

Bourne Protocols- Installation.

Contents

New Installation – Original protocols and with update 3 integrated
Installing Update 3 or 4- only if on separate CD

New Installation – Original protocols and with update 3 integrated

1. Create a new folder: Bourne Protocols1_2_3 (The original issue has 120 and is effectively sets 1 and 2, the latest issue has 1-2-3 at total approx 180)
 - a. Go to “My Computer” and open (Normally an icon on the desktop- double click to open)- this will display the drives in your computer.
 - b. Double click on the “C” drive to display the folders listing.
 - c. Right click anywhere on the screen- this will display a list
 - d. Click “new”.
 - e. Name the new folder, Bourne Protocols1_2_3
2. Open it and leave it open
3. Open CD Drive.
 - a. This will display to the right column 4 items
Personal Web Page files
Protocols Index.htm
Personal Web Page.htm
TOCFrame.htm
 - b. Click on the top item (Personal Web Page files) the select the 4 items on the CD by pressing “Ctrl” and “A” simultaneously. (all 4 items will have a gray overlay)
 - c. Drag the 4 items to the new folder and drop (or press “Ctrl” and “C” simultaneously (to copy), select the Bourne Protocols1_2 folder, press “Ctrl” and “V” to paste.)
 - d. There will now be a list of 4 items in the Bourne Protocols1_2 folder
Personal Web Page files
Protocols Index.htm
Personal Web Page.htm
TOCFrame.htm
 - e. Create a shortcut by right mouse clicking on the “Protocols Index.htm” file.
 - f. Another file will pop up: “Shortcut to Protocols Index.htm”- drag and drop that created shortcut onto the desktop (Desktop is at the top of the left side folder listing)
 - g. Close the open pages and you are now ready to use the Icon on the desk top- clicking the icon will open the full protocols screen- it is suggested that you open this and then minimize it (“-“ at top right) so that you can open it whenever you want to run a protocol.
4. Remove the CD and store it in a safe place.

Installing Update 3 or 4- **only if on separate CD**

Notes

1. The update September 2006 is called update 3 as the original 80 plus another 40 (update 2) were in the original issue.
2. It is not possible to merge the two sets of information- they need to be installed and to operate as two separate facilities- so you will need to open both. We suggest that you have a hardcopy list as attached to see which issue is on which issue. We apologise for this and it is intended that update 3 will integrate everything. (If you are a sophisticated computer user then it is possible to take the list and create your own hyperlinks either to the contents list for Original and update or for each condition- this option is too complex for a novice like me to write clear instructions for!)

The process is the same- except the folder that you allocate should be Called Bourne Update 3

Here is the full process for ease with the key differences highlighted.

1. Create a new folder: **Bourne Protocols 3**
 - a. Go to “My Computer” and open (Normally an icon on the desktop- double click to open)- this will display the drives in your computer.
 - b. Double click on the “C” drive to display the folders listing.
 - c. Right click anywhere on the screen- this will display a list
 - d. Click “new”.
 - e. Name the new folder, **Bourne Protocols 3**
2. Open it and leave it open
3. Open CD Drive.
 - a. This will display to the right column 4 items
 - i. Personal Web Page files
 - ii. 2006 update.htm**
 - iii. Personal Web Page.htm
 - iv. TOCFrame.htm
 - b. Click on the top item (Personal Web Page files) the select the 4 items on the CD by pressing “Ctrl” and “A” simultaneously. (all 4 items will have a gray overlay)
 - c. Drag the 4 items to the new folder and drop (or press “Ctrl” and “C” simultaneously (to copy), select the Bourne Protocols1_2 folder, press “Ctrl” and “V” to paste.)
 - d. There will now be a list of 4 items in the Bourne Protocols1_2 folder
 - i. Personal Web Page files
 - ii. 2006 update.htm**
 - iii. Personal Web Page.htm
 - iv. TOCFrame.htm
 - v. Create a shortcut by right mouse clicking on the “2006 update.htm” file.**
 - vi. Another file will pop up: “Shortcut to 2006 update.htm”- drag and drop that created shortcut onto the desktop (Desktop is at the top of the left side folder listing)**
 - e. Close the open pages and you are now ready to use the Icon on the desk top- clicking the icon will open the full protocols screen- it is suggested that you

open this and then minimize it (“-“ at top right) so that you can open it whenever you want to run a protocol.

4. Remove the CD and store it in a safe place.