

MASTER FILE (MF) DECODER QUICK START GUIDE

Thank you for obtaining our Master File Decoder through the SEDM Ministry Bookstore. Below is a quick reference guide to installing and using the Master File Decoder.

1. Installing Viewing Software

1.1. To view the the documents on the CD, you will need to install the free Adobe Acrobat Reader version 7.0 or later. If you have an older version installed or if you have trouble opening documents that come with the program or on the CD, please download and install the VERY LATEST version or Adobe Acrobat from the following location on the web:

<http://get.adobe.com/reader/?promoid=BUIGO>

1.2. To view the videos on the CD, you will need to have Microsoft Media Player version 10.0 or later installed on your system. This free software comes with Windows XP, Windows Vista, and Windows 7. You can also download it from:

<http://www.microsoft.com/windows/windowsmedia/default.msp>

2. Viewing the CD contents

2.1. Place the CD in your drive.

2.2. The CD should auto-start and your browser should open with the first page loaded.

2.3. If the CD does not auto-start, the reason is because you have changed the default configuration on your Windows to disable auto-start. In that case, you need to open the start page manually as follows:

2.3.1. Open Windows Explorer. Click on “Start->Explore”.

2.3.2. Find the CD drive on the file folder display of the Windows Explorer. The CD drive usually has the drive letter of “E:”.

2.3.3. Locate the file named “index.htm” in the root or home directory of the CD and double-click on it. The opening page should open in your webs browser.

3. Installing the MF Decoder on Your Computer.

3.1. The setup instructions are found in Chapter 2 of the MF Decoder User Manual. Please follow what is in that chapter.

3.2. The MF Decoder User Manual can be found:

3.2.1. Under the heading “[MF Decoder Documentation](#)” in the Master File Decoder Program Files table of the opening page of the CD.

3.2.2. In the following location on the CD, where “E:” is the drive letter:

E:\MFDecoder\MFDecoder.pdf

4. Registering the MF Decoder

4.1. The Master File Decoder program requires registration in order to be fully functional on your computer.

4.2. Registration procedure is discussed in section 2.9 of the Master File Decoder Program User Manual.

4.3. You may submit your request for the registration code via the Member Contact link on the opening page of our website (<http://sedm.org>).

4.4. The Member Contact page is found at:

<http://sedm.org/khxc/index.php?app=ccp0&ns=contact>

5. Training on How to Use the Program

5.1. The MF Decoder User Manual which comes with the program has extensive training on how to use the program in Chapters 3 and 5. The latest copy of the manual is always available on the MF Decoder Description page at:

<http://sedm.org/ItemInfo/Programs/MFDecoder/MFDecoder.htm>

5.2. In addition to the above training, we also offer the following video training on how to use the program:

5.2.1. MF Decoder Video Demonstration.

SEDM Support Page, Section 4.3
<http://sedm.org/Support/Support.htm>

5.2.2. Entering Data on the MF Decoding Screen and Navigating Records

SEDM Support Page, Section 4.4
<http://sedm.org/Support/Support.htm>

6. Support Page if You Have Problems with Setup

If you have problems with setting up the program, please visit the Support page on the SEDM website and read section 4:

<http://sedm.org/Support/Support.htm>

7. Getting the latest copy of the User Manual.

7.1. We frequently update the manual to reflect new developments in IMF decoding. After you obtain the program, you may want to visit the MF Decoder description page and get the latest copy of the manual.

7.2. The latest copy of the MF Decoder User Manual is free and is always available on the MF Decoder description page at:

<http://sedm.org/ItemInfo/Programs/MFDecoder/MFDecoder.htm>