



Instructions for Upgrading Your 4HPlus! And FairPlus! Programs

by Jenny Nixon
updated 4-18-07

UNIVERSITY OF
Nebraska
Lincoln

- A. Check the software version your are running on your computer.
1. Open each program you are upgrading separately (you cannot open more that one CKV program at one time) and look across the very top of the main menu screen. You will see:

4HPlus! OR FairPlus! (Depending on what program you opened)
XXXXX County (the Xs = the name of your county)
Ver 0?-??? (numbers indicating your version number).

The first two numbers indicate the year and the three numbers following it indicate the day of that year that the version was released.

- B. To get the most current version:
1. Close all other open applications. Then open your internet browser and enter the web address: <http://4hplus.unl.edu> to find the Nebraska 4HPlus! homepage.
 2. When the page comes up, find the 4HPlus and FairPlus words and icons. To the right of each is the link: Latest Update. Left click on the link of the program you want to update.
 3. This next screen will have a summary of what is new in the program as well as a link across the top Download XX - XXX Update (X = current version number).
 - a. If you are using **Internet Explorer**, choose the Download XX - XXX Update link with a left click. Then you will then see a File Download window asking whether you want to run, save or cancel the file. Choose to save the file. Then you will get a Save As window asking you where you want to save the file. Choose where you want to save the file on your computer, click [Save] and the saving process will begin.
 - b. If you are using **Netscape Navigator or Firefox** as your browser, left click the Download XX - XXX Update link. Then you will see the Opening (Filename) window asking you whether you want to Open or Save the file. Choose to Save the file, select where you want to save the file on your computer, click [OK] and the saving process will begin.
 4. Once the file is downloaded to your computer, close down all open programs before you apply the upgrade. Find the downloaded file on your computer and double click the file name to get the WinZip window. At this time, you may get a security warning window telling you that the publisher of the file you are about to open could not be verified. You will have to choose to RUN this file. Once you select the Run option in the security window, you will get the WinZip window. Click the unzip button. When the unzip process is completed, close the WinZip window.
 5. The next time you open your software, it will note the upgrade and apply it. You may have to go through a process of upgrading tables. Simply choose the highlighted button until all tables have been upgraded. If your software does not close automatically, close it before doing anything to save all upgrade changes.