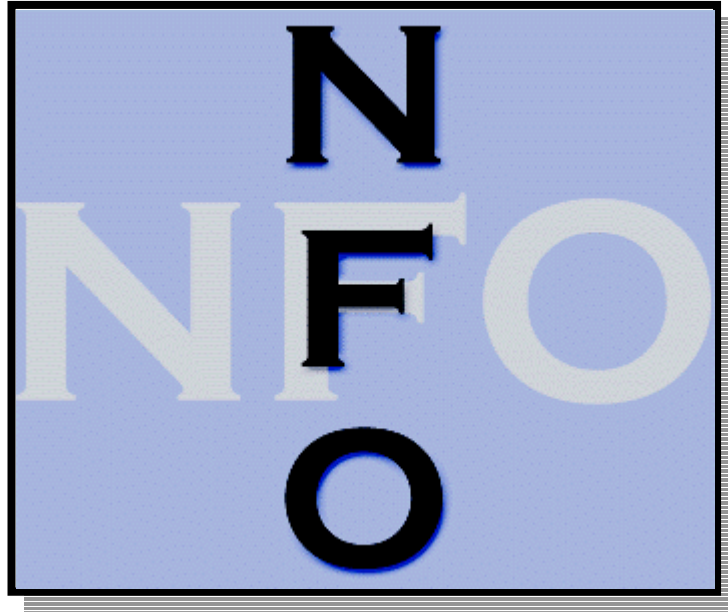


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# UPDATE GUIDE TO



## THE WHITE HOUSE 2001 PROJECT'S *NOMINATION FORMS ONLINE*

— UPDATER VERSION: 2.4i —

Current as of: — 3 July 2002 —

Funded by ***THE PEW CHARITABLE TRUSTS***

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*THE TRANSITION TO GOVERNING PROJECT*  
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### UPDATING *NFO*

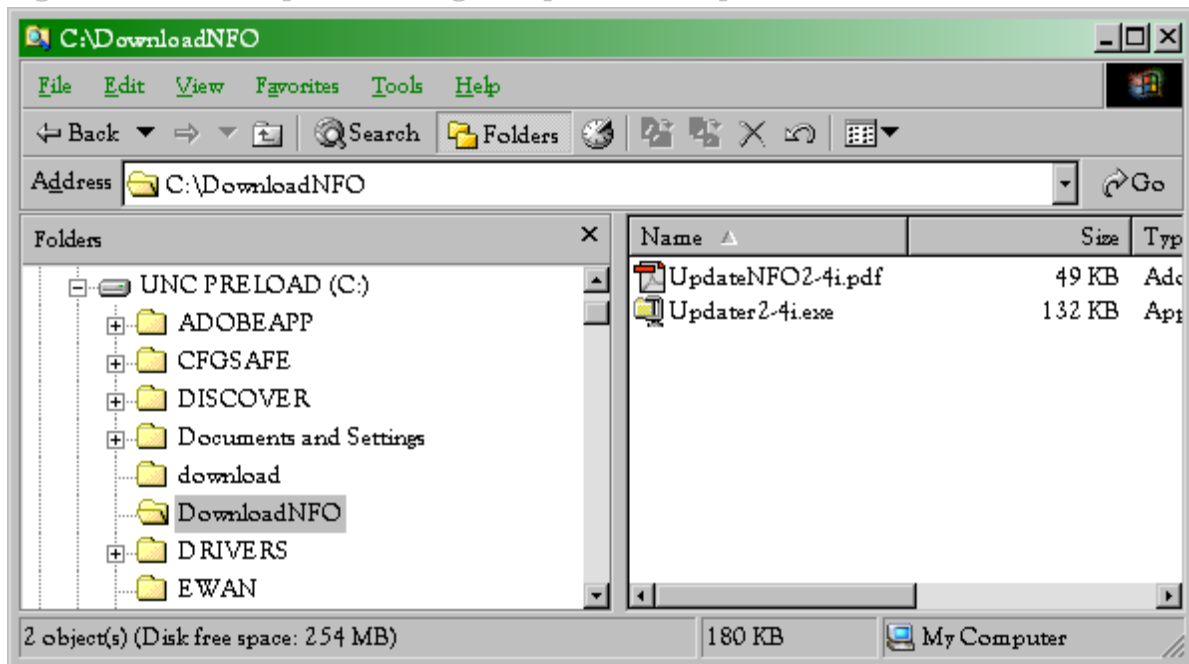
These instructions cover a minor update to your *NFO* software, for version 2.4 and 2.4a.<sup>1</sup> This update adds a form requested by the White House, makes minor corrections to four screens on the SF-86 form, makes a minor correction to the Commerce Committee form, corrects some error checking, and improves one internal functioning having to do with version numbers. These instructions walk you through the process. *This procedure will not affect any of your data or change your place in the program.* Any problems, click Help.

#### STEP-BY-STEP TO UPDATING YOUR PROGRAM

1. Direct your web browser to the *NFO* download center: <http://whitehouse2001.org/nfo>.
2. Click on the Updater logo to go to the Update Center.
3. Click on the appropriate update to download it. When asked where you wish to save the file, respond by creating a new directory called "DownloadNFO" and save the updater in that directory. Your browser might try to unpack the updater on its own. If it does try, let it.
4. Open up Windows Explorer and Click on the VIEW Menu and release on "Details." This will change the look of your Windows Explorer listing somewhat. See Figure 1.
5. Look in the DownloadNFO folder. If your browser has unpacked the updater, then your directory for DownloadNFO will resemble Figure 1. It has Updater and this instructions file. If you see these, then go to step 7. If you see only one file, then go to the step 6.
6. Double click on UpdateNFO. It unpacks the Updater and this file.
7. Double Click on the UpdaterNFO2-4i.exe. It will install the components in the appropriate folders *if your nfo program is on drive C* (i.e. c:\nfo). If your program is on another drive, click Help.

You have successfully updated your software. To verify your update, start *NFO*. On the work menu, click on the NFO logo. It should respond saying you have version 2.4i.

**Figure 1. Windows Explorer showing the UpdateNFO unpacked**



<sup>1</sup> If you have version 2.3, you need first to get the 2.4 update (2.3 → 2.4) and run it.

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## **GETTING HELP HASN'T CHANGED**

If you have any questions about *NFO*, please call our help desk, *CALLNFO*, at 1-888-388-1015 or email us at [helpnfo@whitehouse2001.org](mailto:helpnfo@whitehouse2001.org). We will gladly help you.