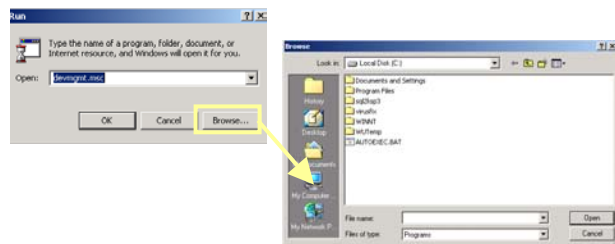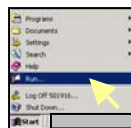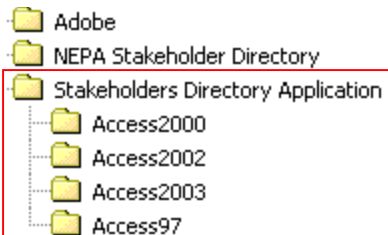## System Requirements

- Users must have Microsoft Access 97, Access 2000, Access 2002, or Access 2003 to run the Stakeholders Directory Application (SDA).

- The SDA can be used at a resolution of 800 x 600 pixels, but is best viewed at a resolution of 1024 x 768 pixels or higher.

Installation

- Confirm whether your computer uses Access (97, 2000, 2002, or 2003).

- Go to the Start Menu and select "Run"

- Click on the "Browse" button and select your CD Drive.

- Select the appropriate subfolder from the "Stakeholders Directory Application" folder on the CD:

  - Adobe
  - NEPA Stakeholder Directory
  - Stakeholders Directory Application
    - Access2000
    - Access2002
    - Access2003
    - Access97

- **Within the correct folder, select Setup.exe** to install the SDA to your computer.

- The Installation Wizard will facilitate the setup process and confirm that the SDA will be saved to C:\Program Files\DOE Stakeholders Directory\.
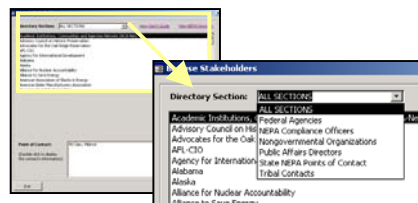
Opening the Application

- Double-click the shortcut installed to your desktop ("Stakeholders Directory Application"), or

- From the Start Menu, go to Programs\ DOE Stakeholders Directory\ Stakeholders Directory Application
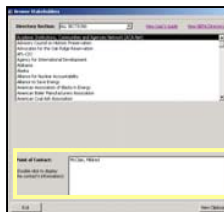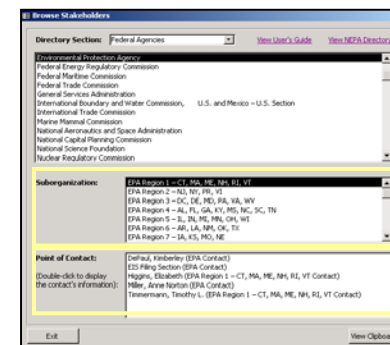
- The SDA will open :

Using the SDA

- After opening the SDA, you have the option to filter the list of organizations by the Directory Sections:
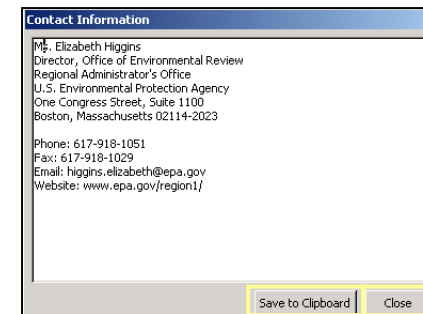
- By selecting an organization name, you will see a list of contacts within that organization.

- If there are suborganizations affiliated with an organization (as noted by a bold subheader in the Directory), a list of suborganizations will appear.

- By selecting a suborganization name, you will see a list of contacts associated with the larger organization and that suborganization.

- By double-clicking on a contact's name, the "Contact Information" screen will appear:

- After reviewing the contact information, you may choose to "Save to Clipboard" or "Close" the window.

- Choosing "Save to Clipboard" will copy the contact's data into a new window (the Clipboard) and close the Contact Information window.
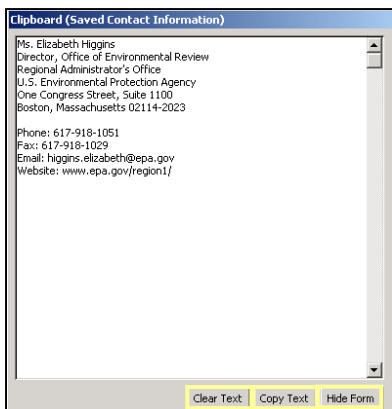
Viewing the Clipboard

- At any time, you can view the Clipboard by selecting the the "View Clipboard" button on the main screen or Edit\View Clipboard from the menu.

Using the Clipboard
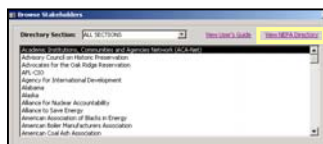
- There are three buttons on the Clipboard:

- **Clear Text** – Delete all text from the Clipboard.
- **Copy Text** – Copy all text from the Clipboard for use in other applications (e.g., Word).
- **Hide Form** – Hide the Clipboard from view. The Clipboard can be restored to view by selecting the "View Clipboard" button on the main screen or Edit\View Clipboard from the menu.

Using the Clipboard

- You can add an unlimited number of contacts to the Clipboard.
- After selecting "Copy Text", the data can be used in other applications by using the "Paste" function.
- You can manually delete contact information or choose to "Clear Text" to delete all information.
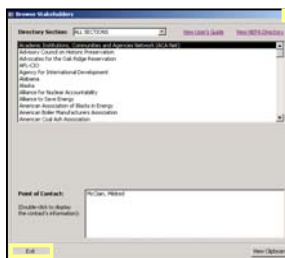
Viewing the Stakeholders Directory

- At any time, you can view a PDF copy of the entire Stakeholders Directory by selecting
    - the "View NEPA Directory" link
    - Directory\View Directory from the menu options
    - C:\Program Files\DOE Stakeholders Directory\ **July 2004 Stakeholders Directory.pdf**
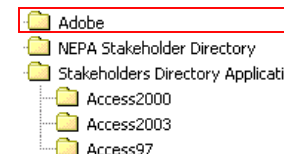   - From the Start Menu, go to Programs\ DOE Stakeholders Directory\ NEPA Directory.

Exiting the SDA

- At any time, you can exit the SDA by selecting the "Exit" button, or the close window button:

Using Adobe Acrobat

- The CD used to distribute the SDA contains an installation package for Adobe Acrobat to allow users to view the PDF files contained on the disk.
- From the CD, double click on: **Adobe\AdbeRdr60_enu_full.exe** to install Adobe Acrobat Reader on your computer.

User's Guide/Help

- At any time, you can view a copy of this User's Guide by selecting the "View User's Guide" link, (outlined in yellow below), selecting Help\User's Guide from the menu options, or at C:\Program Files\ DOE Stakeholders Directory**SDA_Help.pdf**.

Address questions to
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