



thoughtoffice™

How to install the Topic Modules

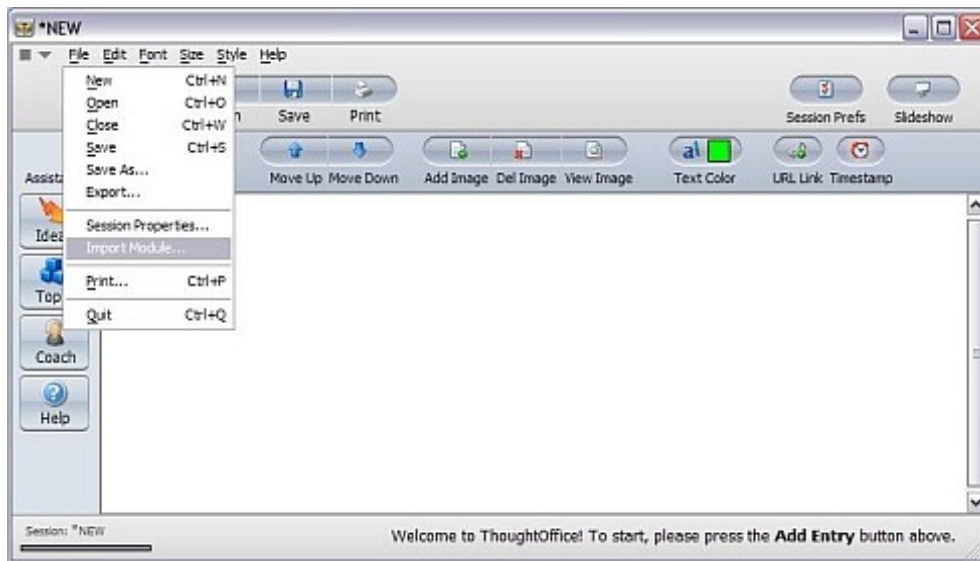
Importing New Modules (short version)

- Start ThoughtOffice. Go to the **File** Menu and select **Import Module**. This will bring up a new window that allows you to locate the new module on your hard drive.
- Select your Module file (the extension ends in **.mdl**) and click **OK**.
- Open up the **Topic Module Menu** in your Topics Browser and you should see the new module in your list. That's all there is to it!

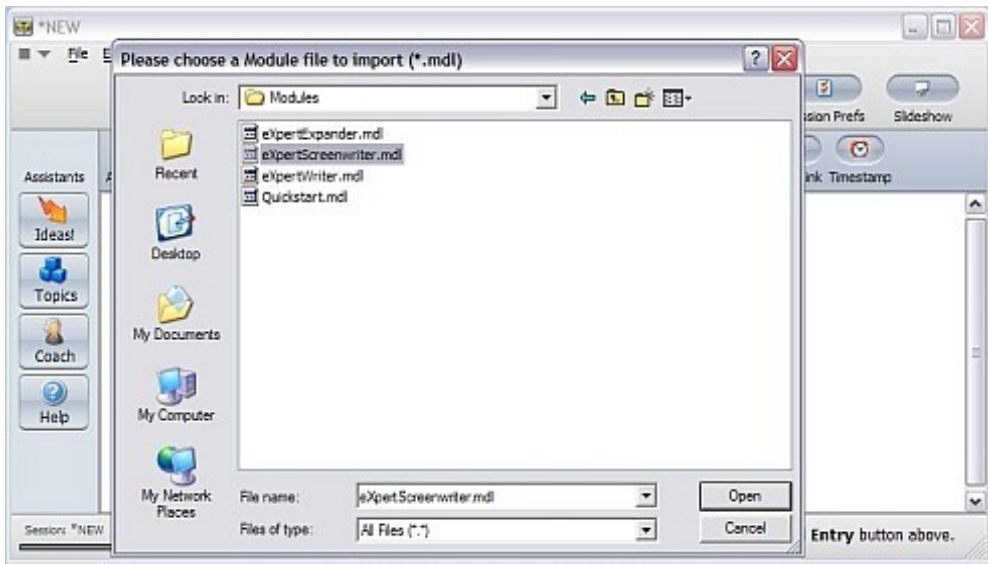
(For information about how to unzip the zipped module files, [click here to scroll down to a paragraph about zip files.](#))

Here's how the installation works in actual practice:

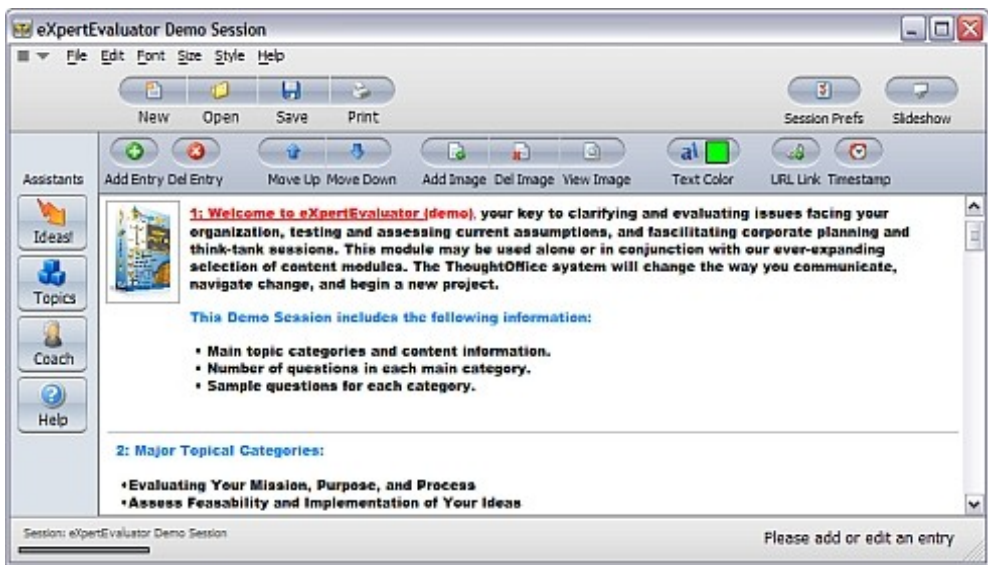
1. Start ThoughtOffice. Click **File ==> Import Module**



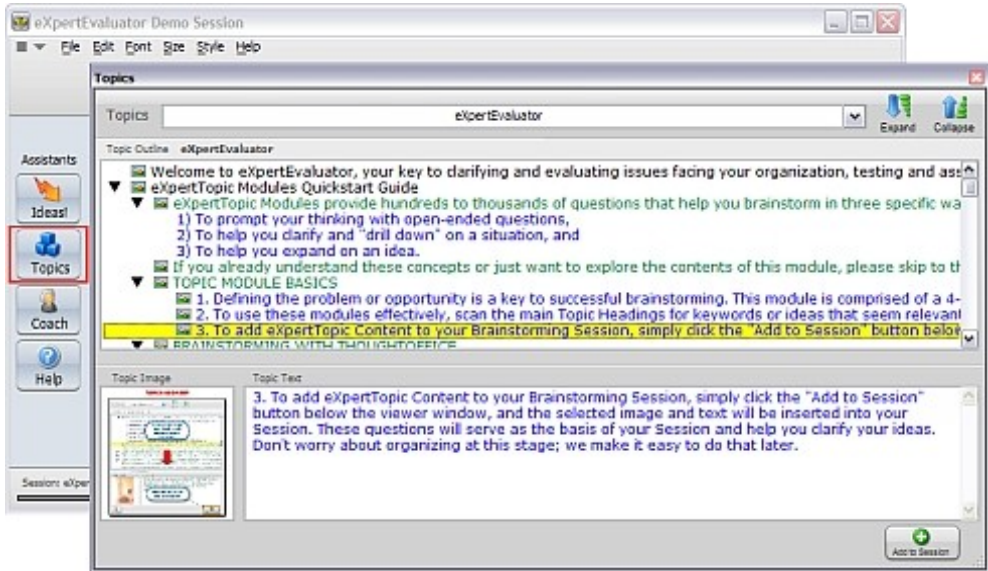
2. Navigate to the folder where your Modules are located, after they were unzipped. (The folder shown below is an example.)



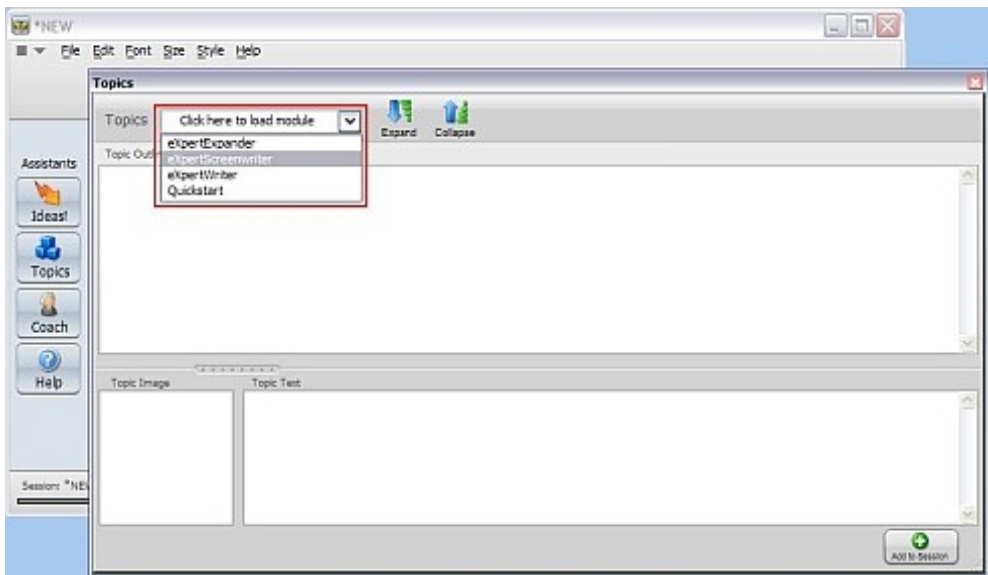
3. Choose the Module (mdl file from the list) and click **Open**. The program returns to the Session Window. You'll think nothing has happened, but....



4. Click the **Topics** button, on the left. The Topics browser window will open.



5. Click the **"Topics"** pull-down labeled "Click here to load module". You will see the list of modules installed and available to you. Click and select the module you want to use.



6. The Module, in this case, eXpertScreenwriter, will now load, and you will see all the questions and topics presented. The **“Topics”** pull-down will also show the name of the Module which is loaded. Use the arrows at the left of the topic items to expand or collapse the multiple levels of detail, or use the **“Expand”** and **“Collapse”** buttons to expand or collapse the entire module.



ThoughtOffice has a one year, 100% guarantee. 365 days - your satisfaction totally guaranteed.

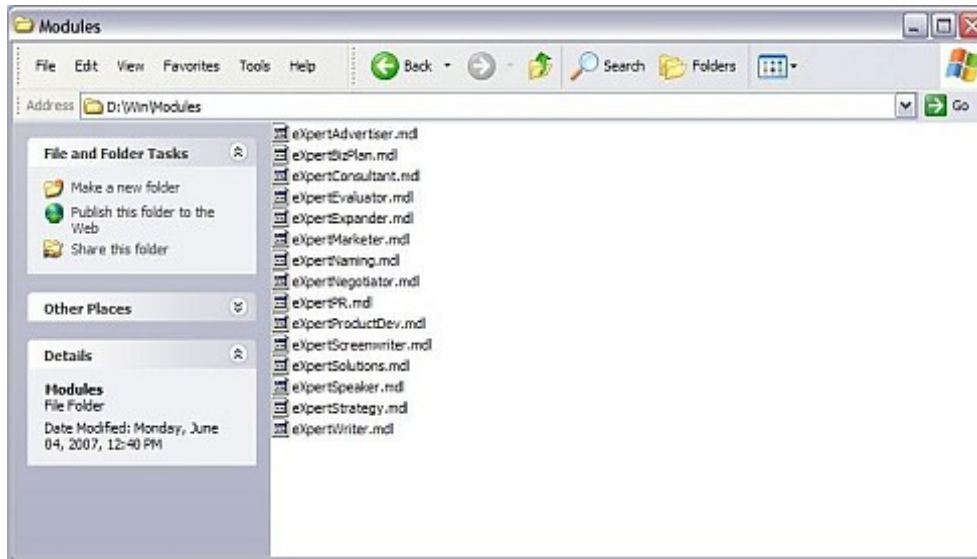
We're here to personally help you with the program, and use it effectively to develop lots of great new ideas - faster and more creatively. We'll help you turn those ideas into valuable products & services, or we'll update, upgrade, coach or refund to your complete satisfaction.

Mark Alan Effinger
CEO, ThoughtOffice Corporation

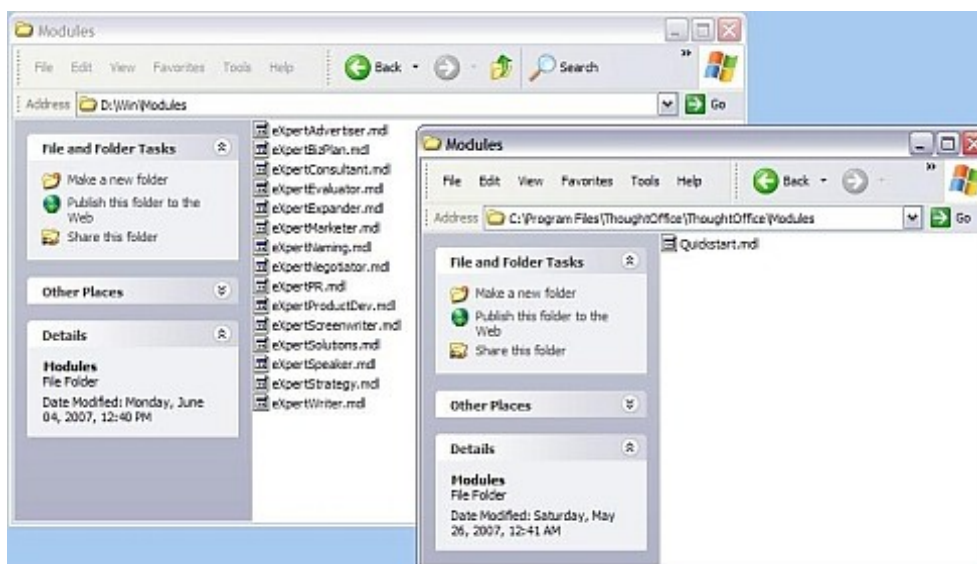
You can also manually copy the modules to your hard drive, from the CD ROM or from your downloaded ZIP files:

Copying Modules To Your Hard Drive

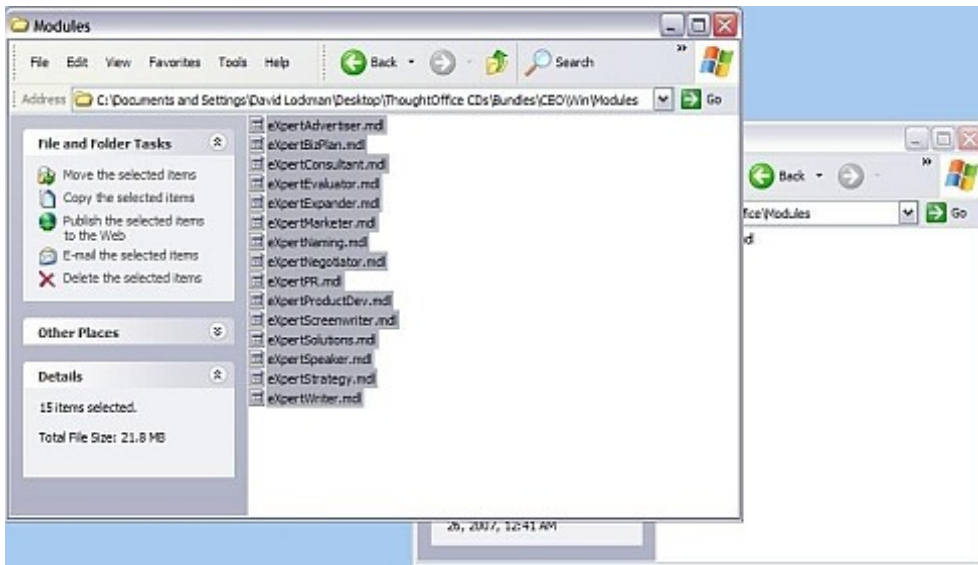
1. Open or Explore the ThoughtOffice CD or unzip your downloaded ZIP files (i.e. eXpertAdvertiser.mdl.zip).
2. Navigate to the Modules folder on the ThoughtOffice CD, or double-click to open it. Or navigate to the folder that contains your unzipped, downloaded Module files.



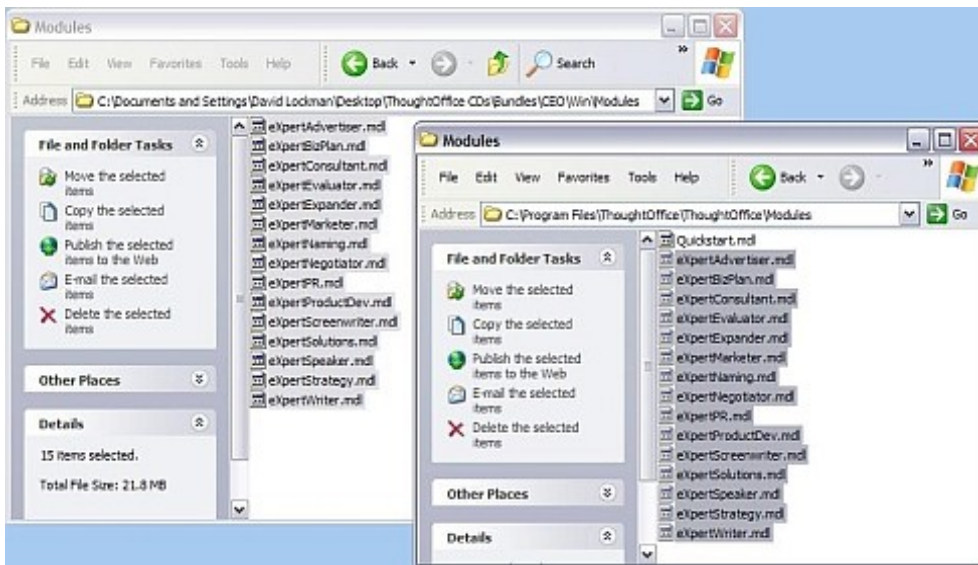
3. Open the Modules folder on your hard drive.



4. Select all the Module files from the Modules folder on the ThoughtOffice CD. (The extension ends in .mdl)



5. Copy (drag and drop) all the Module Files from the CD to the ThoughtOffice Modules folder on your local hard drive – on a Windows PC this is typically something like *C:\Program_Files\ThoughtOffice\ThoughtOffice\Modules*



This is a bit different on the Mac vs. the PC, and we will probably have some screenshots available soon to explain the process in detail for Mac users.



Just what is a “ZIP” file, anyway? And why is it “zipped”?

Well, the whole [ZIP file thing](#) goes back to the late 1980's, when we geeks were using dial-up connections to [bulletin board systems](#) for our data transmitting and receiving. It was slow. Oh my, it was slow, compared to today's broadband cable & DSL connections. And when we needed to send or receive big files,

it took a long, long time. As in go get yourself a cup of coffee. At the corner cafe. In the next town over.

To get around this data bottleneck, programs were developed to “compress” the data - to squeeze out the air, if you like - speeding up the process of downloading big files. Nowadays, even with fast Internet connections, some of the files are still pretty big, and they still benefit from compression, so we use ZIP (compression) programs to get done more quickly.



And of course, ThoughtOffice provides some of your instant download files in ZIP format. That means you need an unzip utility. To unzip files on the PC, we can recommend a free tool called CoffeeCup [Free Zip Wizard](#). We advise Mac users to try a free tool called [YemuZip](#).

There are also some zip / unzip programs out there that you can *buy*, but if you don't need all the bells & whistles, then... *why?*

Please let us know if this tutorial has been helpful to you. Feel free to [contact us](#) if you have any ideas for tutorials you would like to see.