Tips for Installing and Using *Transcript Pro*

[1]   Installation

Follow the prompts in your computer to download, save, and unzip your software or insert the CD-Rom into the appropriate disk drive to install your *TranscriptPro* software in the normal manner that you install any program on your computer. Be sure to <u>remove the disk</u> from the drive when installation is complete.

[2]   Register the Authorization Code

After installing (and 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* for later versions) 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 <u>exactly</u> as you provided it to us when your unlock code (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 <u>not</u> 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. If you did request a password at the time of your telephone or online order, the information you need should have been sent to you via e-mail or attached to the invoice that was enclosed with your shipment. <u>The Education PLUS offices are generally open during the afternoon hours, M-F, East Coast Time. We cannot help you in the evenings or on the weekends</u>.

You will need your password <u>only the first time</u> 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.

> *License Agreement:*
> *This software is designed for the exclusive use of your own family. Any other use violates the copyright and license terms. Please note that once your password information is emailed to you, no other password registration may be assigned—this means that the software will not be supported if resold to another user.*

[3]   Saving the Data File

TranscriptPro is designed to save anything you enter or change <u>every time</u> 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 data file in your list of periodic backups**: You should find the data file at this location: <u>C:\Program Files\TranscriptPro\transcriptpro.dat</u> in Versions 1-3. In Version 4, the data file for Vista or Windows 7 should be located at <u>C:\users\(your name)\AppData\Local\EducationPlus</u>, and the software itself will also be identified as *EducationPlus* in your program directory. Windows XP computers may store the data file in C:\Documents and Settings\Administrator\Local Settings\Application Data\EducationPlus.

Note: Whenever you load a software program into your computer, you will find that the program has files that run the software and a spot (or file) for your own data within that program to be

stored. For example, with Microsoft Word, you have your program file that runs the word processor and you have "My Documents" where all the work you produce is stored.

TranscriptPro works the same way. Thus, when you install the program, everything you need to run is there. As you enter data for your transcripts, every time you exit, your work will be saved in the transcriptpro.dat file. The only thing we are suggesting in the printed instructions is that you add this transcriptpro.dat file to your list of things that you regularly back up. Going back to the example, if your computer were to crash and you reinstalled Microsoft Word, you wouldn't be able to restore any of your work unless you had separately saved "My Documents" into a backup. Similarly, if you ever have to reinstall TranscriptPro because of a computer crash (or if you simply buy a new computer and reinstall your program on it), your own work will not be retrievable unless you have a copy of it in your backups.

[4]   Printing Transcripts

Version 4 has a <u>Print Preview</u> 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 <u>proofreading</u> 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 <u>avoid this lock</u> unless absolutely necessary.

[5]   Printing to a PDF File

You may receive requests for transcripts to be sent electronically as an e-mail attachment. If your computer already has software on it that creates PDF files, you should be able to identify that option when you click on Print for the transcripts, then click on Page Setup, and finally see the PDF Creator (such as Microsoft XPS or PDF995 or <u>www.cutepdf.com</u>) in the list of available printers. The process literally works by "printing" the transcript to the PDF rather than to a hard copy. You will need to name the file and store it wherever you like on your computer. Once it is saved, you can attach it to an email, upload it to a college application, or save the file to a flash drive. If you don't have a PDF creation software on your computer, the pdf995 and cutepdf.com websites provide free downloads of ones that we have used successfully.

[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. A short video demonstration and a detailed list of frequently asked questions are available at our website: www.homeschooltranscripts.com.

[7]   Physical Education Credits

You have two options for excluding physical education courses from the GPA calculation in *TranscriptPro*: [a] you can record the course(s) in the extracurricular activity section of the transcript (in

all versions), or [b] you can enter select the "Exclude PE Courses" option on the data entry page where you choose the GPA calculation system you want to use and list your courses in the subject history (in later versions only). If you do want to the grades and credits for PE included in the student's GPA, simply list the courses as you would any other subject.

[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 most of your questions here. Group seminar packages are also available. If you need record-keeping help to document high school projects, the instructions in the ***CreditPro*** system will be very helpful to you.

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.

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