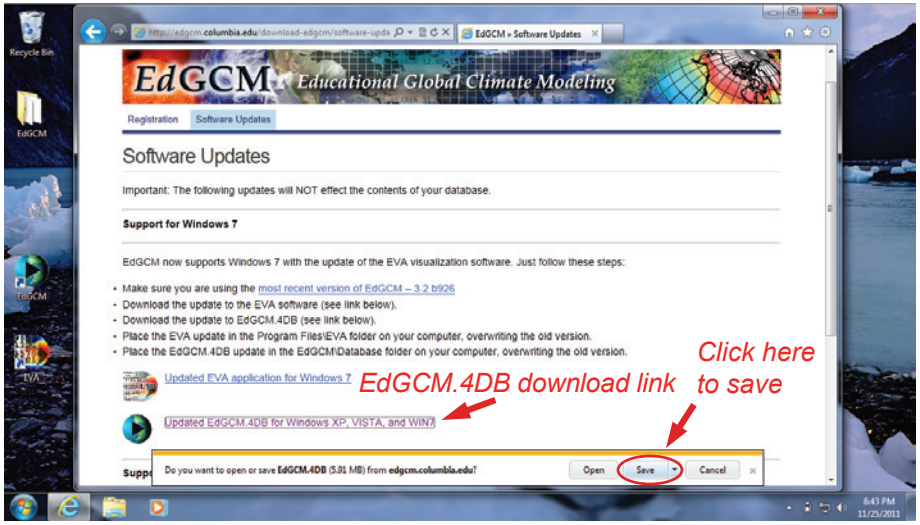
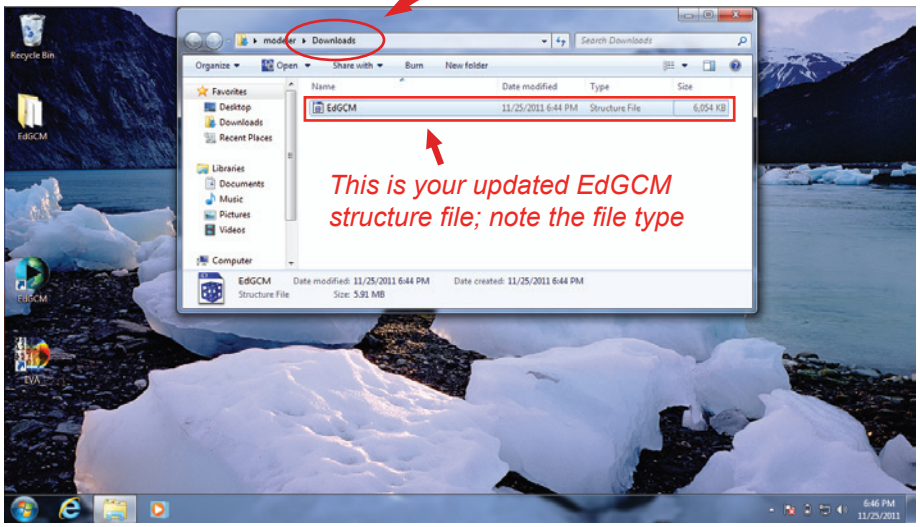
1. When you first click on the EdGCM.4DB update download link, Internet Explorer will ask if you want to *Run* or *Save* the file EdGCM.4DB.

Be sure to click on the *Save* button.

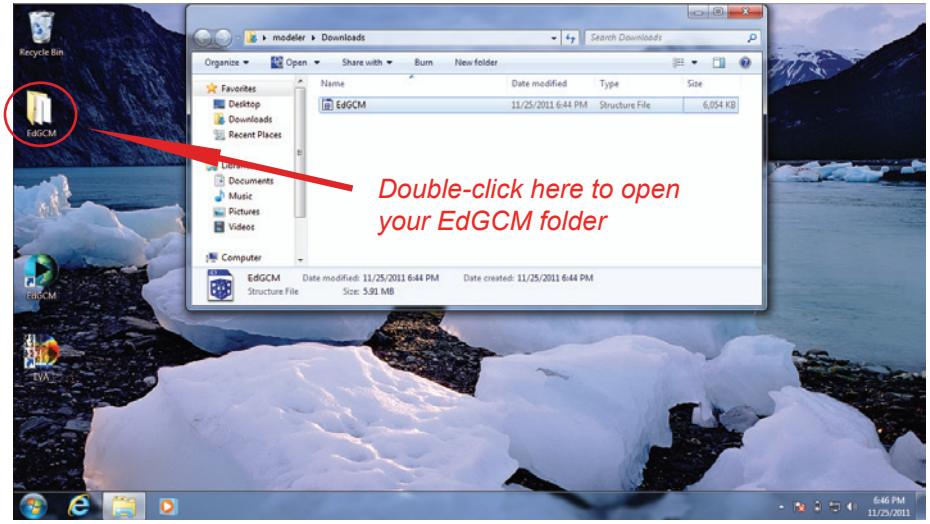


2. Once the file EdGCM.4DB has been downloaded, Internet Explorer will ask if you want to *Run*, *Open folder*, or *View downloads*. Click on the button *Open folder*, so that you can see the location of the new EdGCM structure file.

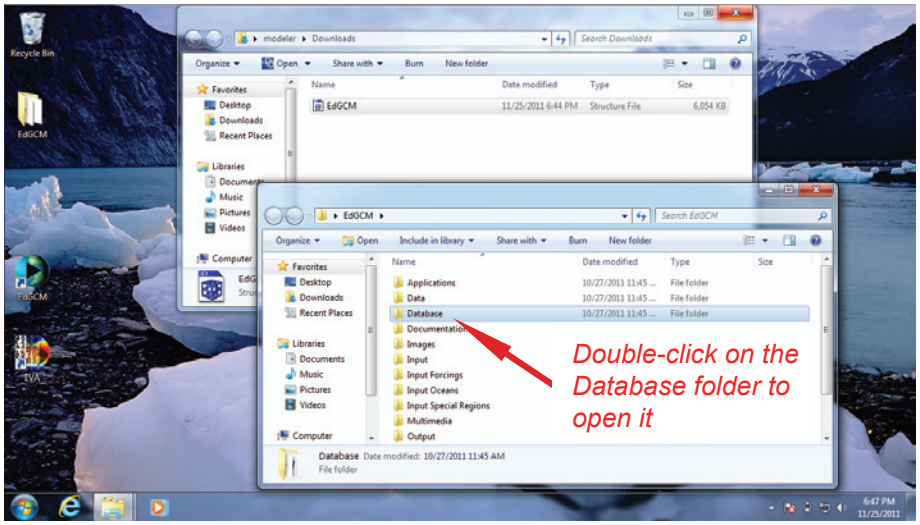
3. The new EdGCM structure file will most likely be in your Downloads folder, since this is the default location that Windows chooses. It's okay if you have another location set as your default; just go to that folder instead.



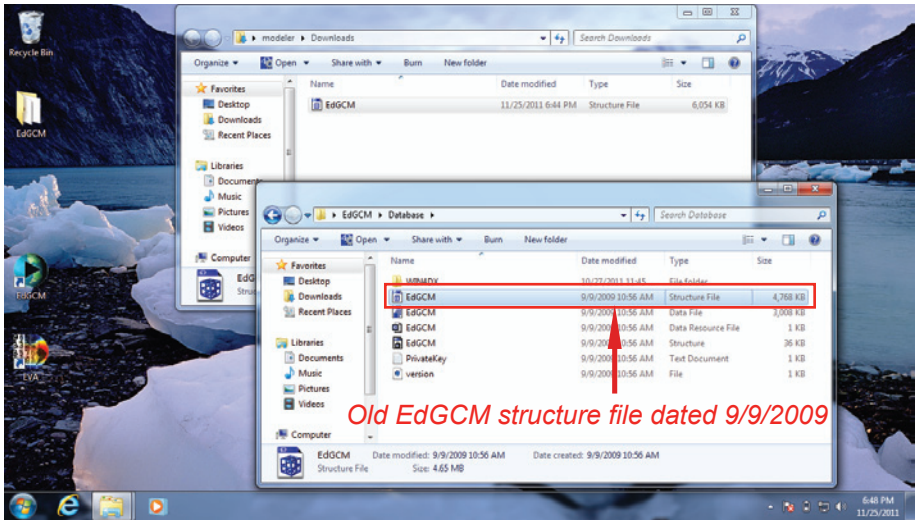
4. Now that the new EdGCM structure file is on your computer, you'll need to navigate to the directory where this new file needs to be placed. Double-click on the EdGCM folder on your desktop in order to open a new window in Windows Explorer.



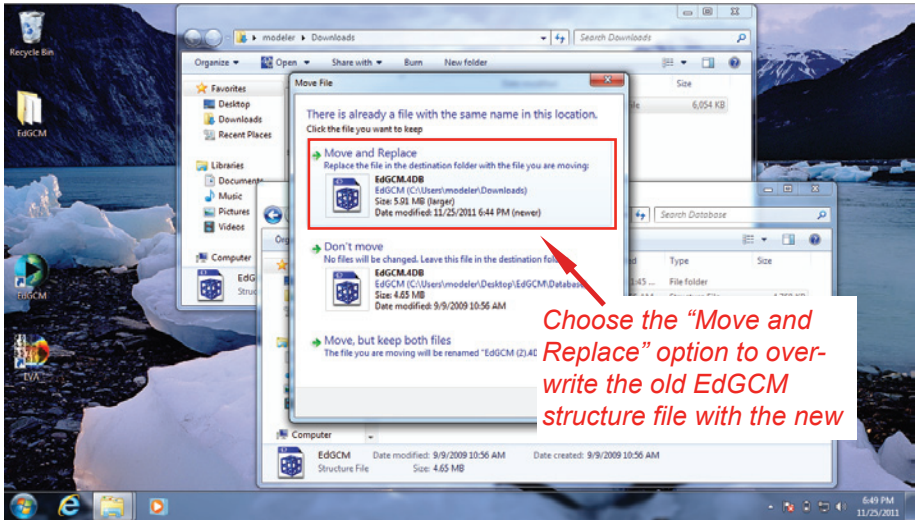
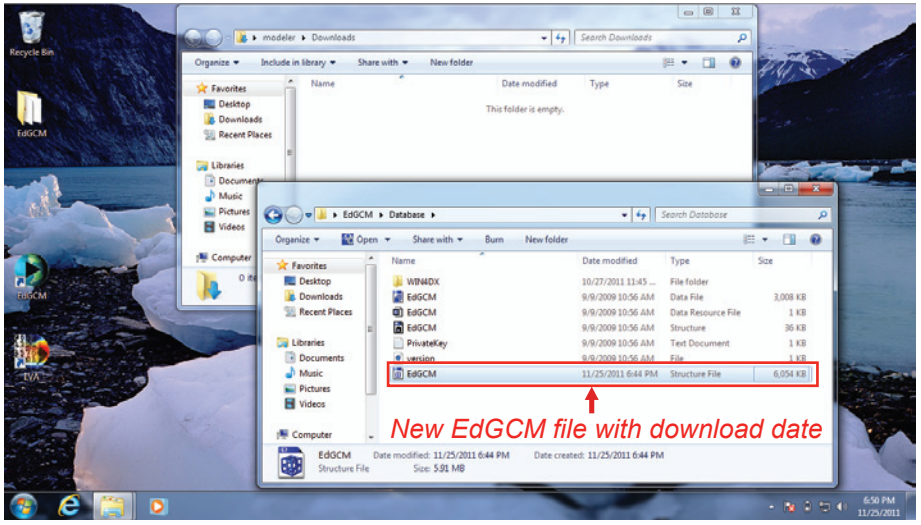
5. You should now have two windows open on screen -- one showing your Downloads folder, the other showing the contents of your EdGCM folder. Double-click on the EdGCM\Database folder to open it.



6. Inside the Database folder is the old EdGCM structure file that you need to replace. Note that the old file has a “Date modified” of 9/9/2009.



7. Now, go back into the Downloads folder on your desktop, click down and hold on the new EdGCM structure file, and drag it into the Database folder in the other open window. Windows 7 will ask what you want to do; choose the option to *Move and Replace*.



8. Your replacement of the old EdGCM structure file with the new updated file should now be complete. Check the “Date modified” of the EdGCM structure file in the Database folder; it should now be the same as the date you downloaded the update.