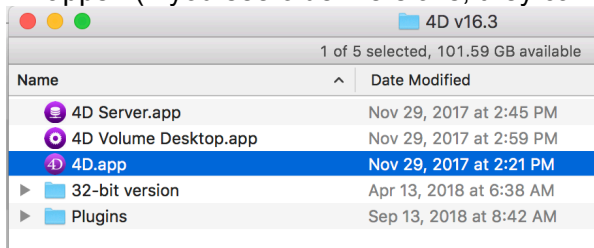
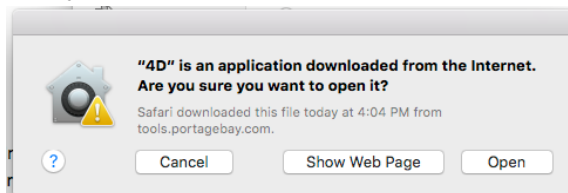


How to Install VIMS – Mac

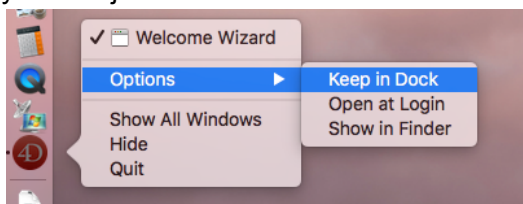
1. Go to <http://tools.portagebay.com/clients/nelco.html> and select the 4D Installer for Mac. (Note the location to which it is downloaded, so you can find the file when you are ready to install.)
2. When the download completes, find the file named 4D_v16.3_Mac.dmg (probably in your Downloads folder) and double click on it. Once it opens, drag the blue 4D v16.3 folder to your Applications folder as directed. Please wait while the files copy into your Applications folder.
3. Optional: Once the 4D folder has been copied into your Applications folder, you may eject the 4D v16.3 Release disk on your desktop by right-clicking on it and selecting “Eject.” This step is optional.
4. Go back to your Applications folder and open the 4D v16.3 folder. Inside you should find several 4D apps. (If you see older versions, they can be removed).



5. Double-click the one labeled 4D to open it. You may get a warning message asking if you are sure you want to open this file. Click “Open.”



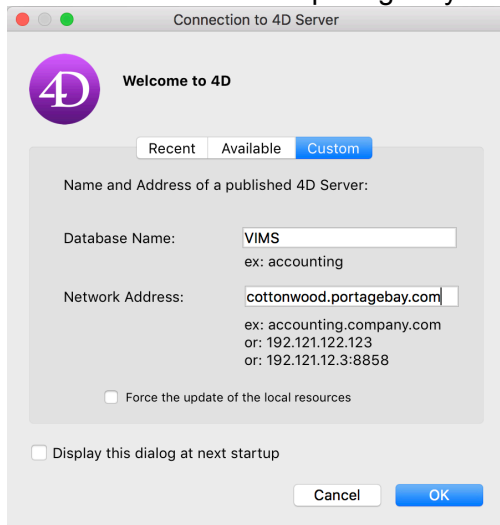
6. Once 4D opens, check your Dock. Right-click on the 4D icon there, and select “Keep in Dock” – it may be inside the “Options” folder. This will pin 4D to your Dock so each time you need VIMS, you can just click on the icon here.



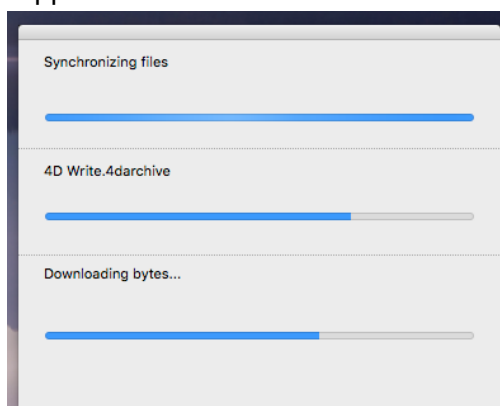
7. 4D opens with a large splash screen, showing several options. Select “Launching Applications” and then “Connect to 4D Server”



8. In the dialog box, select the Custom tab and enter the database name as VIMS and the network address as cottonwood.portagebay.com.



9. Click OK. You should get a window that shows that files are being synchronized. This will only happen the first time.



10. Log in as usual when the Login dialog comes up.
11. Next time you wish to log into VIMS, double-click the 4D icon on your Dock. When 4D opens, select the Open icon (second from left on top menu bar) and then choose VIMS from the “Open Recent” menu.

