HOW TO INSTALL BBP TOOLBOX®

Before installing BBP ToolBox on your computer, please check the following pre-requisites are met:

- You're using Windows XP or Windows Vista,

- If you intend to use *BBP ToolBox for Office 2003*, you're using *Microsoft Word 2003* and *Microsoft PowerPoint 2003*,

- If you intend to use *BBP ToolBox for Office 2007*, you're using *Microsoft Word 2007* and *Microsoft PowerPoint 2007*,

- You have the Microsoft .NET framework version 2.0 or above installed on your machine (if you're unsure about it, the installer will check it for you).

Please also note that BBP ToolBox is designed to work with the Beyond Bullet Points method as described in the 2nd edition of Cliff Atkinson's book (ISBN: 978-0-7356-2387-3).

If you expect BBP ToolBox to work with the method described in the 1st edition of the book, it will fail.

To install BBP ToolBox on your computer, open the setup file named *BBPToolBox_Officexx_vyy_Setup.exe* (where *xx* stands for your Microsoft Office version and *yy* for the version of BBP ToolBox) which is contained in the ZIP file you have downloaded from the BBP ToolBox website.

Follow the instructions displayed by the installer until the installation completes successfully.

When the installer displays an installation complete message, BBP ToolBox is installed on your computer and is ready to use.

Simply launch Microsoft PowerPoint to use BBP ToolBox. Please also refer to the BBP ToolBox User Guide to discover how to use BBP ToolBox.

If you encounter a problem while installing BBP ToolBox, please go to www.bbptoolbox.com/faq/ and read the FAQ (Frequently Asked Questions) section to check if your problem is listed there.

If it is not listed, you'll be guided to submit your problem.