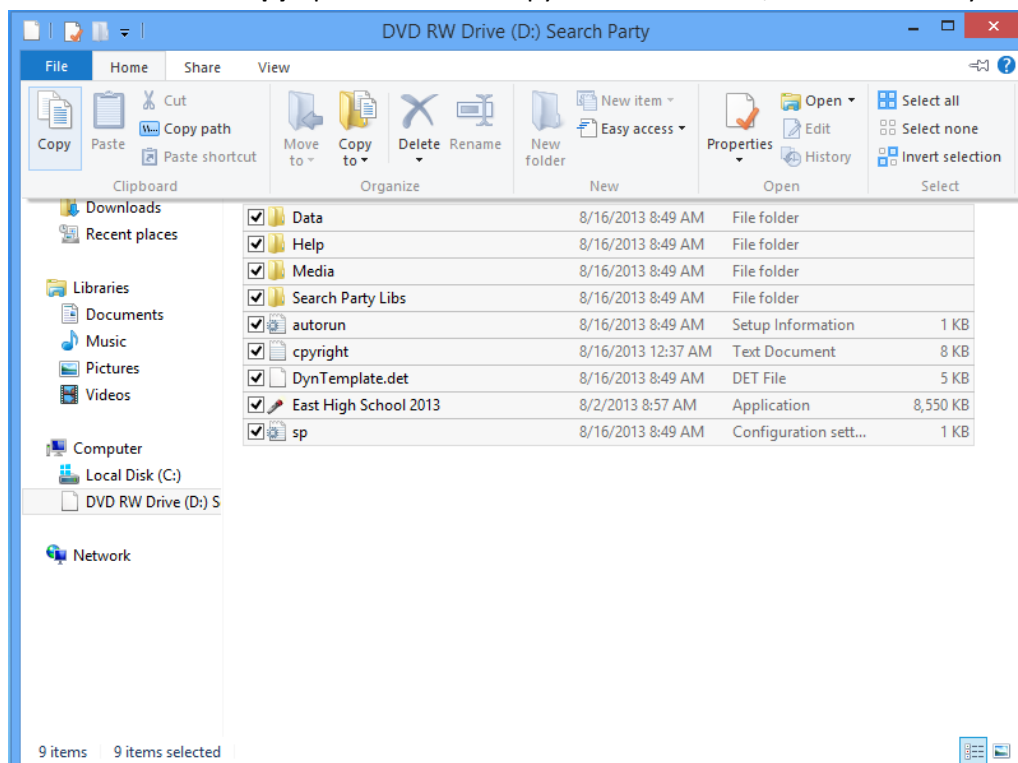<u>Step 1:</u> Select **Computer** from the **Desktop**.

<u>Step 2:</u> The **Computer** window will appear. This window will list all connected drives. Right-Click on your CD-ROM/DVD-ROM Drive. From the shortcut menu choose **Open**.

Step 3: The current window will now reflect the content of the CD-ROM. Choose **Home** from the toolbar and select the **Select All** option. This will highlight all the files located on the CD-ROM.
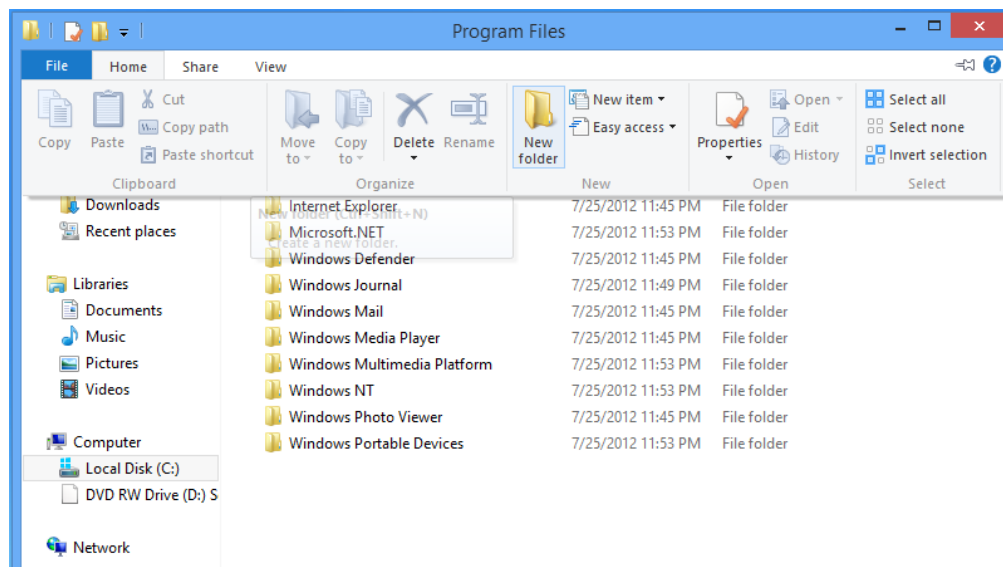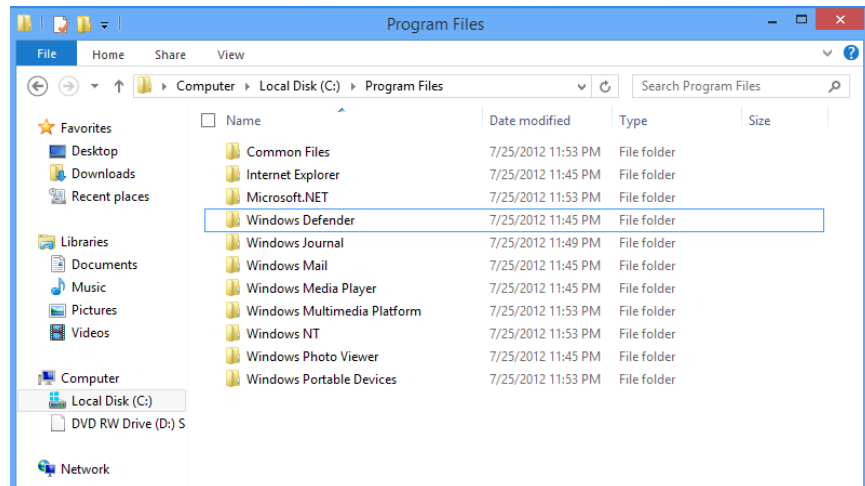

Step 4: Once all the files located on the CD-ROM have been highlighted. Choose **Home** from the toolbar once more and select the **Copy** option. This will copy the selected files, to be moved to your system.
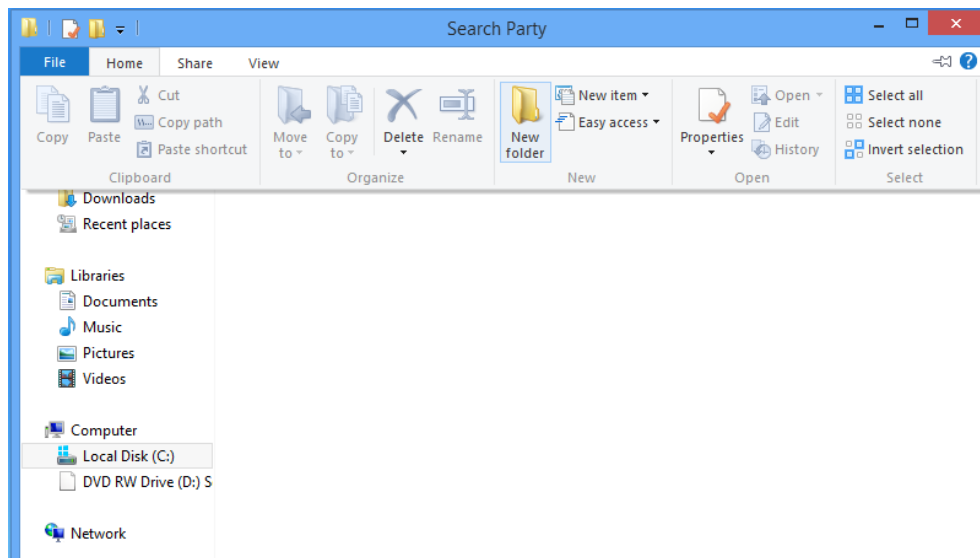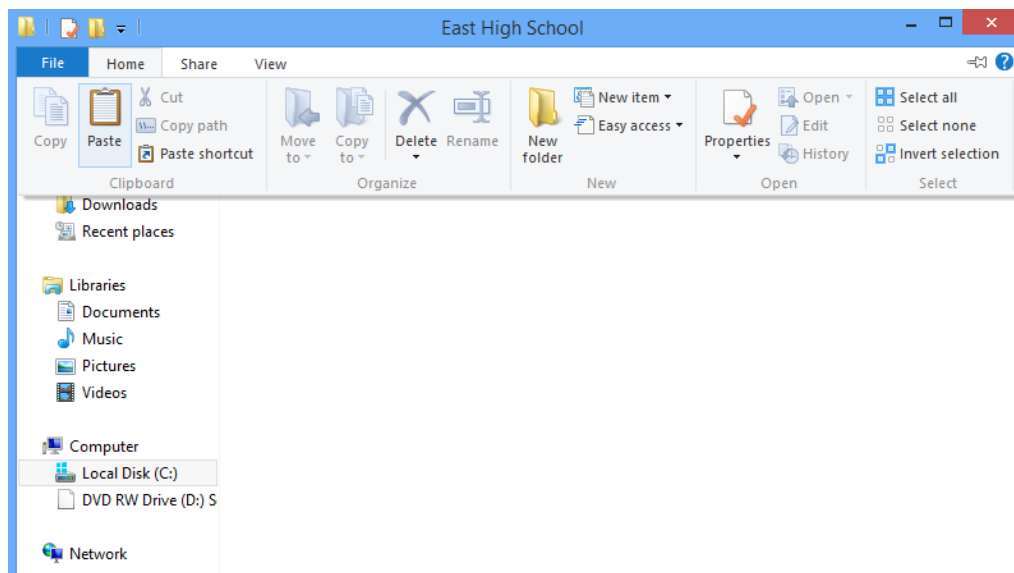
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Step 6: Double-click the newly created Search Party Directory. A new folder is needed once more for your School/Organization. Choose **Home** from the toolbar and select the **New Folder** option. Type the name of your School/Organization.
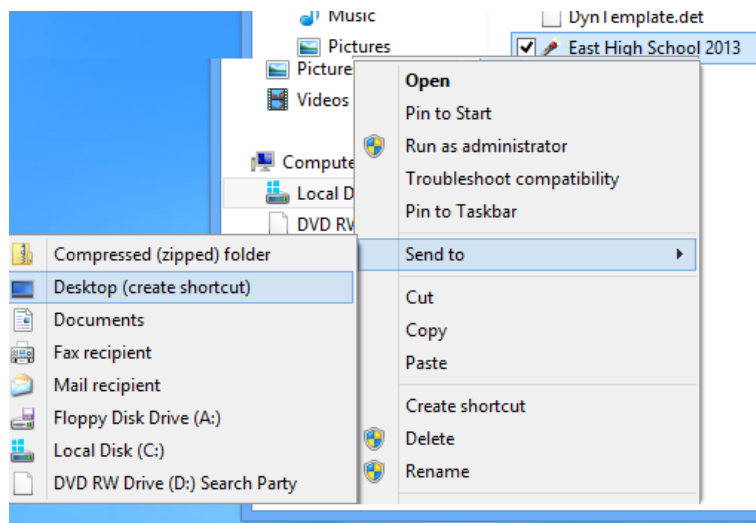

Step 7: Double-click the newly created folder for your School/Organization. This folder is currently empty. Choose **Home** from the toolbar and choose the **Paste** option. This will copy all the files from the CD-ROM to this directory.
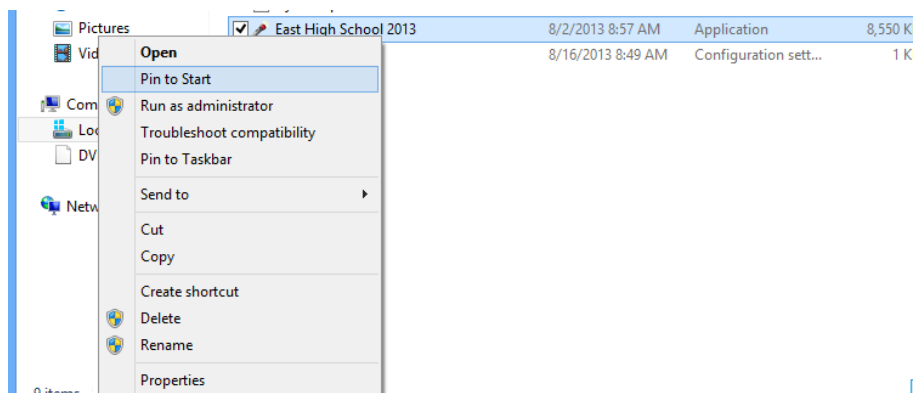
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To pin a shortcut to the Start Menu, right-click the file containing the name of the School/Organization (this file will have a red flashlight icon). From the gray shortcut menu choose **Pin to Start**. This will create a shortcut on the Start Menu for quicker access.

To launch the Search Party Application, simply choose the newly created shortcuts on the Desktop or from the Start Menu.