

## *Read Me First Installation Guide*

### *Welcome*

If you downloaded from our web site, you will have downloaded a zip file that needs to be expanded. The expanded folder, Installer v1.3 Compressed, contains these folders:

- Pro4Setup.exe
- Novapl.exe
- Pro 4 IR Guide 1v2.pdf
- Read Me First Install Guide.pdf

### *Install Pro 4 Inspector Reports and the PDF Printer*

This installation is completed in two parts. Pro 4 Inspector Reports comes with a PDF printer program named, novaPDF Lite Desktop 6. The PDF printer is used when creating the PDF files that the inspector emails to buyers and realtors.

- Double-click the Pro4Setup.exe file to install the program. This automatically leads you through the installation process.
- Next, double-click the novapl.exe file to install the PDF printer. Again this is a simple process that you follow step by step.

### **Operating in Trial Mode**

Both programs can be tried out at no cost. Pro 4 Inspector Reports will be fully functional for 30 days at which point it will cease to open. Registration makes it fully functional and all data is intact. novaPDF Lite shows a water mark until it is registered. Purchasing Pro 4 IR provides registration numbers for both programs.

### *Pro 4 Inspector Reports Registration*

Pro 4 IR is first opened under the default manager account, which is used to prepare the program to allow one or more inspectors to create reports.

#### ***Open the program with the default Manager account.***

The default account is:

Account Name = Manager

Password = pro4ir#

☐ Guest Account  
☒ Account Name and Password

Account Name:

Password:

## Read and accept the Agreement

Click the Accept button to continue on to the Registration screen. If you click Decline the program will close.

Welcome to

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## Register the program or open in Trial Mode

Opening in Trial Mode allows you to use all features for up to 30 days. Note that data entered during trial mode is lost to the user once the 30-day trial period is over unless a registration number is entered. A proper registration number opens the program with all trial information intact.

Trial Date: 6/25/2009  
 You have 24 day(s) left in your trial period.

Person: \*

Company

Registration No: \*

\* = Required Field

You will receive a registration number at the time of purchase. Enter you name and the number then click the Register button to register and open the program.

## **novaPDF Lite Registration steps**

Printing to an unregistered novaPDF printer will add the "Created with novaPDF..." watermark on the PDF files. To enter the registration information, follow these steps:

1. Press the Windows Start button. The Windows Start Menu is shown.
2. Select "Printers and Faxes" from the start menu if your operating system is Windows XP or Windows 2003 Server (or "Settings" and then "Printers and Faxes" if you use the classic Start menu). In case you have Windows 2000, Windows 2000 Server or Windows Vista you should select "Printers" (or "Settings" and then "Printers" if you use the classic Start menu from Windows Vista). This will open a window with all your installed printers. novaPDF should be among them.
3. Select the novaPDF printer and right click on it. From the pop-up menu select the "Printing Preferences" menu item. This will open the novaPDF Printing Preferences dialog.
4. Select the About page from the printing preferences dialog. On the bottom of the page you will see a Register button. Pressing it will open the Registration window.
5. In the registration window you can fill in your registration name and registration key as they are listed in this email. You can use copy-paste to fill the information into the fields. Then press OK to register.
6. If you receive any errors messages during registration please check if you installed the correct edition and version of novaPDF. If you still get errors contact us.

## *Setup and Creation of Reports*

Open the Pro 4 IR Guide 1v2.pdf to use the program.