

ESF – EQUAL

Installation note self-evaluation model (transnational) development projects

On this CD-rom you will find three types of files:

- This installation note (PDF)
- The self-evaluation model (Excel spreadsheet)
- A manual (PDF)

This note will describe a number of steps, enabling you to work with the spreadsheet of the Self-evaluation. this version should be compatible with several MS Office versions that may be installed on your PC: Office XP, Office 2000 and 97.

- ✓ If you wish to load the self-evaluation model from the CD-ROM, you will need to insert it first into the drive. Having done so, you will then be able to open the self-evaluation tool from the cd. When you insert the CD-ROM into the drive, a window will appear automatically, showing the documents.
- ✓ You can open the documents by double clicking the icon. The tool itself should better be copied first on the hard-disc: first press CTRL + C, or the right mouse button, and then choose 'copy'. The Excel file can then be copied from the CD-ROM to the hard-disk (C, D, ... drive) by pressing CTRL + V or by using the right mouse button and then choose the option 'paste'.
- ✓ The manual can be opened or printed from the CD-ROM.
- ✓ The spreadsheet can then be opened by double clicking, or by opening MS Excel, and via File/Open select the location where the file was copied from the cd.
While opening it, a window may appear, asking you to activate the Macros 'Enable/disable macros'. Choose 'enable'.
- ✓ You can now use the tool (cfr. manual). It is important to save the data regularly. The first time a spreadsheet is saved (via File/save as, otherwise the original empty spreadsheet will be overwritten), a name and location should be entered. The best way is to put the data in a fixed location on the drive. Therefore, you can make a new folder where all new version of the self-evaluation will be saved. The best way to save the Excel files, is to combine the name and date of a project. This way, all versions will be saved and it will be possible to trace the evolution.