

CPS and CPS w/PPT Installation Tips

NOTE: CD of software is available under Software Key 726 and has both Windows and Macintosh versions. Putting the software on a flash drive may make the installation faster.

Windows

Uninstall Previous Versions

- ❖ Logged in as **Administrator**.
- ❖ Select the **Start** menu, select **Settings**, and select **Control Panels**.
- ❖ Open the **Add/Remove Software** control panel.
- ❖ Select the previous CPS and CPS w/PPT versions one at a time and choose the **Remove** option.
- ❖ Check the **Start** Menu to verify the programs are no longer available under **Programs** or any subfolder (i.e. Library Software).

NOTE: Sometimes the previous CPS shortcut folder has not been removed and/or the program shortcuts are still there but don't work -- **Right Click** the CPS shortcut folder and choose **Delete**.

Installation

- ❖ From the CD or Flash drive, select the new CPS and CPS w/PPT versions one at a time.
- ❖ As each installShield Wizard program begins, remember the following:
 - Accept the EULA
 - Enter the User's Name and **SDSU Library** as the Organization, when prompted or accept what is there as default, if accurate.
 - Choose the **Complete** installation.

NOTE: The CPS w/PPT may state it requires the Office 2003 and 2007 Primary Interop Assemblies and/or other files (i.e. Visual Studio) be installed. Allow this to happen. CPS w/PPT sometimes appears to send you through the installation a second time to arrive at the **Finish** button.

Testing

- ❖ Once the installation is complete, test the new CPS and CPS w/PPT versions. Open each package's shortcut on the desktop to verify that it works.
 - The CPS program will ask for a new CPS file, if it can't find an existing one – Click the **New** button and click the **Save** button for a default filename of CPS Database.cps. Okay any prompts required to open, and once at the welcome screen, quit the program.
 - The CPS w/PPT program opens up PowerPoint with a CPS Toolbar and once at the blank document, quit the program.

NOTE: Sometimes the CPS w/PPT will have an "Update Available" pop-up window, when you open it for the first time. As this requires an Instructor Setup Code to complete, click **Cancel**.

- ❖ Check the **Start** Menu to verify the CPS shortcut folder is available under **Programs** and contains both packages (sometimes it places a folder for each under Programs).

Macintosh

Uninstall Previous Versions

- ❖ Logged in as **Administrator**.
- ❖ Open the Applications Folder; find the CPS Folder and drag it to the Trash.
- ❖ In the Applications Folder, open the APPS Folder and drag the CPS aliases to the Trash.
- ❖ Empty the Trash.

Installation

- ❖ From the CD or Flash drive, select the new CPS and CPS w/PPT versions one at a time.
- ❖ As each install program begins, remember the following:
 - Installation for each program requires you to reboot, so make sure everything else is closed and follow the prompts.
 - Accept the EULA and use the defaults, when prompted during the installation process.
 - This process puts all CPS files into a CPS Folder in the Applications Folder and leaves matching aliases on the desktop, when finished.

Testing

- ❖ Once the installation is complete, move the new CPS and CPS w/PPT alias icons to the APPS Folder.
- ❖ Open each package from the APPS Folder to verify that it works.
 - The CPS program will ask for a new CPS file, if it can't find an existing one – Click the **New** button and click the **Save** button for a default filename of CPS Database.cps. Okay any prompts required to open, and once at the welcome screen, quit the program.
 - The CPS w/PPT program opens up PowerPoint with a CPS Toolbar and once at the blank document, quit the program.