

## ***Chose a computer to run ASIST***

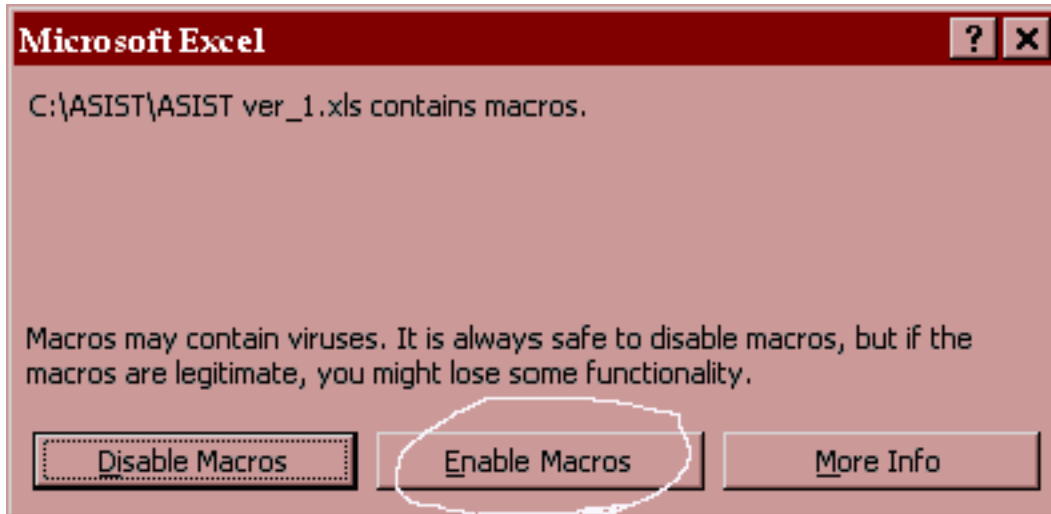
Pick a computer on which you will run the program. Your purchase applies to one computer only. If you will be using the program to administer the instruments to your clients, then you will want to install *ASIST* on the computer in your office or clinic. If you plan on using paper and pencil versions of the measures in your regular clinical work, you may choose instead to load the program onto your computer at home for later data entry, scoring, and interpretation.

## ***Copy files to hard drive***

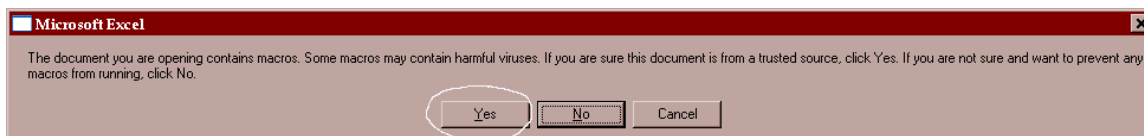
ASIST files come in a zip format (ASIST for the Professional.zip) and includes three files: this document, the FAQ and the ASIST program. You may need the free utility Winzip to open (<http://www.winzip.com/downwz.htm>). Extract the files to a directory of your choice (e.g., c:\ASIST, \My Documents\ASIST etc). Once you have the files in the folder, you are ready to run ASIST. You may run ASIST from the desktop or create a shortcut to your desktop from the program location. After unzipping files to a good location you are ready to run the ASIST program ASIST for the Professional.xls.

## ***Running ASIST for the Professional.xls for the first time***

After opening the program Excel should ask you about the Macros. To run the *ASIST* program, Macros must be enabled. Chose “Enable Macros” or “Yes” and then skip any screens on Macro Security Level. (If *ASIST* opens up without a banner, you probably have your macro security settings set too high or too low and should consult the “Macro Security Section” below).



or:

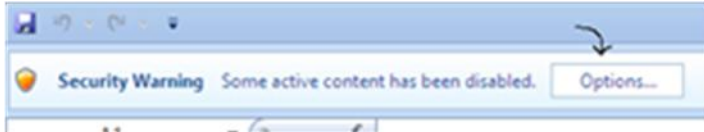


ASIST for the Professional Installation Instructions

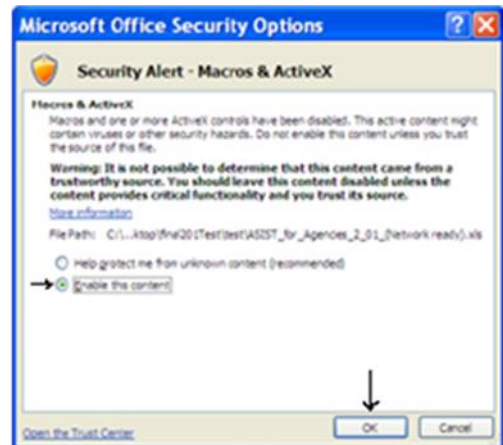
Or

**Note for Excel 2007 users:**

Enable macros through the security options menu. Use the help menu if you can't see the Options button.

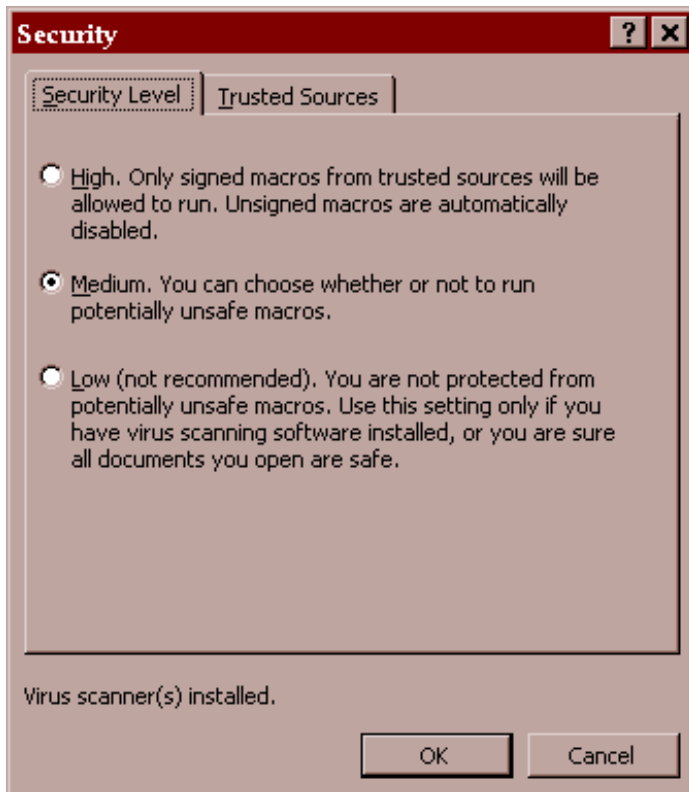


In Excel 2007 use the security options menus.



- **Macro Security Level**

To check the Macro security level on your computer, go to the Excel Tools menu. Under Tools, look for the Macro option (you may be required to click on the little down arrow to see more choices). Under Tools, Macro, click on the Security option. A Security dialog box will open similar to the one below.



To operate *ASIST*, you must set the security option to Medium. Setting high will disable the program and *ASIST* will either not run or function improperly. Do not choose the Low Setting.

## ***Unlocking the ASIST program for use***

Note: Instead of the directions below, existing users of version 1 can use the Import Client Data feature to get any existing client data as well as unlock version 2. Bypass the Copy Protection menu by hitting the Trial Version button and then hit the Import Client Data button on the Client Data sheet. Browse to the location of version 1.

If Macros are enabled as described in the preceding section, then a screen similar to the one below will appear:



As the instructions on the screen indicate, operation of the *ASIST* program requires an unlock code. To receive your code, send an email to: [ASIST@ClientVoiceInnovations.com](mailto:ASIST@ClientVoiceInnovations.com) containing the date you purchased the program. Also indicate how you obtained the program (i.e., download from the talkingcure.com website, CD ROM purchased at a workshop, etc.). A computer-specific unlock code will be sent to you via email within 24 hours. Enter the 3 digit code into the appropriate box on the copy protection screen and click on "unlock this computer." The program will now operate.

If you have been using the trial version of *ASIST* and would like to purchase a fully functional copy of the program, you can use a credit card to download a fully functioning version. Otherwise, the Trial Version of *ASIST* will work for administering, scoring, interpreting, and tracking five times.