

LeaderGuide Pro

Update Available

LeaderGuide Pro™ version 13 is available.

Upgrades are included with your subscription license.

The Software Release History is on our website www.GreatCircleLearning.com

- Click on **Support** along the top of any page
- Select **Software Release Info**
- Next to **LeaderGuide Pro** – click on **Release Info**

The following information will help you update your **LeaderGuide Pro** software... While the list of instructions is long, the process is simple & fast.

If you run into ANY trouble use the contact info at the end of this document to request help.

Download

1. Click the **Downloads tab** along the top of any page on our website www.GreatCircleLearning.com
2. Select **LeaderGuide Pro** and use the **Download** button on that page
3. **SAVE** the download file to your computer
4. **Do not** run the install over the internet

Before Install

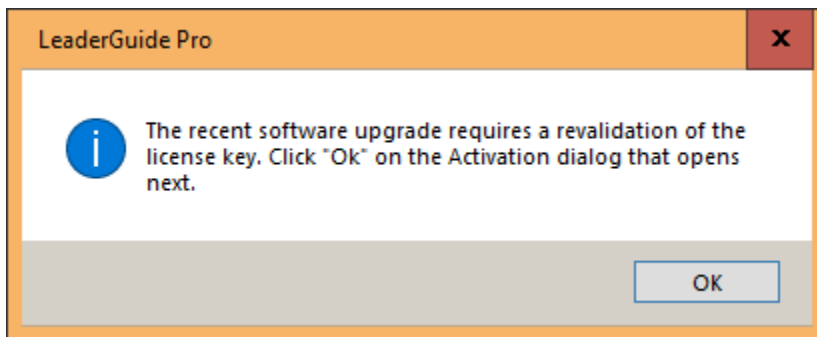
1. If a prior version of **LeaderGuide Pro** is already on the computer, please use the computer's Control Panel to un-install it
 - a. You will not lose any custom collections or files created with **LeaderGuide Pro™**
2. If you can, temporarily disable your anti-virus software because
 - a. It has become common for anti-virus software to automatically block add-ins.
 - b. **LeaderGuide Pro** is a *safe* Managed COM add-in to Office. Don't block it.
3. You can 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**

Install

1. Close Word and Excel
2. Click on the saved **.exe** download file
3. Follow the install prompts
4. When you see the prompt to finish, click **Finish**

Open Word

1. **WATCH** for some prompts from **LeaderGuide Pro**
2. You will see the following messages/prompts – you must **ALLOW** them
3. This is the first message you will see. Click **OK**

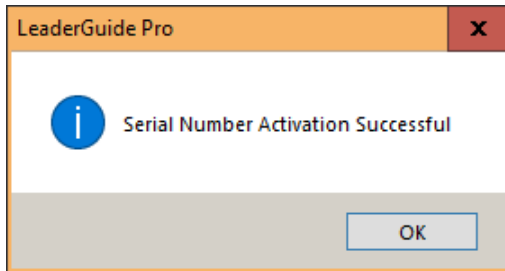


4. This is the next message you will see. Click **OK**

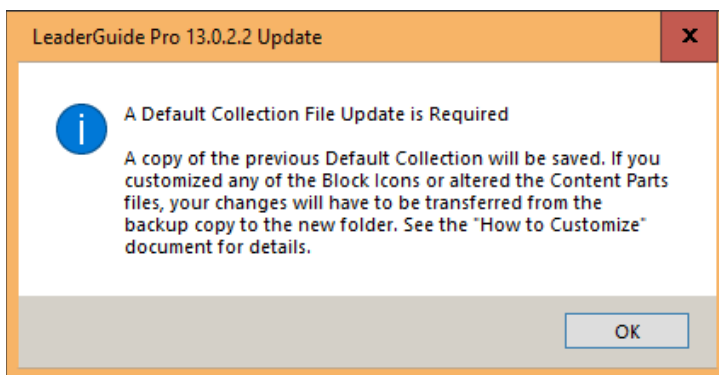


(Continued on next page)

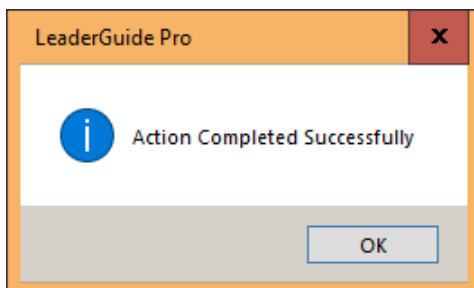
5. This is the next message you will see. Click **OK**



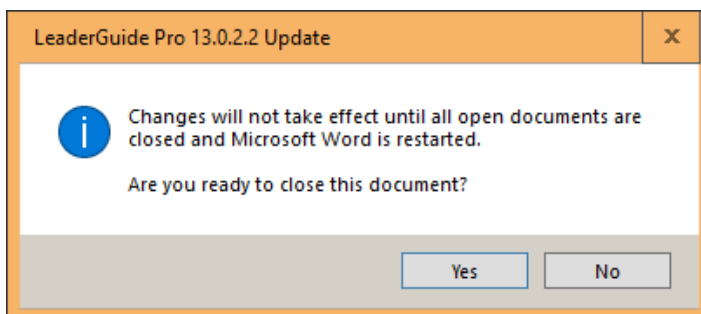
6. Next, click any button on the **LeaderGuide Pro** ribbon and you will see this message. Click **OK**



7. This is the next message you will see. Click **OK**



8. This is the final message you will see. Click **YES**. Word will close. When you re-open Word you will be all set.



Great Circle Learning Software

AuthorTecTM

Tools for Office that automate tedious but necessary tasks

Elements Pro

Templates & automation for simple Facilitator & Participant Guides

george!

Templates & automation for 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 Facilitator & Participant Guides

Zapps Pro

SCRIPTER

Automates the build-out of PowerPoint slide notes

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**

Contact Us

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

Phone: +1-239-389-2000

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