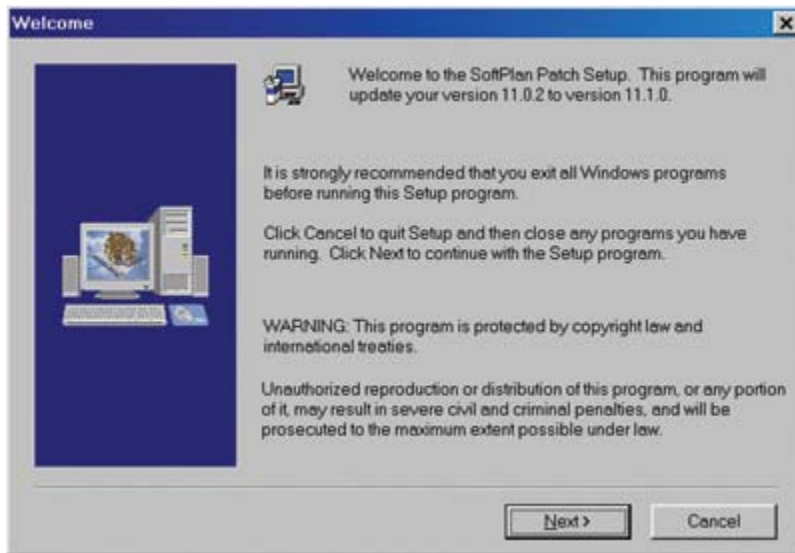


How do I apply the patch files?

1. Once the patch file has been saved to your hard disk, use Windows Explorer (Start > Programs > Windows Explorer) to browse to the directory where the patch file was saved. **If SoftPlan is running, you must exit the program before proceeding.** Right click on the patch file icon and select **Open**. This will start the patch process.
2. The patch *Welcome* dialog is shown. Check that this is the appropriate patch file.

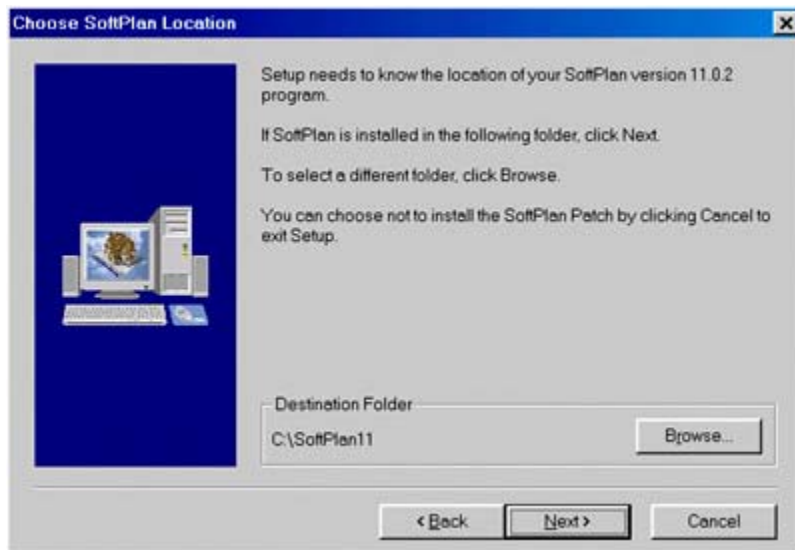


Click **Next** to continue.

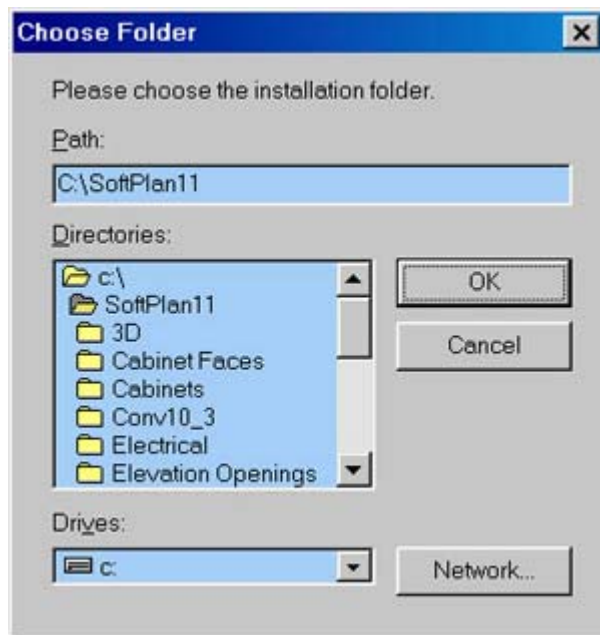
3. The *Software License Agreement* dialog is shown. You must accept the license agreement to install the SoftPlan patch.

Click **Yes** to continue after reading the license agreement. *Note: The Yes button is not enabled until you use the PAGE DOWN key to scroll down to the end of the license agreement.*

4. Select the folder containing the SoftPlan installation you wish to patch on the *Choose SoftPlan Location* dialog.



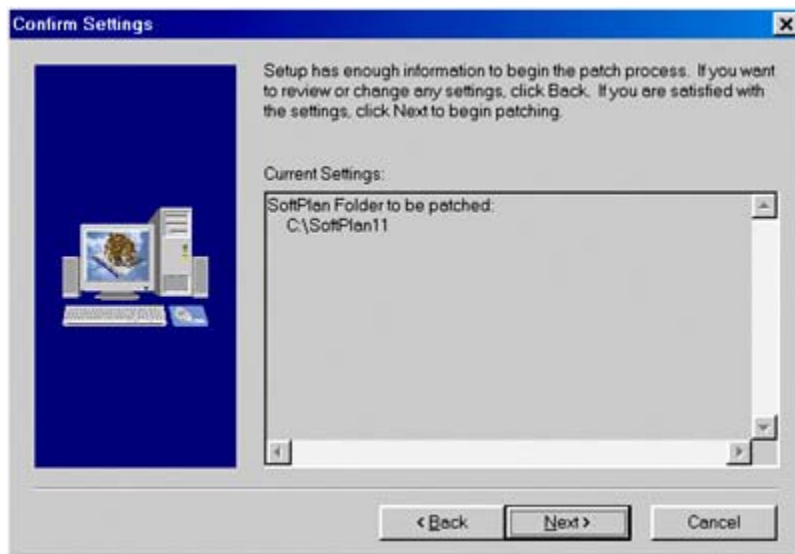
If the folder shown is not the folder you wish to patch, click on the **Browse** button to locate the appropriate folder on the *Choose Folder* dialog.



Once the desired folder is selected, click **OK** on the *Choose Folder* dialog.

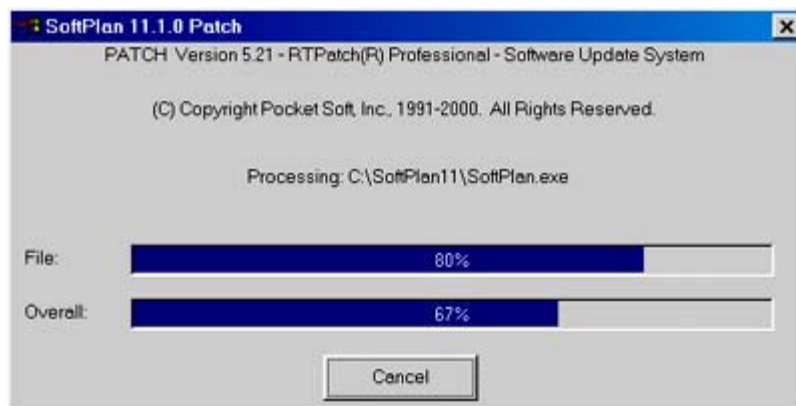
Click **Next** on the *Choose SoftPlan Location* dialog to continue.

5. The *Confirm Settings* dialog is displayed.

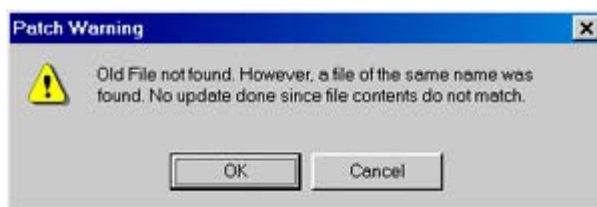


Verify that you have selected the correct folder to patch, then click **Next** to continue.

6. The patch process will begin. The progress is shown on the *SoftPlan Patch* dialog.



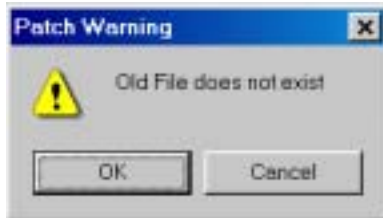
IMPORTANT: If during the patch process the "Old File not Found" Patch warning is displayed, it usually indicates that the file in your SoftPlan directory is already at the current version and does not need to be patched. This is not a fatal error. Click **OK** to continue.



The warning will also be shown if you attempt to apply a non consecutive patch (i.e. applying the 11.0.2 patch to a version 11.0.0 installation).

Clicking *Cancel* on this warning will cause the patch to abort, and **no files will be updated**.

IMPORTANT: As well, If during the patch process the "Old File does not exist" patch warning is displayed, it indicates that the patch program was unable to find a file. This can occur in some situations, depending on which program modules have been installed. For example, if you have not purchased the SoftList or SoftTalk modules, the patch will not be able to locate their program files and will display this warning. This is not a fatal error. Click **OK** to continue.



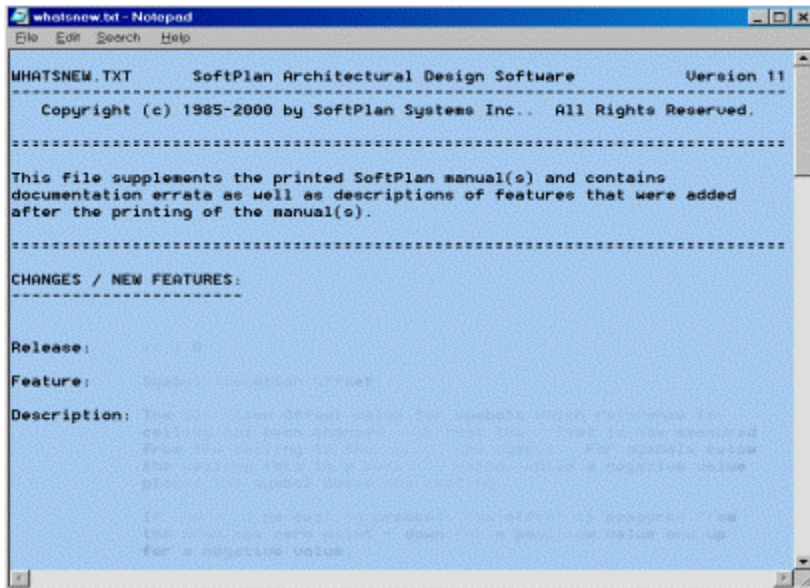
Clicking *Cancel* on this warning will cause the patch to abort, and **no files will be updated**.

7. Once the patch has been applied to the SoftPlan program files, the *Additional Information* dialog will be displayed. This gives you the option of viewing the WHATSNEW.TXT file which describes the changes from the previous version which are included in the patch. This file is also copied to your SoftPlan folder during the patch process.



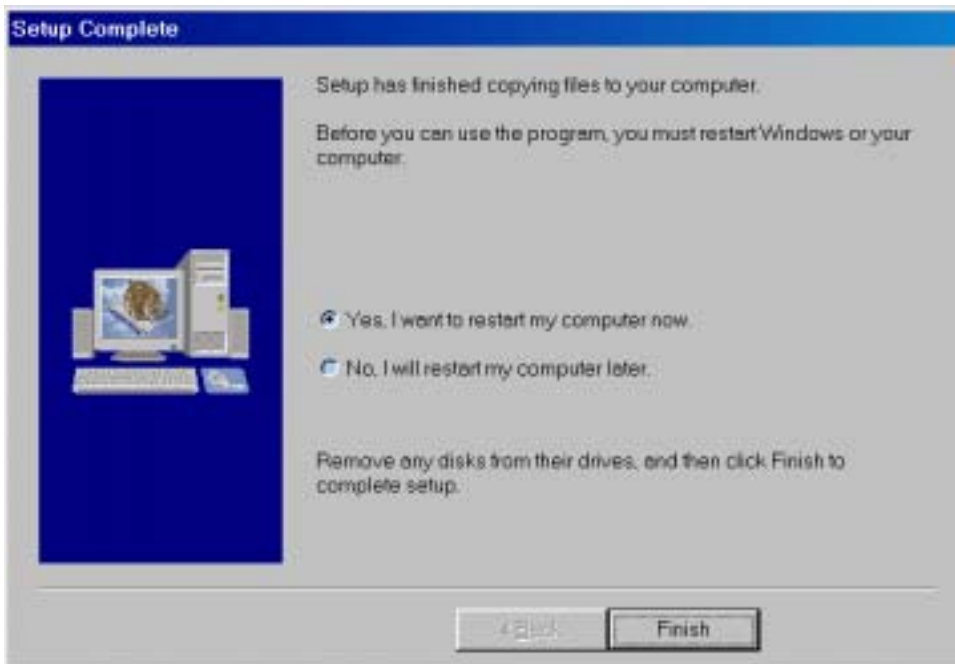
Select whether or not you wish to view the file, then click **Next** to continue.

If you chose to view the WHATSNEW.TXT file, it will be displayed.



Close the window (File > **Exit**) to continue.

8. The *Setup Complete* dialog is displayed. It gives you the option of rebooting immediately or later.

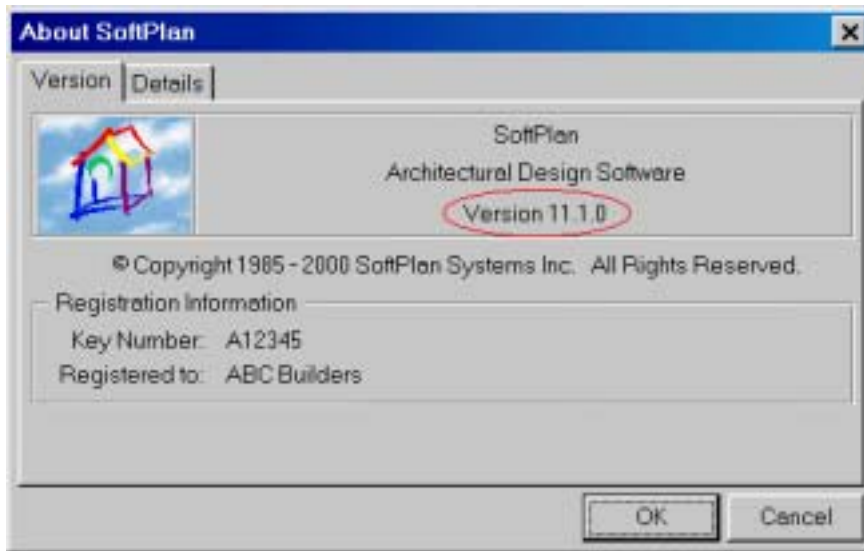


Select whether or not to reboot now, then click **Finish** to exit setup. If you chose to reboot now, first close any open programs.

IMPORTANT: You must **reboot your computer** after applying the patch in order for its changes to take affect.

Once the patch has been applied

9. If you did not do so during the patch installation, view the WHATSNEW.TXT file (Right Click on its icon and choose **Open**) in the SoftPlan directory for information about new features included in the patch file.
10. Start SoftPlan and check the version number on the *About SoftPlan* dialog. It should match that of the SoftPlan patch which was applied.



Applying multiple patches

If you are applying more than one patch file you must **reboot your computer and start SoftPlan** after each patch has been applied. In other words, apply the first patch, reboot your computer, start SoftPlan and check the version number, close SoftPlan and then apply the next patch. Failure to do so may result in the patches not being properly applied.