Downloading and opening Inform

Inform is easy to download and open when following this guide. We recommend you read this guide before starting Inform so you know exactly what to do.
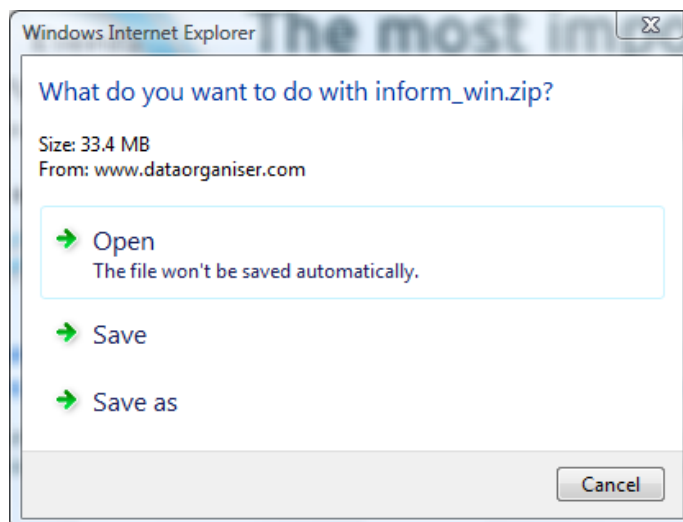
Step 1 – Downloading Inform from www.dataorganiser.com

The picture below shows the download screen for the Windows and Mac version of Inform. This guide is for the Windows version. Depending on your version of Windows, you may get slightly different requests, but the process is the same for any version.

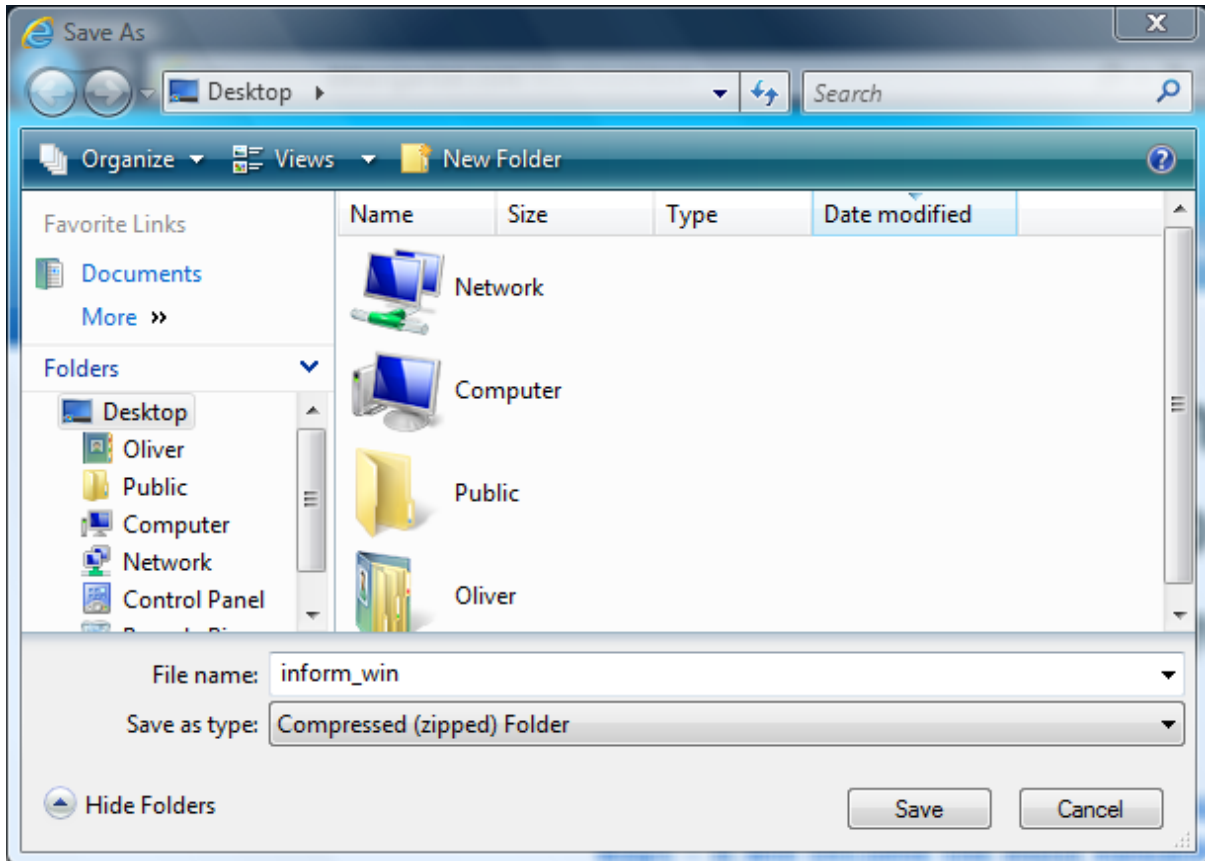*Step 2 – Click on Download File (inform_win.zip)*

You will see a box asking what to do. Click 'Save as'.

Step 3 – Choose a destination folder

We recommend you save it initially to your desktop, however any location is fine. You could even save it to the datAshure USB stick, but you can transfer it to the stick at any time.
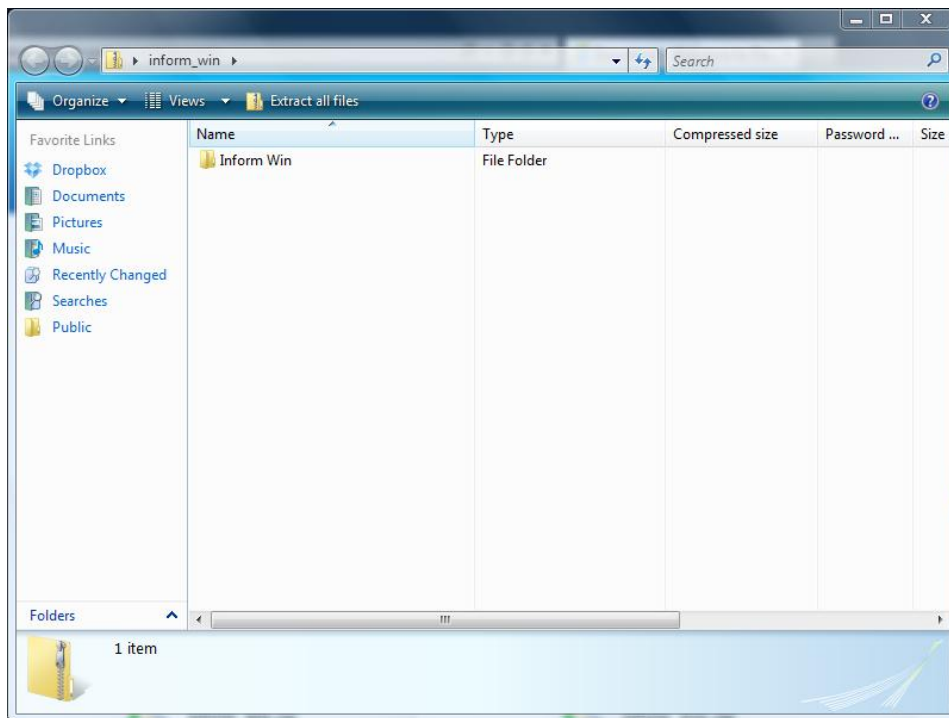
Step 4 – Download conformation
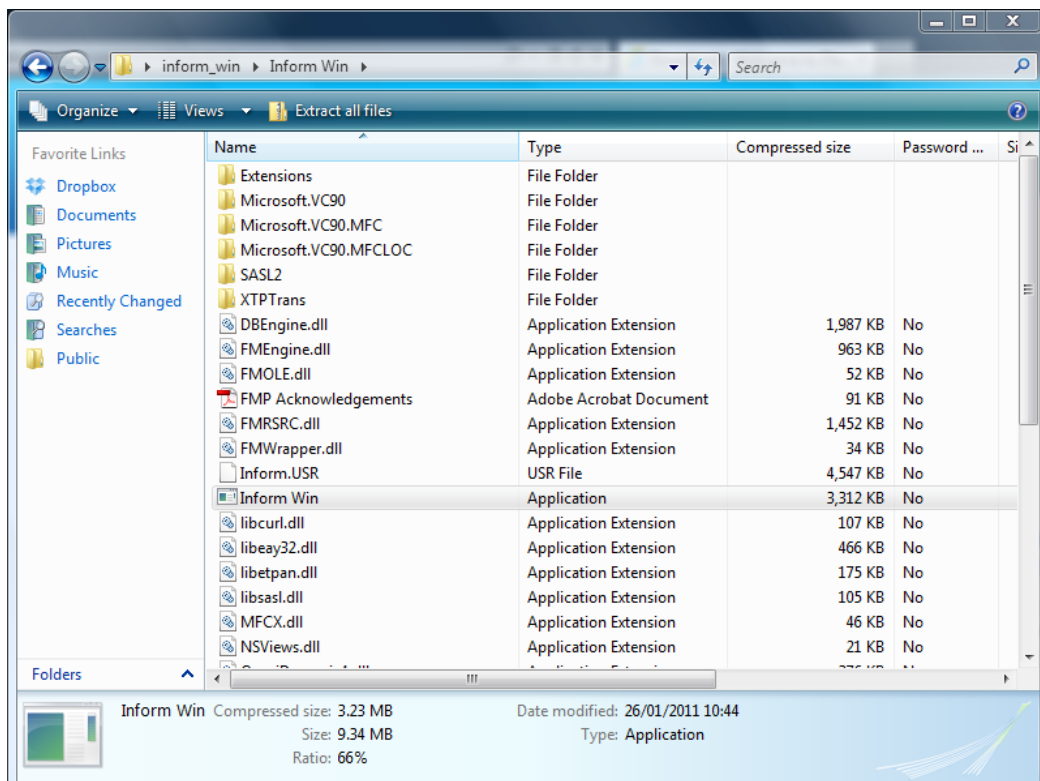
Your screen should show a box at the bottom with download progress.

Step 5 – The downloaded zip folder

The downloaded file is within a zipped folder. Simply click on the file you have downloaded.

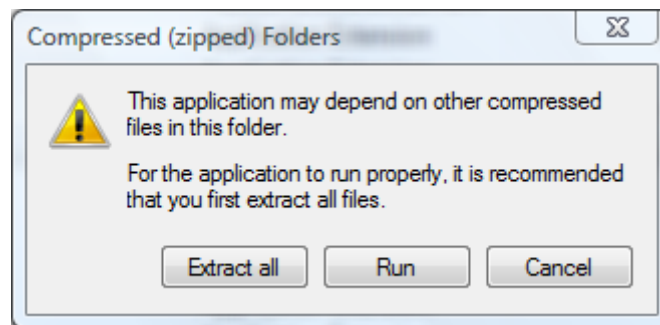### Step 6 – Click on the file called Inform Win

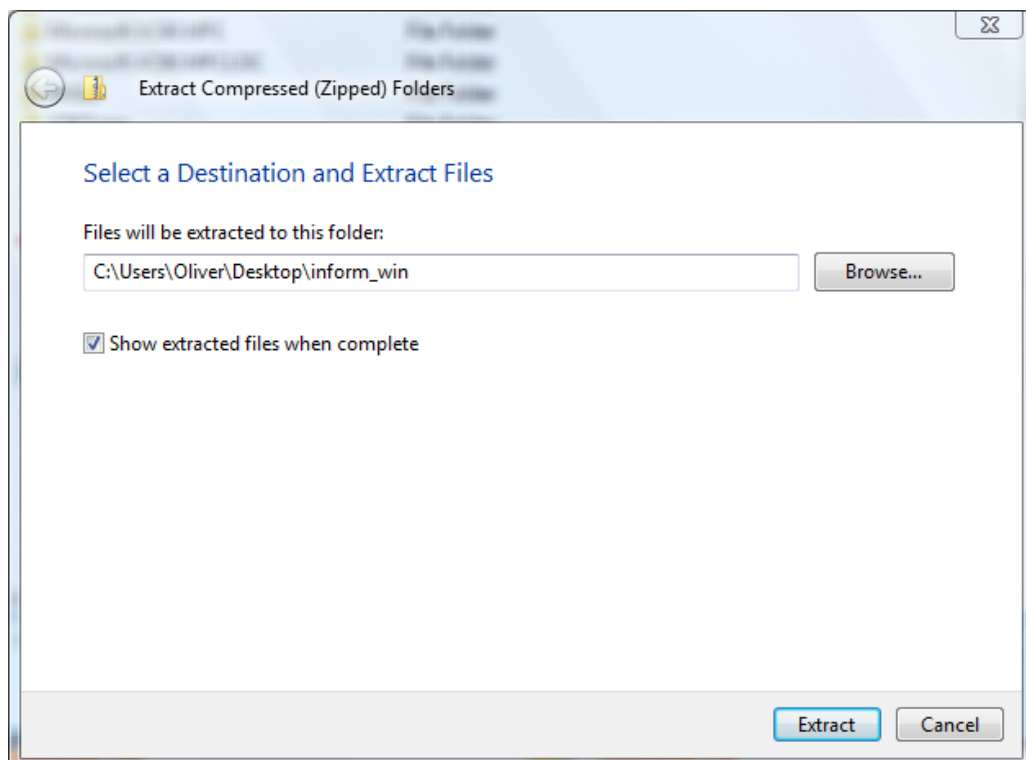Inform Win is the Application file. Just click on this to start the unzip process. Do not click on Inform USR, as this will not start the unzip process.

Step 7 – Click on Extract all

After clicking on Inform Win, a box like the one below will open – click on 'Extract all'

Step 8 – Choose the destination folder for the unzipped file

We recommend you choose the same folder you saved the zipped file to. If you saved the original file to your desktop then this should be the automatic choice. However you can decide wherever you want to save the unzipped folder. Being unzipped mean that the software will now work properly as it has been uncompressed.

Step 9 – Click Extract to unzip the folder

The box below will give the progress on the file being unzipped.
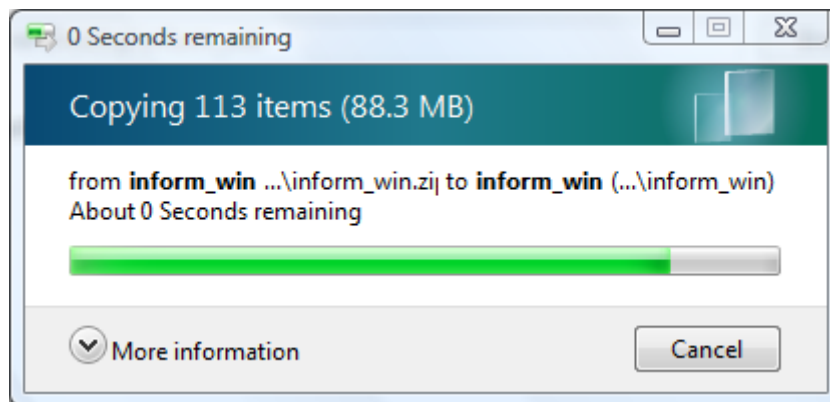
Step 10 – The unzipped folder

The unzipped folder should open ready to explore. If not, go to where the file has been unzipped and click on it.
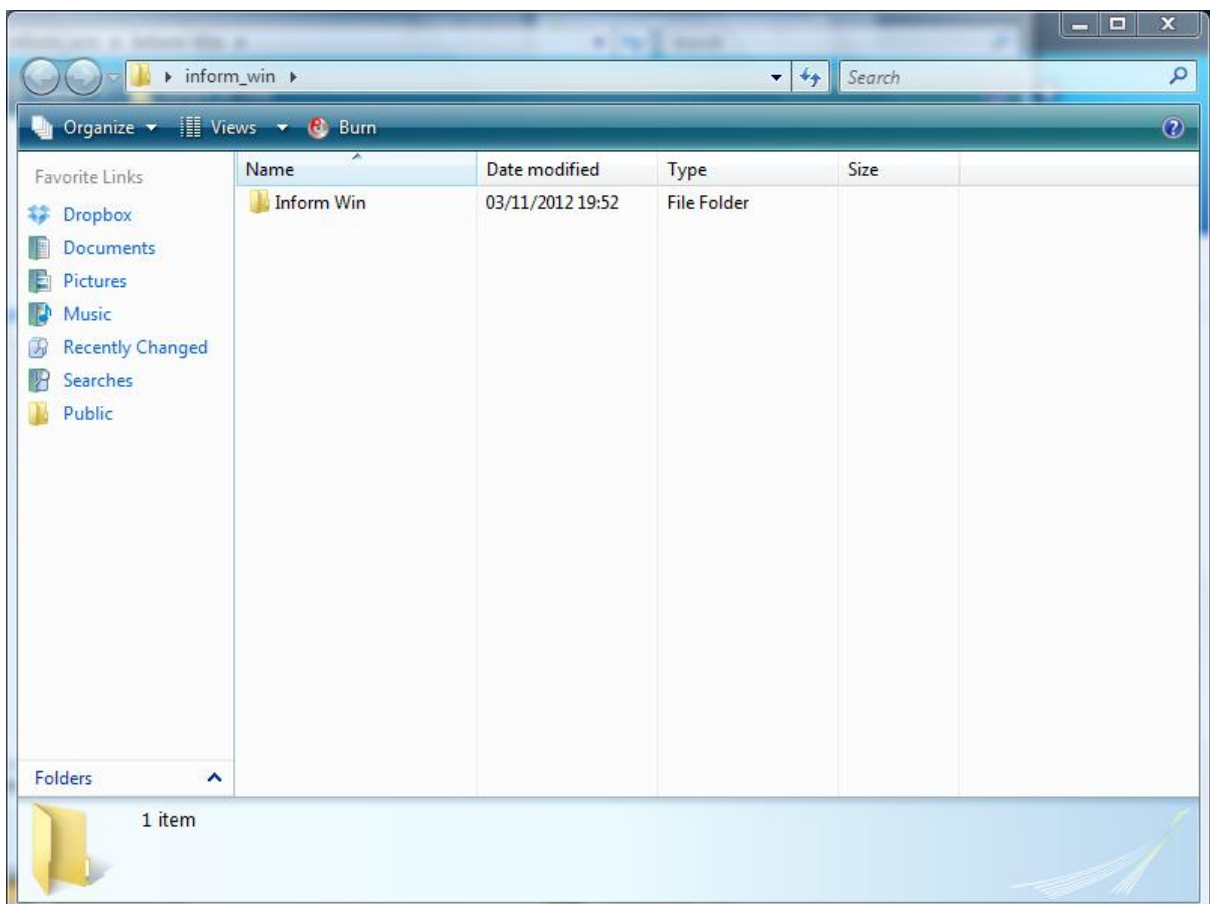
Step 11 – Starting Inform

To start Inform, click on the file called Inform Win. It should say Application in the file Type column. You should notice it has a picture of a pink and black opened file next to it. Do not click on Inform.USR as this will not start the program.
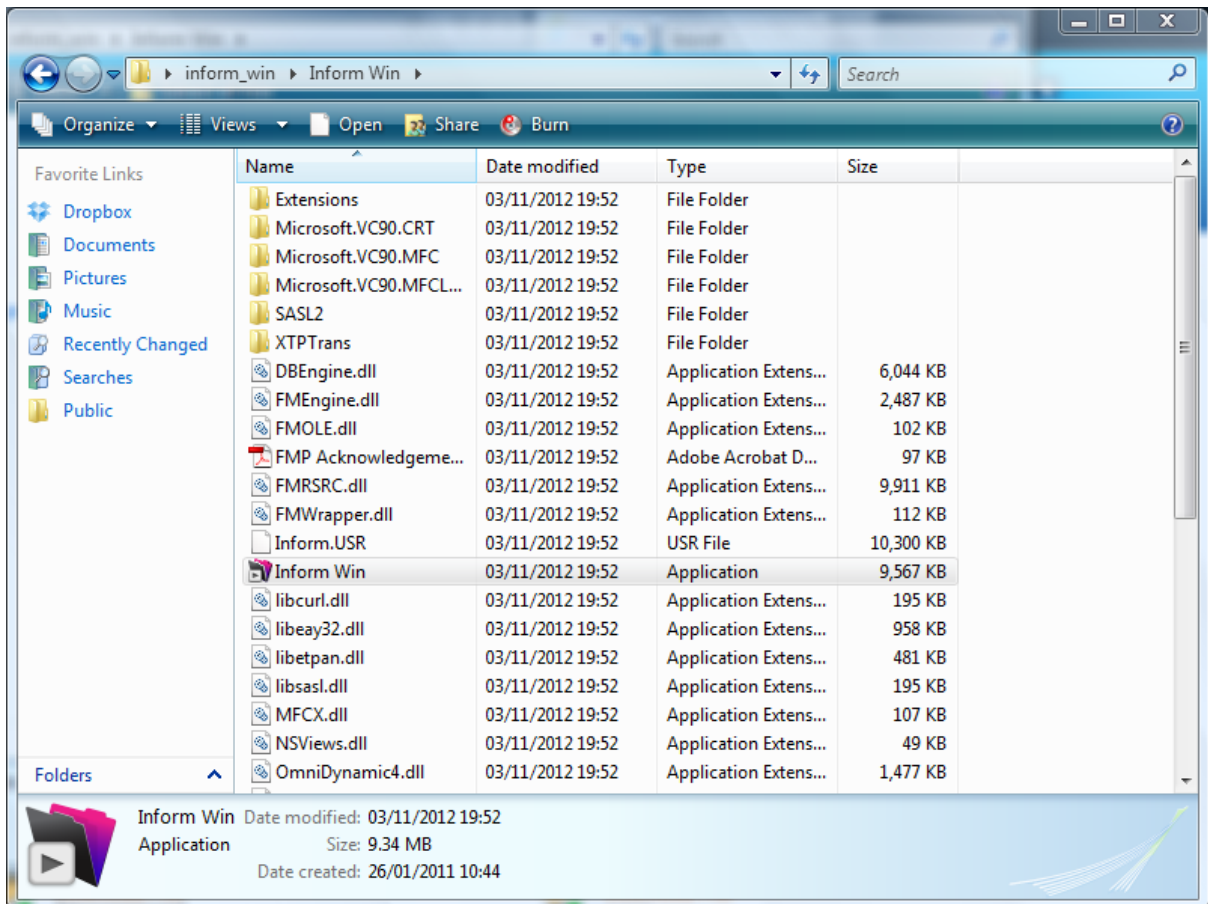
Step 12 – Create an optional shortcut

If you want to create a shortcut to Inform Win – which opens the software to use, right click on it and choose Send To, then Desktop. By clicking on the shortcut you can start Inform, rather than opening the folder to do this.
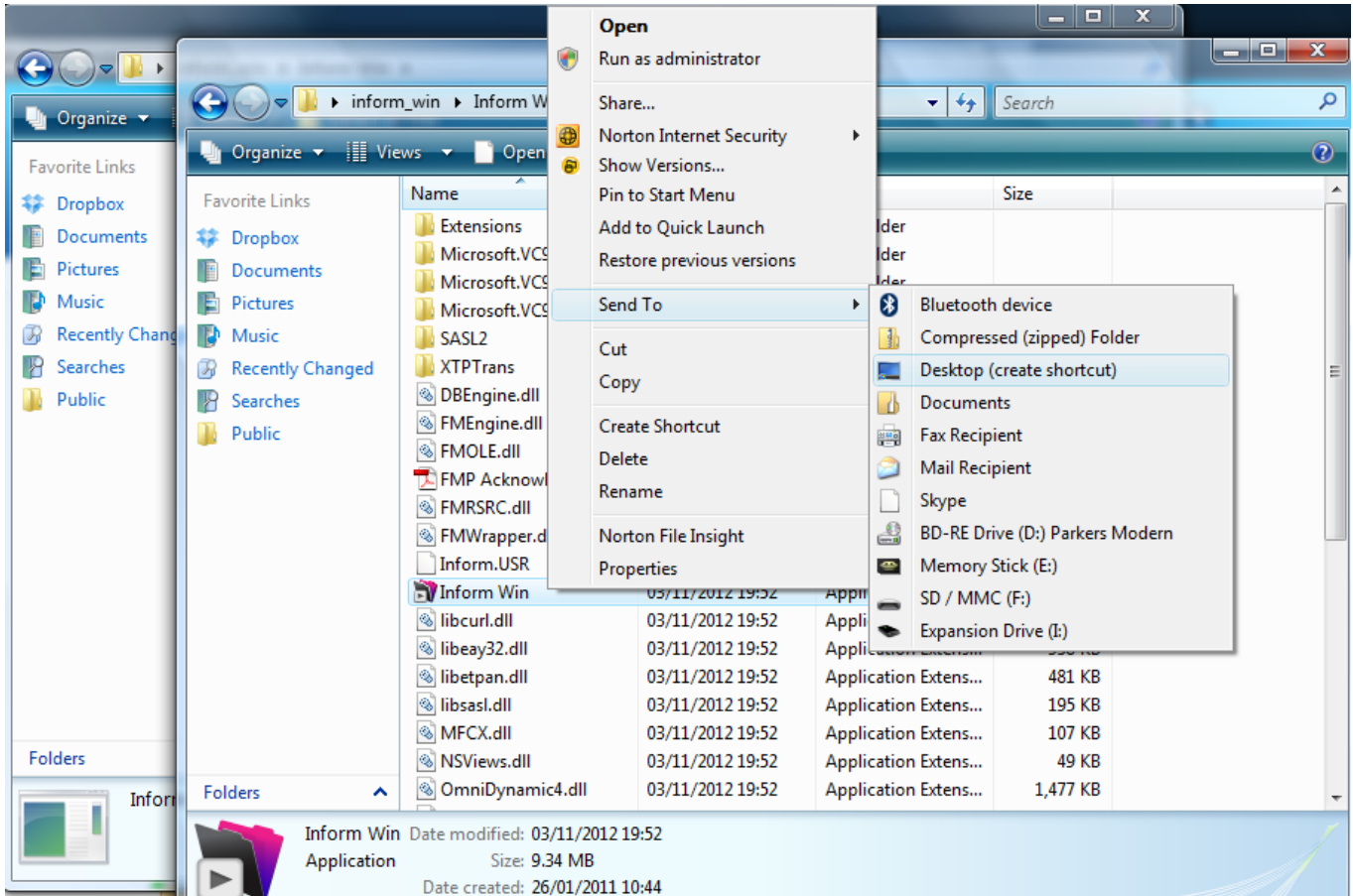
Step 13 – Do you want to run this file?

You should see a message like this – click Run.
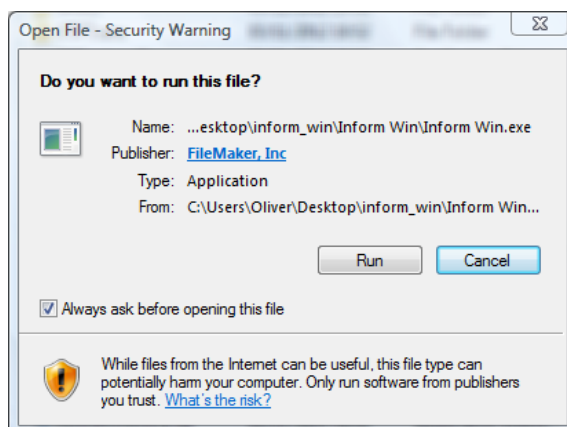
Step 14 – Registration page

When you run Inform for the first time, you will see the box below. It will ask for your name and registration key. If you have not bought the key you have the option of a 30 day free trial with limited functionality (no report function).

Step 15 – Enter your name

Step 16 – 30 day free trial

If you do not have a serial number to enter you can click the 30 day free trial button. You will get the prompt below.
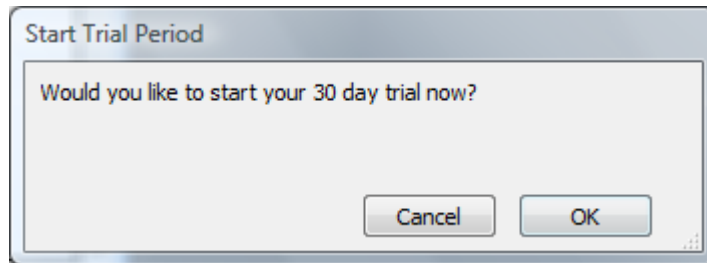
Step 17 – Licence agreement

To run the software you will need to read, agree and accept the licence agreement.
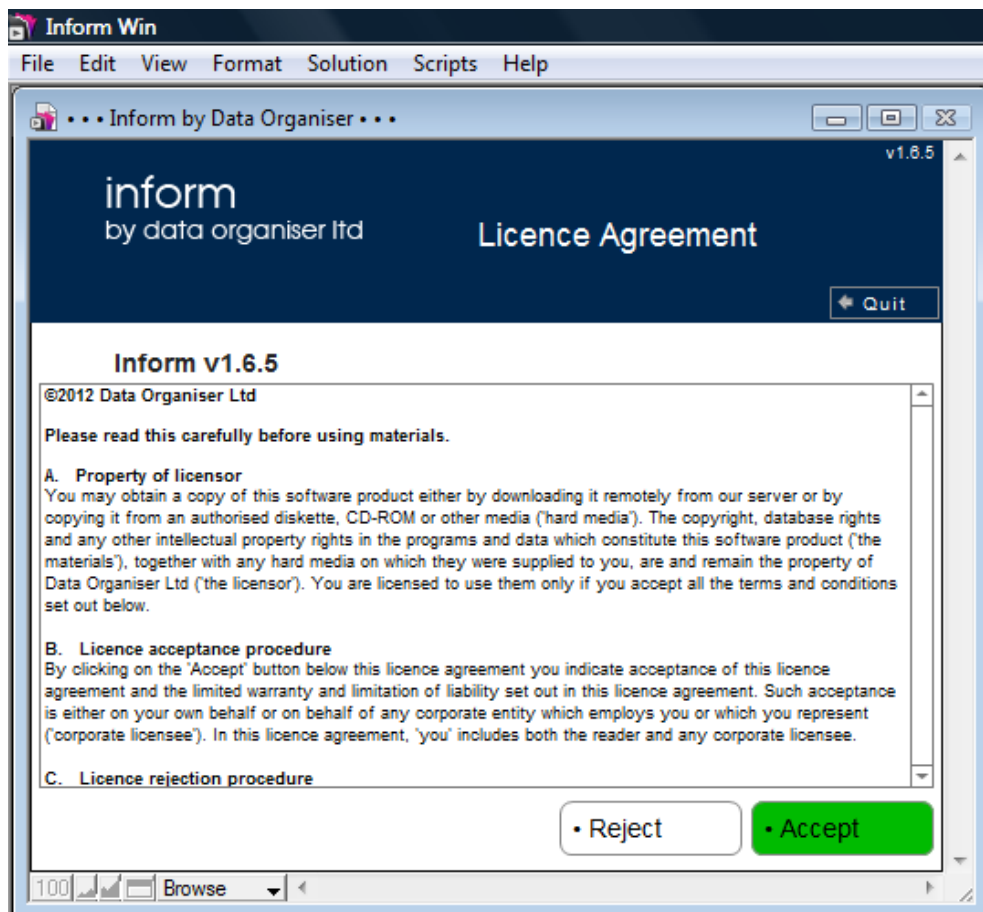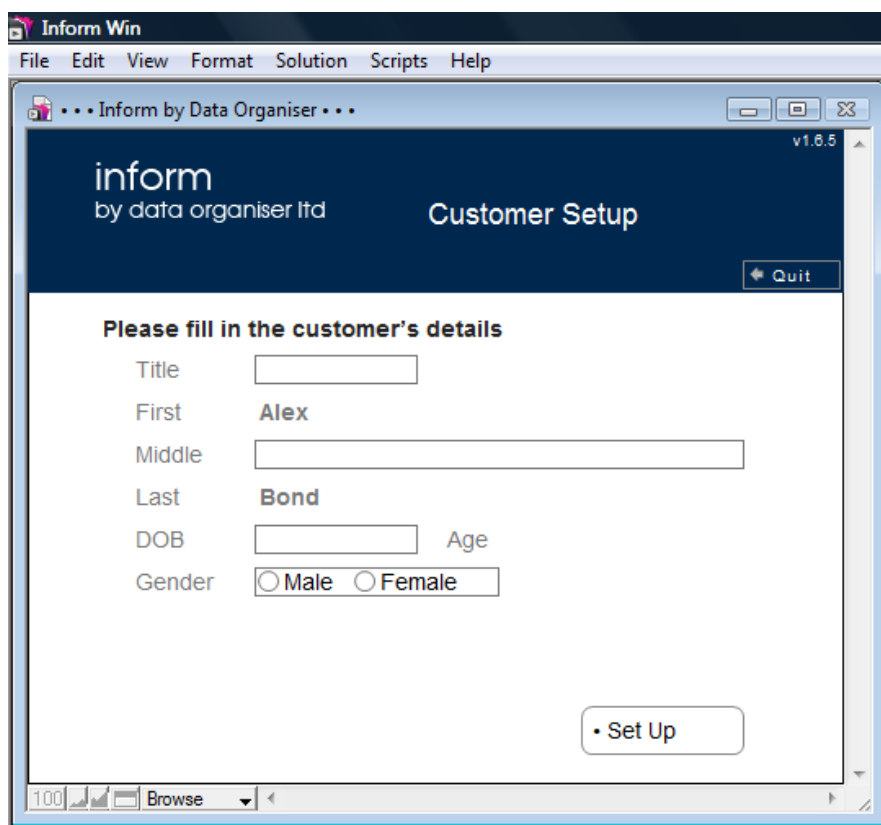
Step 18 – Confirm you accept the licence agreement

If you accept the licence agreement you will need to accept it. Click accept.
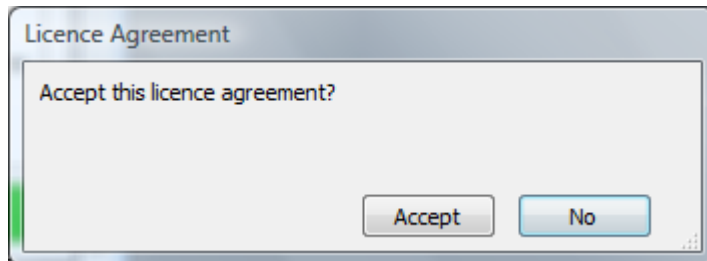
Step 19 – Customer Setup
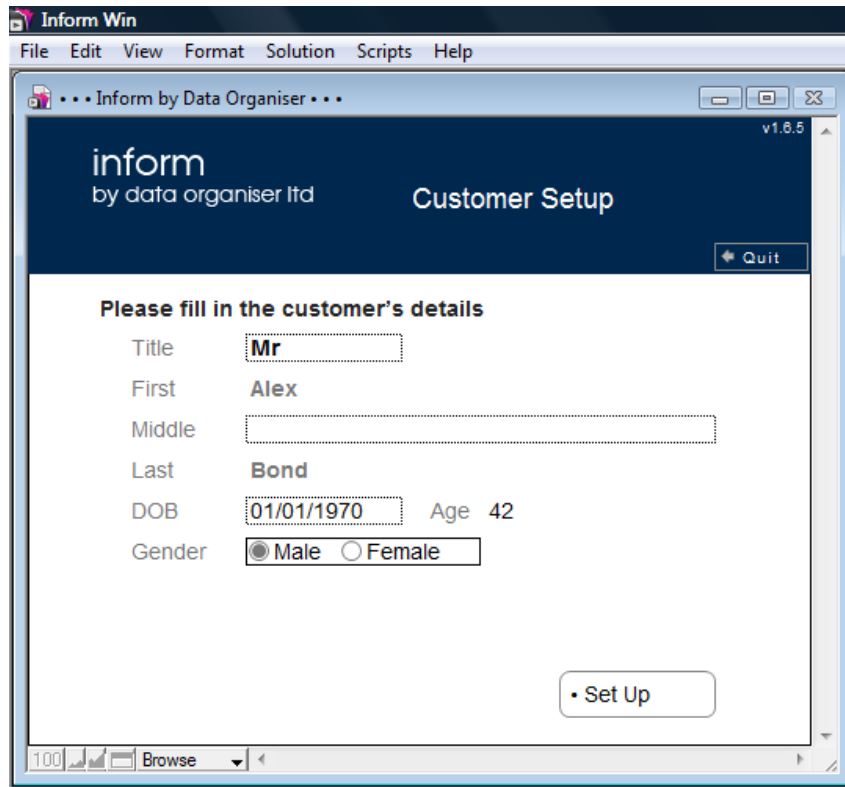
The next screen will allow you to enter some more information about yourself before clicking Set Up. If you do not enter any more information here, you can add the details later.

Step 20 – Entering more information

When you have entered more information you can click the Set Up button.

Step 21 – Complete set up

To complete the set up process you will need to enter a password. This is a further security feature to protect your information.

Step 22 – Log in screen

After creating a password and clicking OK, you are taken to the main log in page. This is the screen you will now see very time you start the software (depending on whether you have bought the serial or taken a 30 day free trial). If you have taken a 30 day free trial, you will be prompted to enter the serial number again as in step 14 – 15 above.
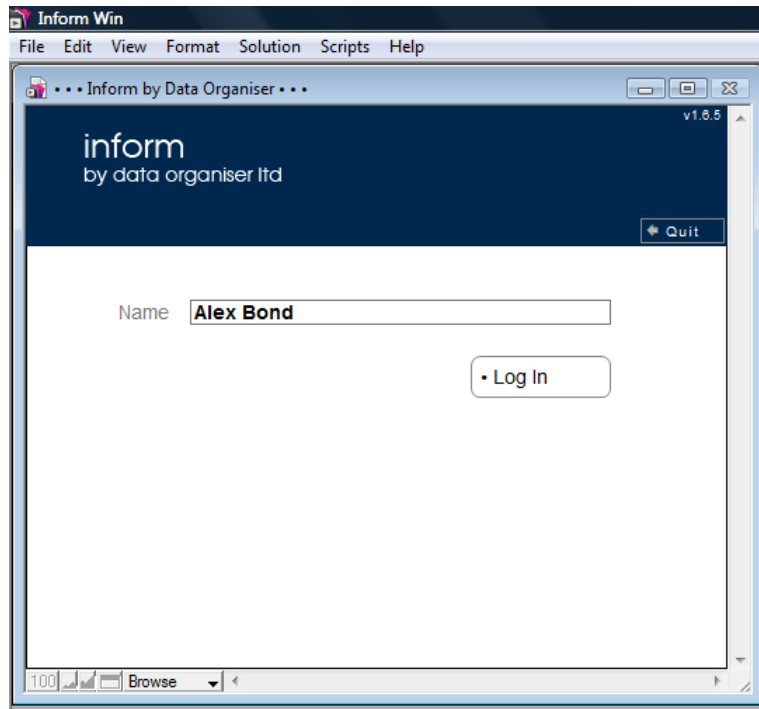
Step 23 – Enter password
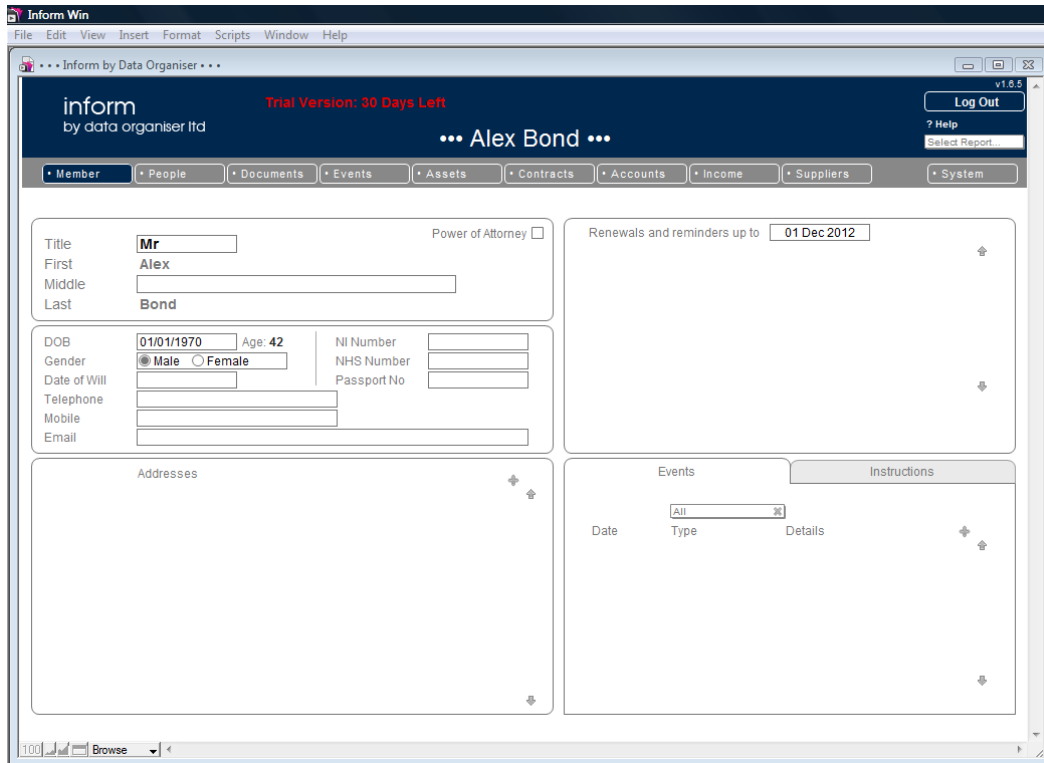
Every time you start the software you will need to enter your password.
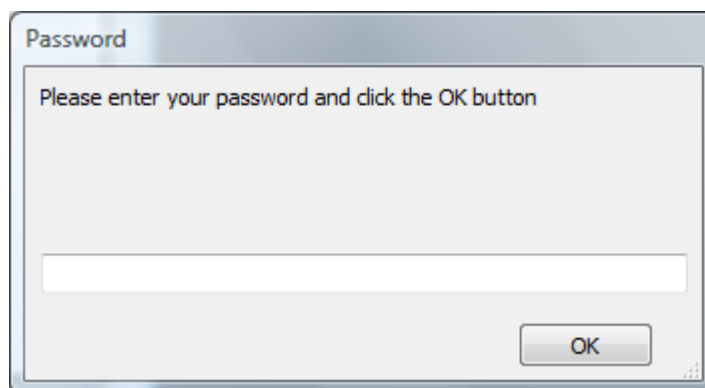
Step 24 – Main member screen
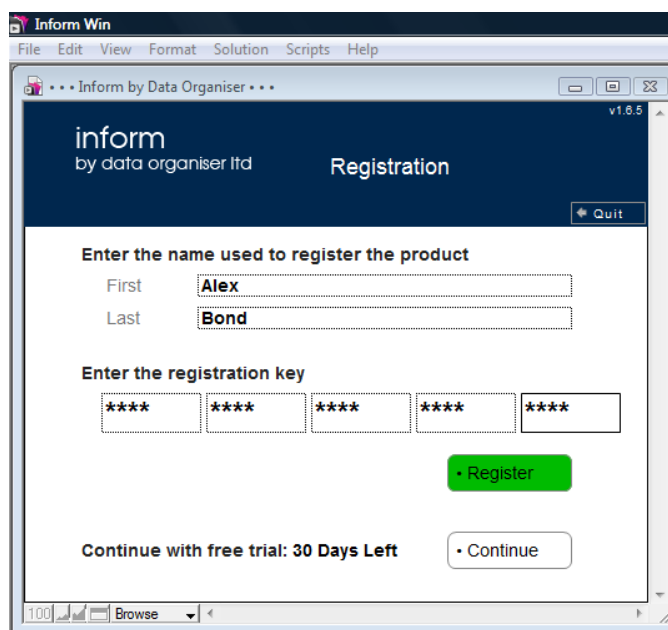
Once you have entered the password correctly you will be taken to the member screen with your key information. If you have a trial version it will tell you how many days you have left to run before the software stops to function.

Step 25 – Enter the registration key

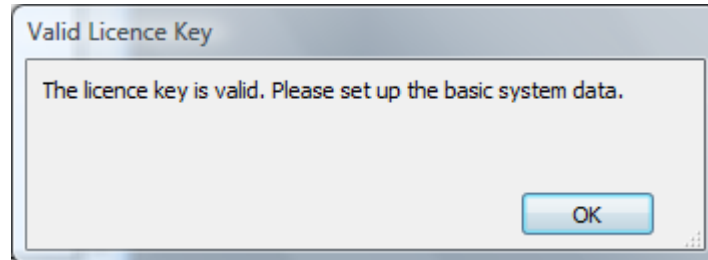If you have bought the serial number you should enter it here and click Register.
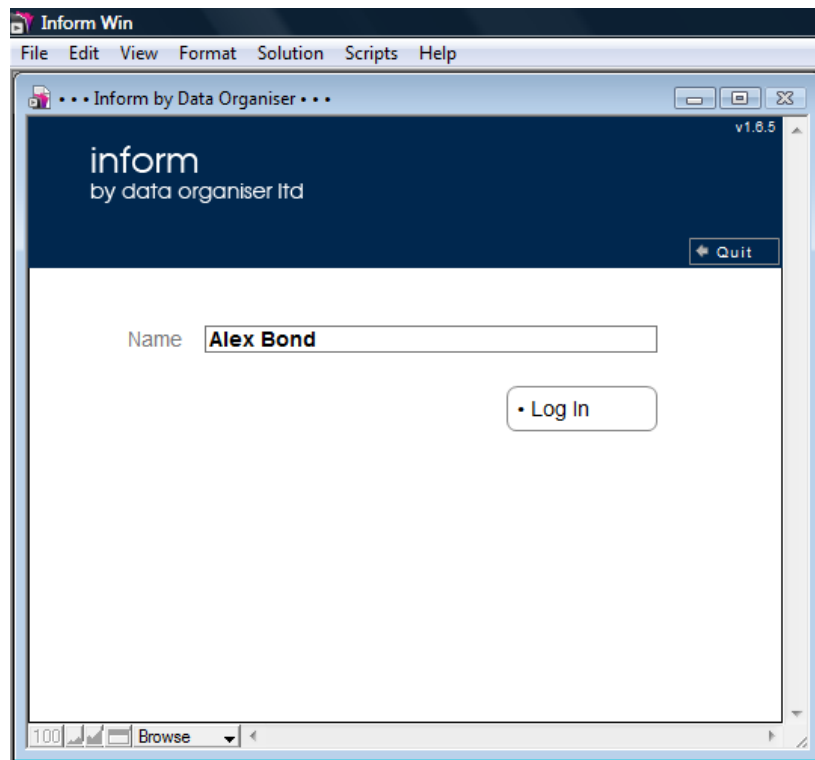
Step 26 – Valid licence key

If the licence key is valid, it will confirm so. If not the prompt will say the registration key is not valid, in which case you should try re-entering the serial.
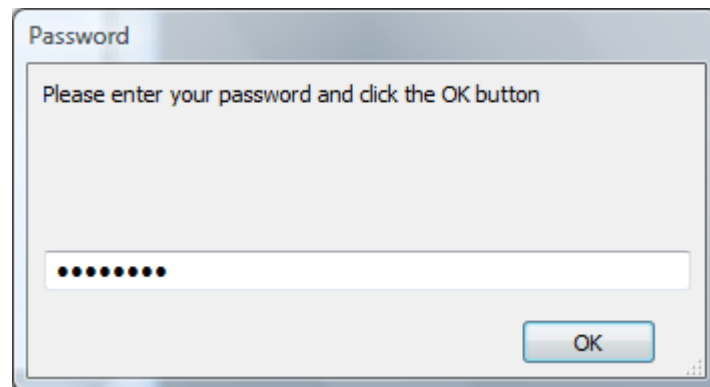

Step 27 – Log in

If you have already entered a password you will see the screen below. If you have not use dthe free trial then you will be prompted for the password as in step 20 – 21 above.

Step 28 – Enter password
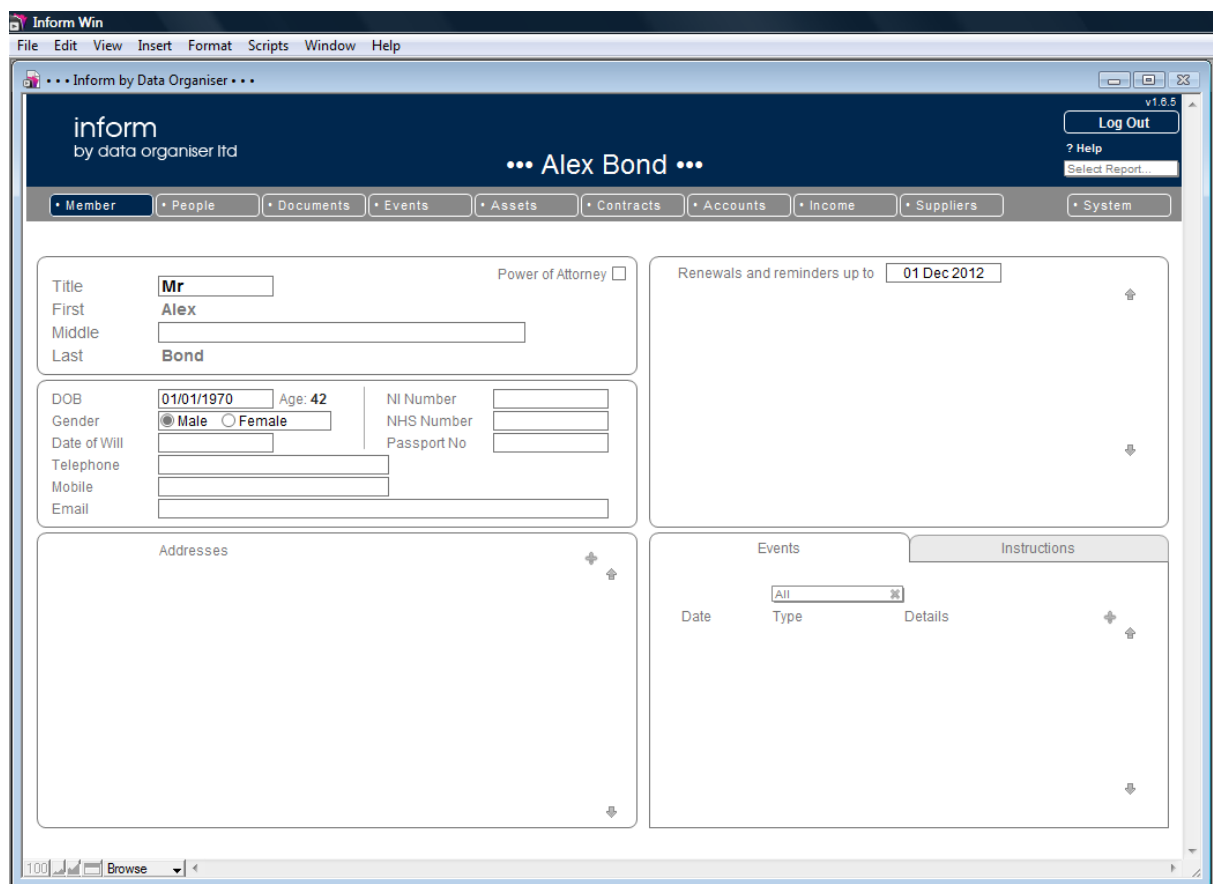
After clicking Log In, you will be prompted for your password.

Step 29 – Member screen

Once you have correctly entered your password you are taken to the main screen. The 30 day free trial message will not appear if you have entered a correct serial.

Please read the other tutorials to get a head start in using Inform!