**Easy Organizer Suite™**

# How To Update Easy Organizer Suite™
Manually on Windows Vista

To update Easy Organizer Suite™ manually on Windows Vista, follow these instructions:

1. If Easy Organizer Suite™ is open, close it by clicking on the red X in the upper right corner of the window.
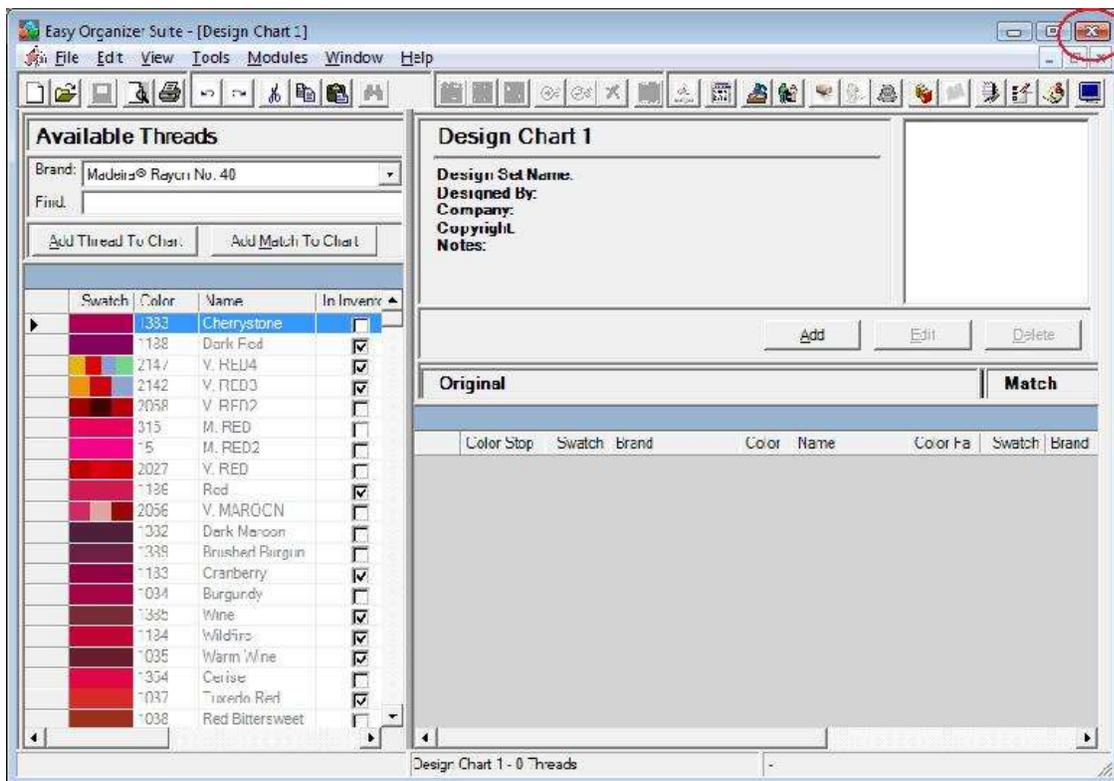
2. Download the update file. Click here to download the update file. The File Download window will be displayed, click on the Save button.

   If your anti-virus software does not allow you to download the file or you have any troubles downloading the file from the Easy Organizer Suite website, please click here to download the file from the Dropbox location.

3. Select a clean folder (with no other files in it) to save the file in, and click on the Save button.
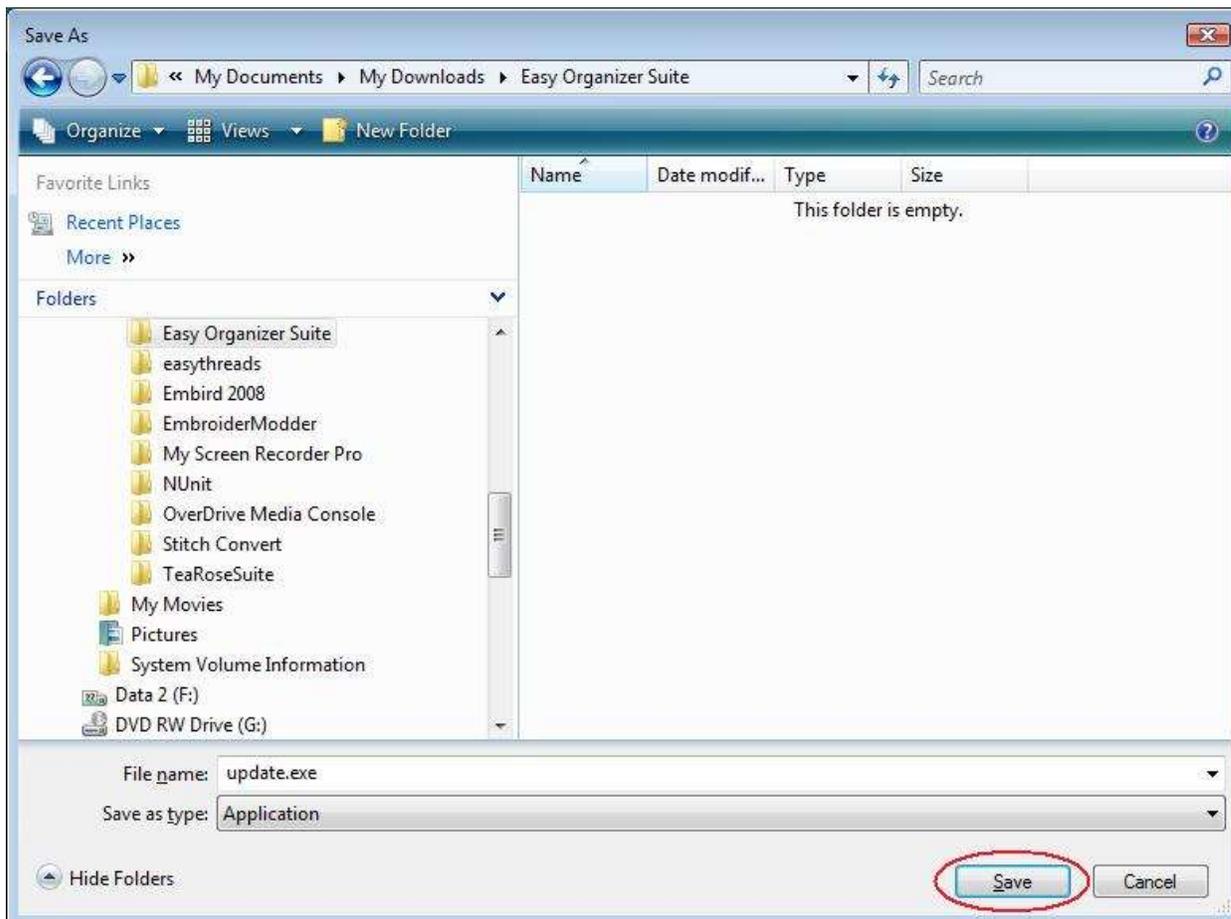
4. The file will download. This may take several minutes.
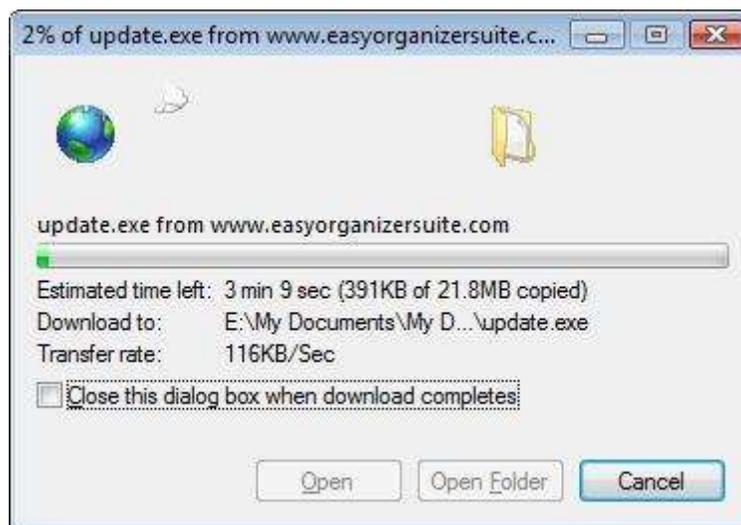
5. Right click on the Start button in the bottom left corner of your screen and select Explore.
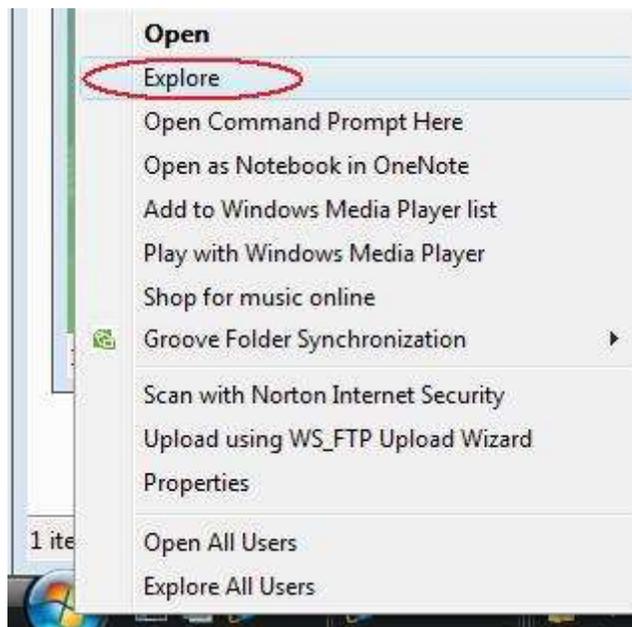
6. Navigate to the directory where you saved the downloaded file. Right click on the file called update.zip and select Extract All.
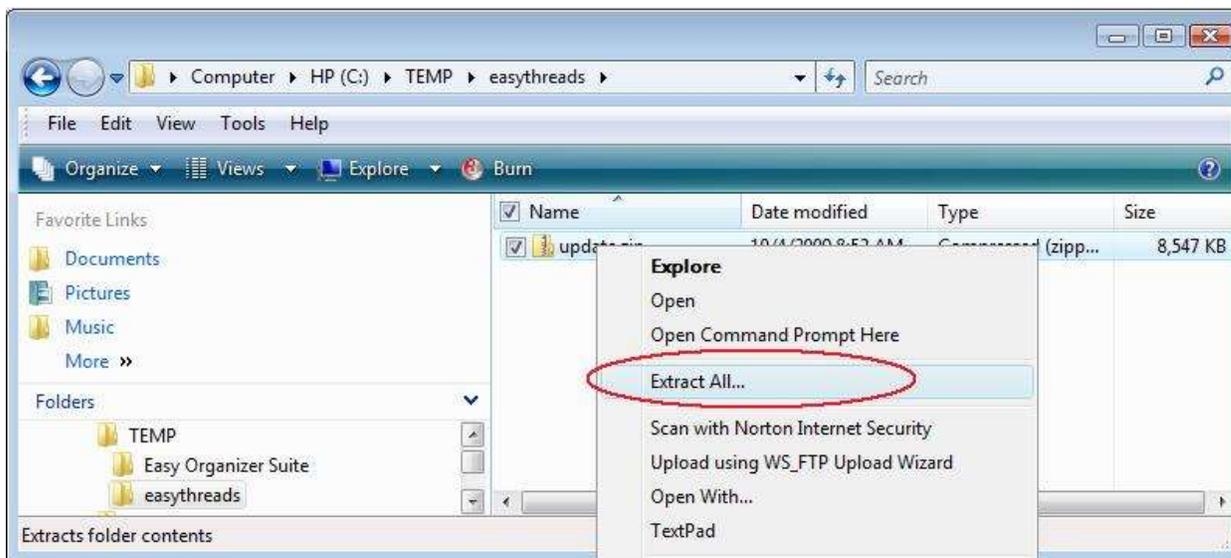
7. The Extract Folders window will open. Select a folder by clicking on the Browse button or accept the current folder. Click on the Extract button.
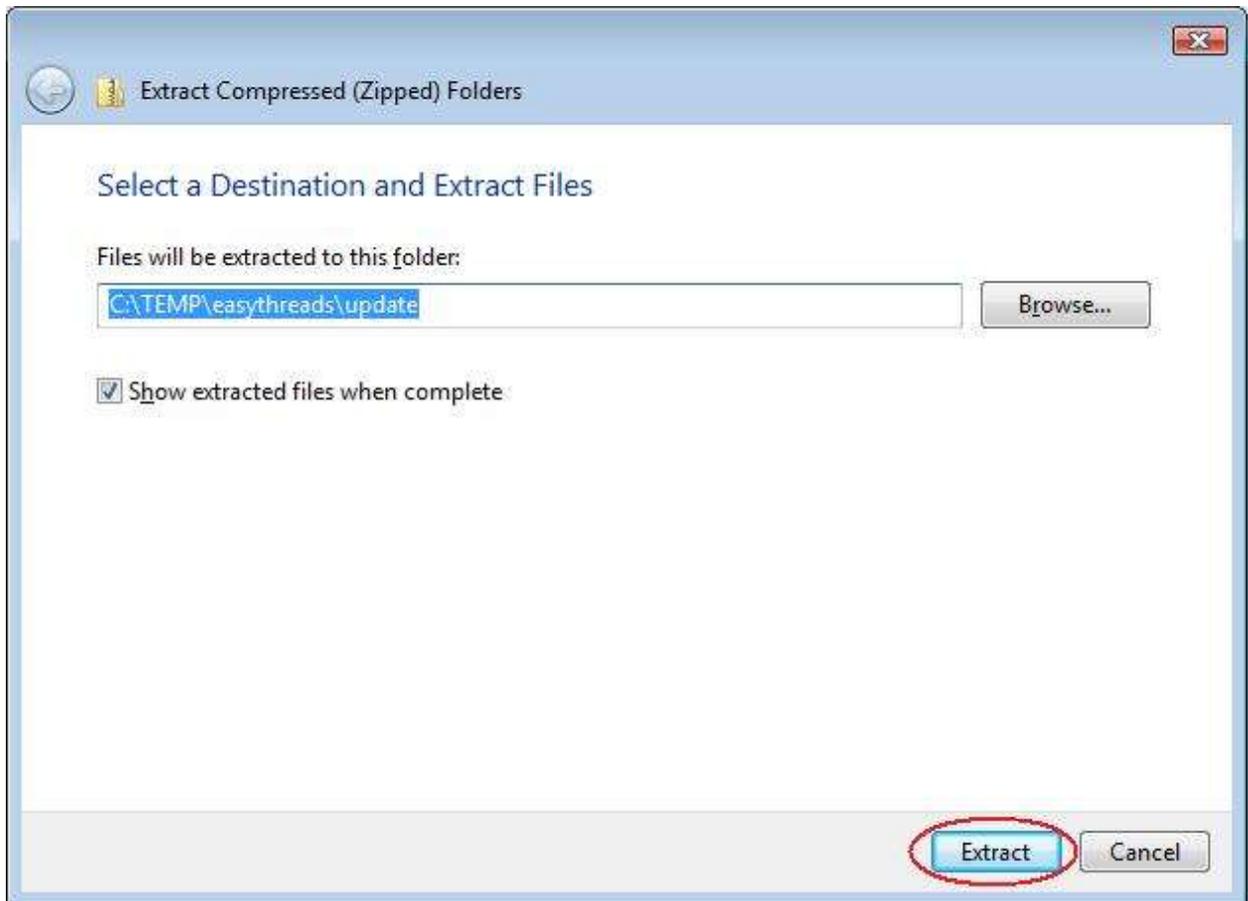
8. Run the Update Wizard by double clicking on the Update.exe file.
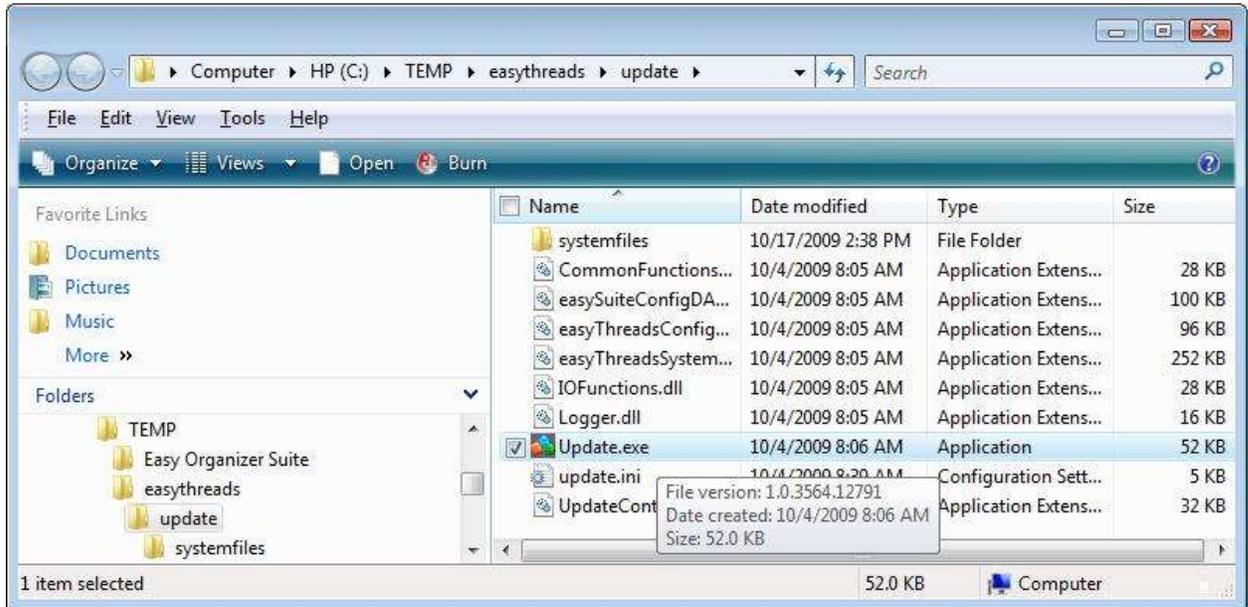
9. The Update Wizard Welcome screen will appear. Click the Next button to continue.
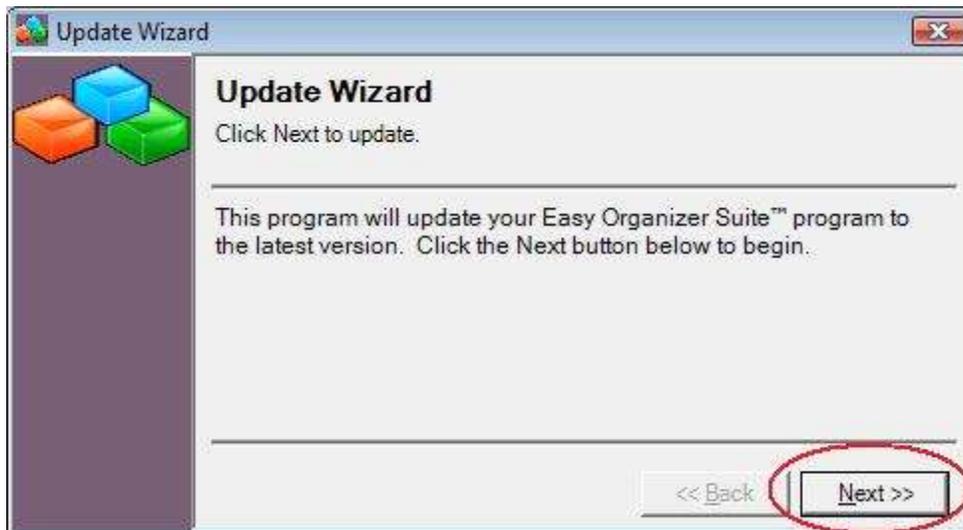
10. The Update Wizard will now back up your data files. Click the Next button to continue.
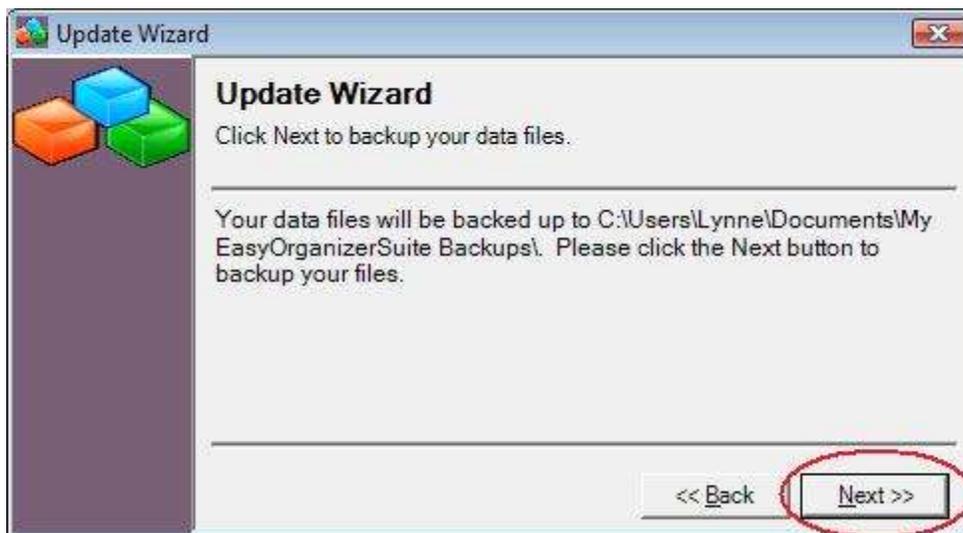
11. The Update Wizard will now update your data files. Click the Next button to continue.

12. The Update Wizard will now update your Easy Organizer Suite program files. Click the Next button to continue.

13. The Update Wizard for Easy Organizer Suite™ has completed. To open and run the Easy Organizer Suite™, ensure that the "Open Easy Organizer Suite™" checkbox is checked. Click on the Finish button.
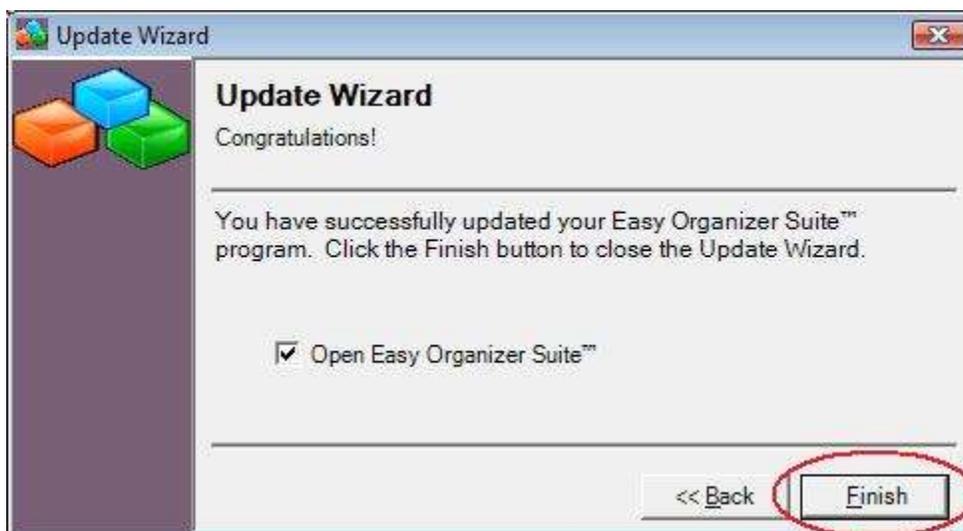
14. Your Easy Organizer Suite™ program has been updated to the latest version and build.