Installing DPS 8

• Regardless of whether you download the setup file for DPS 8 (DPS8_setup.exe) or receive it on a USB from our web site https://www.dps8.com the first step is to move it to your desktop.



Double click on DPS8_setup.exe to begin the installation. Without changing the Destination Folder click on the
install button to install DPS 8. If you have an existing DPS it is important that you do not install DPS in the
same folder because you will be importing your existing Preparers and Client into DPS 8 in the next
step.

🖶 DPS8 Setup: Installation Fold	ler	_		\times
DPS	Welcome to DPS! Setup will install DPS into the following fold click Browse and select another folder. Destination Folder	der. To install ir	a differen	t folder,
	c:\DPS8\		Browse	
	Space required: 434.7 MB Space available: 254.0 GB			
all a start	Cancel Nullsoft Install System v3,08		Ins	tall

• Based on the security settings on your computer, you may see some warning screens such as this. Click on More info if you get this warning.



Then click on Run anyway if you get this warning



• Click on Trust if you get this warning



• Download and Install the free JAVA if your get this message.



• DPS is installed when you see this screen - click on Close

🖶 DPS Setup: Completed			—	
	Complete	d		
DPS	Show details			
and a start	Cancel	Nullsoft Install System v3.05	< Back	Close

• After DPS has been installed, the DPS 8 icon will be on your Desktop - double click on the DPS 8 icon to start DPS 8.



DPS Installations >

Network Installs and Updates

- You may be able to install DPS 8 from a User's computer if the Browse button for the Destination Folder in DPS8_setup.exe shows the appropriate drive. If not, you should install directly on the server.
- On each client computer, map a drive letter to the shared folder by using the Map Network Drive option in the Tools menu of Windows Explorer. The client computers must have the shared folder mapped to a drive letter. Accessing the shared folder directly will not work.
- Next create a shortcut on each client computer. The shortcut should point to the dps.exe file on the mapped drive, i.e., F:\DPS8\dps.exe. Set the "Start in" field to the drive and directory where DPS 8 is installed. i.e., F:\DPS8\
- In this example, DPS 8 has been installed on a server, and the DPS folder has been shared. The client computer mapped the shared DPS folder as the F: drive.
- If additional computers are added to the network follow the instructions above on the additional computers.

DPS Installations > Installing DPS 8 >

New DPS client

• Double click on the DPS 8 icon to start DPS 8 then click on New to enter yourself as a Preparer



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	Login		
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Document Production System Advanced Logic Systems			
Preparer:			
Password:			
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• Enter your name as the new Preparer on the following screen. Click on OK.

New Preparer	×
Enter preparer name: W. Kendall Brown OK Cancel	

• Click Login to enter DPS

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		(login		
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1.1	Decument Production Surtem 8.0			1000	8 III
	Advanced Logic Systems				
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	Preparer:	W. Kendall Brown		•	
	Password:				
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 Before you change Firm, Password, Preferences and Preparer information change the Master Password by clicking on Help then Change Master Password. The initial Master Password is password (all lower case.) Change it to what you desire and remember it as you will need it whenever you want to change Firm Information, Master Password, Preferences and Preparer Information.

Master Password	×

OK	Cancel

• Click on Edit then Firm Information to enter the information regarding your firm. This will be used by some Documents to fill in the information on screens to save you typing.

	Fin	m Informati	ion	
Firm name:	Brown and Associates			
Address:	558 28th Street			
City:	Des Moines	State:	Iowa	Zip: 50312
Phone:	515-282-7703	Fax:	515-282-	7706
Tax ID:	12-3456789			
Phone: Tax ID:	515-282-7703 12-3456789	Fax:	515-282-	7706

Click on Edit then Preferences to change how you want your documents to be formatted on the Document tab. Change the way DPS works on the General tab. We suggest that the General tab be filled in as shown below.

•

Preferences	×	Preferences	×
	Preferences	Prefe	erences
🖨 Document	E General	🕒 Document 🗄 G	eneral
Page Portrait Landscape	Margins 1.0 1.0 1.0 1.0	 Show button labels Show screen number Sort by Area 	ers
Size: LETTER		Default renderer:	Prompt 🔹
Fonts	1.0	Save temp fil	dobe Acrobat (PDF) Aicrosoft Word (RTF) VordPerfect (WPD)
Default font:	Times 🔻	Chango Namo	Change Dassword
Default size:	Times Arial	Change Name	Change Password
Justification:	Courier	Missing field text: ?	?????
Line spacing:	1.0 🔻		
	Help OK Cancel		Help OK Cancel

• You are now ready to use DPS 8 on a trial basis. DPS 8 will be fully functional except all documents created will be in pdf format and will have a watermark. To remove the watermark and allow documents to be produced in Word and WordPerfect formats license DPS 8 and enter your PIN.

DPS Installations > Installing DPS 8 >

Purchasing DPS 8 and Entering Your PIN

• When you start a Document and see this screen or if you produce a Document and see this watermark you need to purchase a DPS 8 license to receive a client number and PIN that will fully enable your DPS 8. Call us at 515-282-7703 or email us at support@dps8.com

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File Edit Help			
🕾 Clients and Guides 🔄 Documents 📳 Save 🖨 Produce			
Open Document			
Probate			
Close Estate (Sample)			
Attorney / Fiduciary Fees (Sample)			
Death Tax Returns (Sample)			
Sale Of Property (Sample)			
Creditor bocuments (Sample)			
Open Estate (Sample)			
Probate Schedule (Sample)			
Client Communications (Sample)			
Copy From Estate Planning (Sample)			
Toelete Delete Delete	& Back	🗄 Open	



• When you license DPS 8 we will send you a unique client number and PIN. When you receive your client number and PIN, run DPS 8 and **click on Help then Enter PIN**. After entering your client number and 16 digit PIN on the screen shown below, your DPS 8 will be activated and ready to use.

Enter PIN				×
Client Number:	2001			
PIN:	XXXX - X	- XXX	XXXX -	XXXX
Canc	el		ОК	

Go to http://www.dps8.com/DPS/cost.php to get the cost to license DPS 8 considering which documents will be licensed, your state and the size of your firm.

DPS Installations > Installing DPS 8 > New DPS client >