



How to Install or Update

While the list of instructions is long, the process is simple & fast.

Trouble? Use the Contact info at the end of this document to request help right away.

About the Install

1. **george!** must be installed locally on each computer that needs to run the software
2. **george!** is a managed Com Add-in to the desktop version of PowerPoint in Microsoft Office
3. Full System Admin privilege is required to install **george!**
4. Review our System Requirements at www.GreatCircleLearning.com
 - a. Click on **Support** along the top of any page
 - b. Click on **System Requirements**
 - c. Click on **PC**

Download

1. Click the **Downloads tab** on our website www.GreatCircleLearning.com
2. Select **george!** and use the Download button on that page
3. **SAVE** the download file to your computer – do not run the install over the internet

Before Install

1. If a prior version of **george!** is already on the computer:
 - a. Use the computer's Control Panel to uninstall the prior version
 - b. You will not lose any documents previously created with **george!**
2. If you can, temporarily disable your anti-virus software because:
 - a. It is common for anti-virus software to automatically block add-ins
 - b. **george!** is an add-in to Office, so you don't want to block it. It is safe.

Install

1. Close PowerPoint
2. Click on the **george!.exe** file you downloaded and saved
 - a. If you don't know where to find it, look in your Downloads folder
3. Follow the install prompts
4. When you see the prompt to finish, click **Finish**

Open PowerPoint

1. You will see a progress bar as **george!** initializes and sets up for you in PowerPoint
 - a. **WAIT** – allow the initialization to finish before you start clicking your mouse
 - i. If **george!** has not been installed on the computer before, you will see a prompt to start the Free Trial
 - ii. If you see this prompt, Accept it – even if you have a license
2. You will see the **george!** tab along the top of your screen in PowerPoint
3. Click on the **george!** tab to bring up the **george!** ribbon

Free Trial

1. Your 3-day free trial period begins once you accept the prompt to start the trial
2. The free trial will only run once – you cannot repeat it
3. The purpose of the free trial is to:
 - a. Provide an opportunity to experience using the software; and
 - b. Make sure the software will run in your IT environment
4. To open documents created with **george!** during the free trial:
 - a. Open them like any other Word document
5. Learn more about the free trial at **GreatCircleLearning.com**
 - a. Click on **Support > Free Trial**

License

A license is required to Activate the software

Purchase a license via our secure online Store at **GreatCircleLearning.com**

Your license will provide a product activation **serial number** (a.k.a. license key) that will allow activation of the quantity of license seats you purchase

Activate

1. Open PowerPoint
2. Click on the **george!** tab to bring up the **george!** ribbon
3. Click on the **Act'n DeAct** button on the right-hand end of the ribbon
4. Click on **Activate this software** in the drop down menu
5. In the dialog box that appears:
 - a. Make sure **ACTIVATE** is checked
 - b. Paste in your **serial number**
 - c. Receive immediate confirmation of **success**
 - d. Click **OK**

How to use george!

1. Open PowerPoint & click on the **george!** tab to bring up the **george!** ribbon
2. Click the **Create** button on the **george!** ribbon to build a new Handout document from an open PowerPoint file
3. When you use the **Create** button on the **george!** ribbon:
 - a. You will end up with a **Word** document
 - b. Save it and work in it just like any other Word file
4. Click the **other** buttons on the **george!** ribbon to use the additional functionality
5. Click the **george!** logo in the dialog boxes to bring up instructions
6. Click the **Help** button at the end of the **george!** ribbon for written help
7. Contact us as needed – support is included with your license

Tutorials and Videos

Go to www.GreatCircleLearning.com

Along the top of any page:

- Click **Video Help** to access **george!** instructional videos
- Click **Help** to access **george!** instructional tutorials

Contact Us

Email: info@greatcirclelearning.com or nancy@greatcirclelearning.com

Phone: +1-239-389-2000

We provide support Monday – Friday from 8 a.m. – 5 p.m. EST

About Great Circle Learning

Great Circle Learning is a small, woman-owned company headquartered in Naples, Florida USA. We are training industry professionals with expertise in instructional design, adult education, critical thinking and software design and development.

We provide specialty software that adds in to Microsoft Office to increase productivity and ensure consistency. All Great Circle Learning software is developed and supported exclusively by Great Circle Learning. **Learn more at www.GreatCircleLearning.com**

Great Circle Learning Software

AuthorTecTM

Tools for Office that automate and simplify tedious but necessary tasks

Elements Pro

Templates & automation for creating simple Facilitator & Participant Guides

george!

Templates & automation for creating branded, formatted PowerPoint Handouts

Zapps Pro

GOT-UR-BACK

Automatically save copies of PowerPoint, PowerPoint and Excel files

Learning Design

TOOL

Automates the application of Instructional Design theory

LeaderGuide Pro

Templates & automation for creating Facilitator & Participant Guides

Zapps Pro

SCRIPTER

Automates the build-out of PowerPoint slide notes