



## Installation Guidelines: PipeLine 4.0

PipeLine 4.0 requires some care in installation to ensure it operates correctly. Follow the three instructions below to install PipeLine 4.0.

1. Before installing PipeLine 4.0, remove any older versions of PipeLine on your computer. If you have existing data files stored on your C drive in an older version of PipeLine, they will not be removed when previous versions of PipeLine are uninstalled. You may physically move them yourself by going to C:/Program Files/PipeLine/.
  - a. Go to the Start Menu > Control Panel > Add/Remove Programs (depending on the version of Windows you are running, it may be Start Menu > Settings > Control Panel > Add/Remove Programs)
  - b. Scroll through the alphabetical list of programs on your computer in the Add/Remove Programs dialogue box. If you see any version of PipeLine, remove it first.
2. Install PipeLine 4.0 by inserting the CD in your CD drive, or by double clicking on the file with the extension “.exe” in the Winzip file downloaded from the USAID | DELIVER PROJECT website. Follow the instructions on the screen.
  - a. PipeLine 4.0 installs to the following location: C:/Documents and Settings/All Users/Application Data/PipeLine. You may change this location if you wish during the first step of the installation process. Previous versions of PipeLine installed to C:/Program Files/PipeLine.
3. After installing PipeLine 4.0, you will need to install Microsoft Office 2003 Service Pack You must install the service pack for PipeLine to operate. You should install the service pack even if you are running Office 2007 or another version of Microsoft Office. Installing the service pack will not cause your version of Office to revert to Office 2003. It supplies the Microsoft Access Runtime module needed for PipeLine to work.)
  - a. The service pack can be found on your CD in the folder “Office Updates”. It is available in 4 languages (Arabic, English, French, and Spanish). Use the service pack in the language that is most appropriate for your operating system. (For example, if you are running a copy of Microsoft Windows in Spanish, install the Spanish copy of the service pack). If you do not see your language listed, use the link to Microsoft in c, below, to find the service pack in your language.
  - b. To access the CD, open the “My Computer” window on your desktop by double clicking on the icon. Right-click on your CD drive, and select “Open” from the pop-up menu. Inside the CD is a folder called “Office Updates.” The service packs are found inside “Office Updates”.
  - c. If you downloaded your copy of PipeLine from the USAID | DELIVER PROJECT website, you can access the Microsoft Office Service Pack 2 at:  
<http://www.microsoft.com/downloads/details.aspx?FamilyID=57e27a97-2db6-4654-9db6-ec7d5b4dd867&DisplayLang=en>

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