



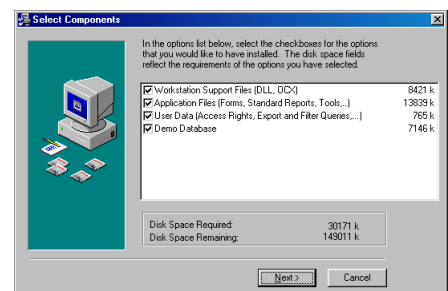
Thank you for your interest in **OPAS** - the most comprehensive and widely used Management and Administration software for orchestras and ensembles.

This brief guide assumes you are installing OPAS in its native FoxPro environment and on to a single computer for evaluation purposes. If you wish to install OPAS in a SQL Server 7.0 environment, or over a network, please contact Fine Arts Software.

Program Installation

Installation of OPAS is a straightforward process and follows Windows conventions.

1. Place the OPAS CD in your computer's CD-ROM drive.
2. In the lower left-hand corner of the computer screen, click "Start" and then "Run".
3. A dialog box will ask for the name of the program that you wish to run. Type "D:\setup.exe" (without the quotes) where D: represents the letter of your CD-ROM drive; if your CD-ROM drive is K, for example, you would type "K:\setup.exe".
4. The first screen will welcome you to the OPAS setup and verify the version of OPAS that is to be installed. Click **NEXT** to continue.
5. The next screen outlines the license agreement for OPAS. Read this agreement and click Yes to continue.
6. The next screen requires you to select the destination directory. Unless there is a compelling reason to do otherwise, accept the default directory of C:\Program Files\OPAS. Then click the Next button to continue.
7. The next step in the installation process specifies which components of OPAS are to be installed. Choose all four options to install a complete evaluation copy of OPAS on this computer.
8. The next screen verifies that you are ready to proceed with the actual installation. Click the Next button and the necessary files will be installed to the workstation.
9. When the installation is complete, you may be prompted to reboot your computer.
10. Check the packet in which OPAS was sent to you to see if there is an installation addendum for any customized files or a customized database.



You are now ready to use OPAS!

Starting OPAS

To start the program, double-click on the OPAS icon that was created during setup and placed on your computer's desktop. When OPAS starts, you will be looking at the OPAS login screen. By default, OPAS ships with the Login name "Demo" and a password that is also "Demo." Click OK *without typing anything* to accept this Login name and Password.