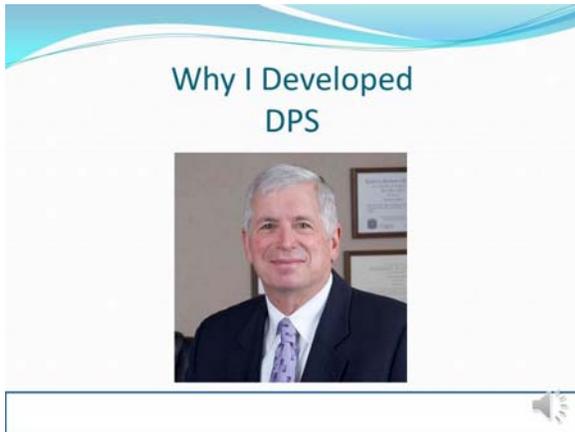
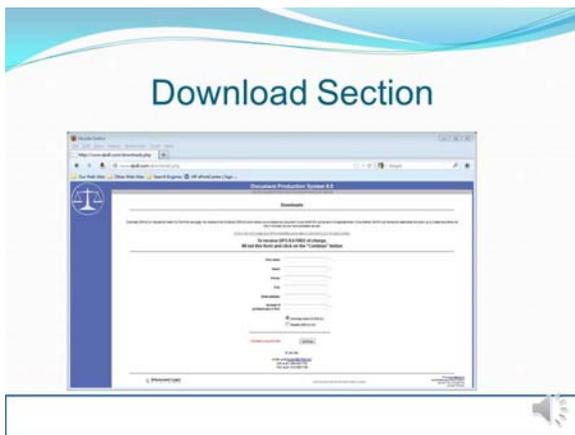


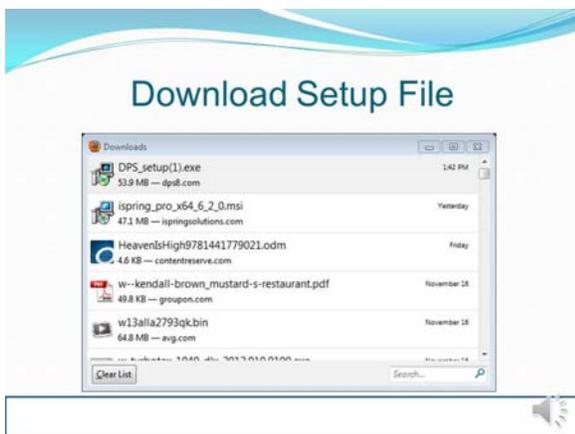
Keys To Installing DPS



My name is Kendall Brown, and I have been a practicing attorney for over 40 years. More than 15 years ago I decided to develop a software program which would enable me to produce documents much easier and more consistently. The basic concept was to create the abilities of a paralegal in a software product. DPS is available for attorneys throughout the United States.



DPS can be downloaded from the Downloads section of www.dps8.com. Enter the information requested on this page. Select whether you would like to download DPS or receive a CD. Click on Continue.

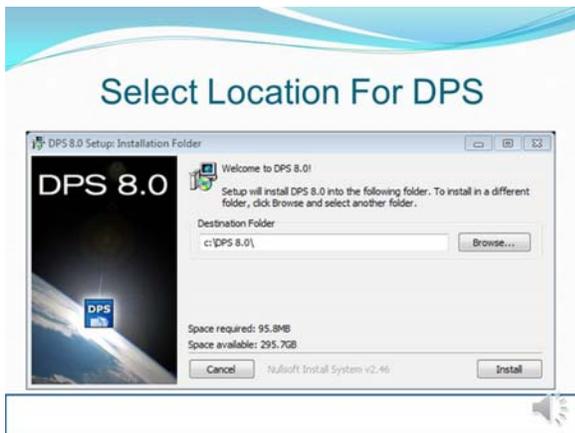


Follow the instructions on the Download Demo page. When DPS has been downloaded, double click on DPS_setup.exe

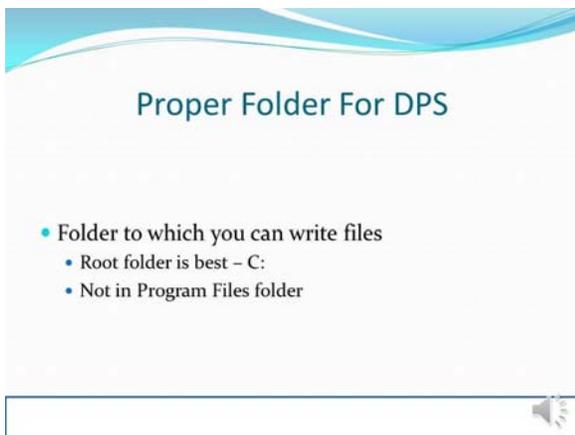
Keys To Installing DPS



Computer security may ask if DPS is a trusted file. If this comes up answer, “yes” or “run.”



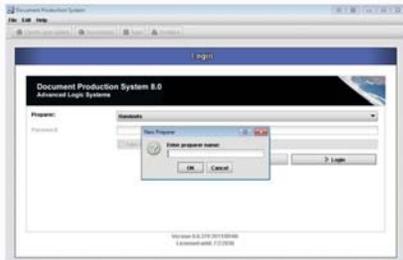
When you install DPS, the setup file will ask you for the location where you would like the program to be stored. By default, this goes to your C drive in the DPS 8.0 folder. If you need to have it in another location, such as if you are on a network, click on the browse button and find the appropriate location.



Because DPS writes files to your computer, such as the answers you have entered for a given client, it is important that the folder where you have installed DPS allows you to write files to that folder and subfolders. If you are using Windows 7 or later, you cannot put it in the program files folder because Windows 7 and later does not allow a user to write to that folder unless permissions are changed. You can also always write to another root directory, such as F, on a network.

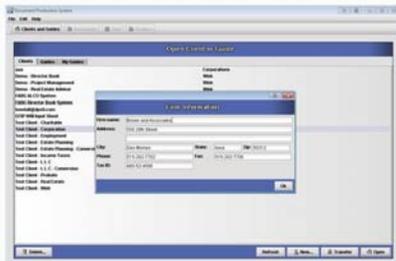
Keys To Installing DPS

Set Up Preparers



After you have installed DPS double click on the DPS icon to start the program. Designate yourself as a preparer by clicking on New and entering your name. You will be the Master Account and can edit Firm Information and Preparers. Do the same for any other people who are going to be preparers. Then click on Login.

Enter Firm Information



Select Edit from the upper left corner. Select Firm Information from the drop down menu. Enter the information requested on this screen.

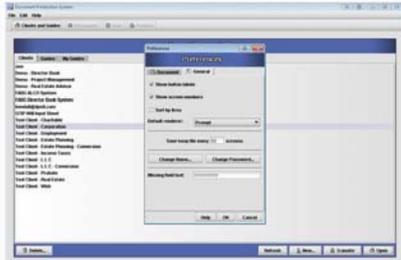
Set Default Margin And Font



You can change how DPS displays the screens and formats the document by selecting Edit and then Preferences from the drop down menu. On the Documents tab you can set your default Margins and Font.

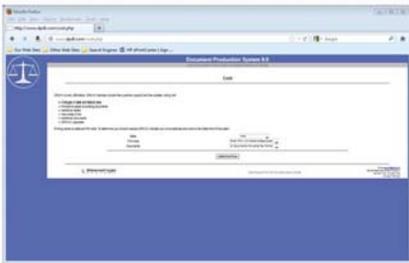
Keys To Installing DPS

Set Defaults



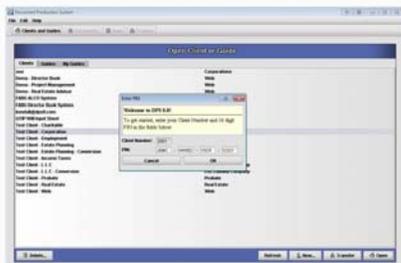
On the General tab you can set the Default renderer, how often backup files are saved and the missing field text. We suggest you check the Show button labels and Show screen numbers boxes on this screen.

Cost Section



To license DPS contact us at 800-454-7703 or support@dps8.com. See the low cost for licensing DPS at the Cost section of www.dps8.com.

Enter PIN



When you have licensed DPS we will send you a PIN. Select Help from the upper left corner and then Enter PIN from the drop down menu. Enter your PIN where indicated.

Keys To Installing DPS

Install DPS On Other Computer

- Install DPS on new computer
- Designate yourself and others as Preparers

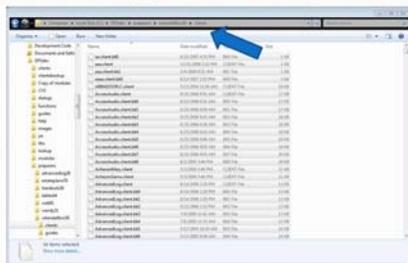
If you need to install DPS on another computer and want to have all of your client files available in that new install, go ahead and install it on the new computer. Create yourself as a preparer and any other people who are going to be using that computer as preparers.

Find Location Of DPS On Old Computer



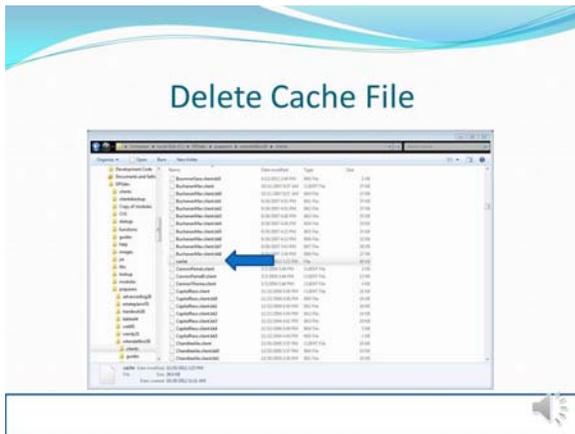
You can find the location of DPS on your old computer by right clicking on the DPS icon. Select Open file location from the drop down menu.

Copy Client Files

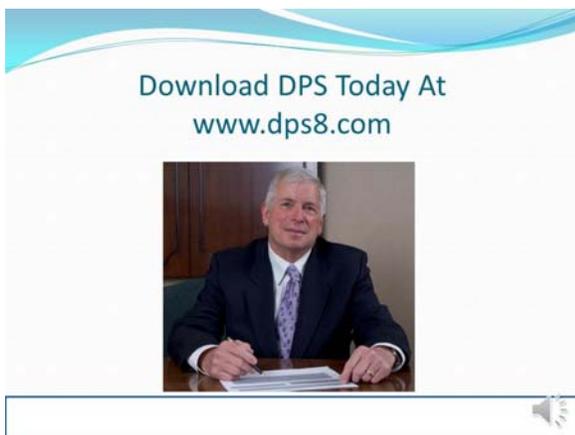


Click on the preparers folder and then on the folder that looks like your name. Click on the clients folder and you will see your clients. Copy all of the files that are in that folder to your new computer's folder DPS 8.0/preparers/{something like your name}/clients. When you open DPS on your new computer, logging in with your name, you will then see all of the clients that you copied across.

Keys To Installing DPS



If for some reason there is a problem seeing all of your clients, go to the DPS 8.0/preparers/{something like your name}/clients folder and remove the cache file. When you restart DPS it will rebuild the cache and will show your clients.



Please go to the Downloads section of www.dps8.com to download a fully functional, working demo of DPS and see how it will help you in your practice. You can also see additional videos regarding DPS by going to the Tutorials section of www.dps8.com.