

# Some Tips for Installing and Using *Transcript Pro*

## [1] Installation

Insert the CD-Rom into the appropriate disk drive, and install your *TranscriptPro* software in the normal manner that you install any program on your computer. Be sure to remove the disk from the drive when installation is complete.

## [2] Register the Authorization Code

After removing the disk from your computer, open the *TranscriptPro* software from your hard drive. You can locate the program by going to the file where your computer stores all your programs, finding *TranscriptPro* (or *EducationPlus*) in the alphabetical list, and double clicking on the title to open the program. The first box that will appear on your screen will require the registration of your parent name(s) as you want this information to appear on every child's transcript on the line marked "Name of Parent/Guardian." You must enter this information exactly as you provided it to us when your authorization password was generated. Remember that the parent identification will print out exactly as you enter it; therefore, you must capitalize and put spaces between first and last names as you would normally type them anywhere.

Then click on the password box and enter the information provided to you by Education PLUS. Note: If you did not request the password and indicate your desired form of printing parent names, you will need to e-mail Education PLUS to request a password. Follow the instructions on your screen to do this: Our e-mail address is [info@edplus.com](mailto:info@edplus.com). If you did request a password at the time of your telephone or online order, the information you need is handwritten on the invoice that was enclosed with your shipment. The Education PLUS offices are generally open 2-6 p.m., M-F, East Coast Time. We cannot help you in the evenings or on the weekends.

You will need your password only the first time you enter the program, but it is wise to keep a copy of the password information and this tip sheet with your CD-Rom in case you need to install the software again.

## [3] Saving the Data File

*TranscriptPro* is designed to save anything you enter or change every time you exit the program. As with any computer software Education PLUS highly recommends backing up your data file regularly and keeping a hard copy of your transcript(s) on file. Be sure to include the transcriptpro.dat file in your list of periodic backups.

## [4] Printing Transcripts

Version 4 has Print Preview feature that will allow you to review your work before printing it. You may print your transcript(s) at any time during the preparation process, and you may print as many copies as you need. Education PLUS highly recommends proofreading a printed copy before sending your transcript(s) to anyone. Note that the "Lock this Transcript" feature in no way changes the appearance of the final copy of what you have prepared. The lock is a security option for families

who are concerned that no one tampers with their final transcripts. Since clicking the lock feature will prevent you from making any future changes to your transcript(s), Education PLUS recommends that you avoid this lock unless absolutely necessary.

## [5] Printing to a PDF File

As a result of current technology, you may receive requests for transcripts to be sent electronically as an e-mail attachment. You can create a PDF version of your transcripts by using one of the free downloadable PDF conversion programs, such as **Pdf995**, which has an easy-to-use interface that helps you to create PDF files by simply selecting the "print" command from any application. Pdf995 supports network file saving, fast user switching on XP, Citrix/Terminal Server, custom page sizes and large format printing. Pdf995 is a printer driver that works with any Postscript to PDF converter. In *TranscriptPro* you will be able to select the PDF Print Option by going to "Page Setup" in the "Print" menu. Free download is available at [www.pdf995.com](http://www.pdf995.com).

## [6] Data Entry

To work with the *TranscriptPro* program, you will simply move back and forth through the data entry screens in the same way that you would move through any website. At several points of data entry, instructions regarding your options and/or responsibilities will appear by clicking on the box with the question mark inside. You may print any of these instructions for future reference as you desire.

## [8] Further Instructions

Detailed information about the transcript production process is included in our ***Transcript Boot Camp on DVD*** seminar. This 4-hour presentation accompanied by a downloadable 76-page syllabus is especially designed for home educators. You will find answers to all your questions here. Group packages are also available. If you need record keeping help for high school projects, the instructions in the ***CreditPro*** system will be very helpful to you. See [www.edplus.com](http://www.edplus.com) or [www.homeschooltranscripts.com](http://www.homeschooltranscripts.com) to order.

Never forget that as a home-educating family, you are not granting a state high school diploma to your child. Your transcripts are simply the certification that your child has met your own "school's" requirements for graduation. You may mirror the state department of education guidelines for graduation if you wish, but you are not required to do so. It is also not necessary to satisfy any college admission requirements in order to graduate from high school—though, of course, if college is your goal, it does make sense to include the appropriate preparation in your child's high school program.

**You may contact Education PLUS (A Division of the Cannon Group, Inc.) by writing [info@edplus.com](mailto:info@edplus.com) or calling 317-222-1695.**