



User's Guide Version 4.5



Minimum Requirements



Microsoft Windows® 7/Vista/XP/2000
CD-ROM drive or high-speed internet
Hard drive with 150 MB free space (200 MB optimal)
64 MB of RAM (128 MB optimal)
Minimum display setting of 800 x 600, 256 colors (16 bit colors optimal)

NOTE: McM Studyware runs within minimum requirements for Windows® 7/Vista/XP/2000, which require more RAM and hard drive space. If your computer supports any of these Windows formats, you meet McM Studyware requirements.

ALERT: Your software is for your personal use only.

If it is shared or transferred to anyone else, it will be invalidated. Please be sure to read your license agreement and AFI 36-2605, Air Force Military Personnel Testing System, which states that sharing marked or unmarked commercial study guides constitutes a test compromise.



INSTALLATION INSTRUCTIONS



First ensure you meet the minimum requirements.

IMPORTANT: Please check that the dates of the CDC volumes and/or supplements included in this software match the dates of the paper CDCs you are studying. The date is on the back cover of each volume of your CDC or on the front page of any supplement. If you have a more current copy, please contact us.



To Install:



FROM CD-ROM:

Insert your CDC CD-ROM to auto-run the installer. (On Windows Vista and 7, allow startCDC to run.) Follow the on-screen instructions to complete the installation.

If you have auto-run disabled or the setup does not automatically start:

1. Use Windows Explorer to navigate to your CD-ROM drive containing the Master Your CDC CD-ROM.
2. Double-click the CDCSetup.MSI file.
3. Follow the on-screen instructions to complete the installation.

FROM DOWNLOAD:

1. Navigate to the folder where you saved the download file and double-click it to start.
2. Follow the on-screen instructions to complete the installation.

Once the installation wizard has finished, double-click the Master Your CDC icon on your desktop to start the program.

You must install one CDC from the list. To access the list, click on "select CDC." Before you install, click on the CDC number. A drop-down list will display the volumes/supplements and their effective dates. If you downloaded Master Your CDC, your CDCs will appear at the top of the window. If it does not appear, check that you have downloaded and installed your CDC from our website during checkout. The CD-ROM version will list CDCs in the bottom portion of the window. Be sure these are the correct volumes you need. If your CDC isn't listed, it may be available for download. Follow the on-screen instructions to download the CDC from our website. Then select the CDC from the list of "Downloaded CDCs" in the top section.

If you experience any problems, please refer to the Troubleshooting section in this guide.



ACTIVATION



To complete installation, Master Your CDC software must be activated. You have three options: 1) automatically activate (the easiest); 2) manually activate on the web; or 3) call our friendly Customer Care.



Automatically Activate:



If you are connected to the Internet, automatic activation is easy and fast. Click the "Automatically Activate" button on the "Activate Method" window. On the next window, fill in the required information and click the "Activate Now" button.



Manually Activate:



Note this information displayed on the "Manually Activate" window: last name, software serial number and user code. Visit www.mcmguides.com, select Activations and follow the on-screen instructions.



Phone:



Proceed with the "Manually Activate" option and call us at 800/821-1338 or 805/545-0112. You may call 24 hours/7 days. You'll be asked to provide the last name, software serial number and user code found on the "Manually Activate" window of your software.

NOTE: If you install on a second computer, you must repeat the activation process for the second system.



DEACTIVATION



You can install Master Your CDC on two computers for your own use. To use Master Your CDC on a third computer, you must deactivate and uninstall Master Your CDC from one of the previous computers.

Note: We strongly recommend deactivating Master Your CDC if you no longer plan to use it on a computer.

From the main menu, select File, Deactivate. (You must be at the Master Your CDC start-up screen to deactivate.) The deactivation process is identical to the activation procedure in the previous section, with automatic, manual and phone options. Completely uninstall Master Your CDC using your system's Control Panel to complete the deactivation.



INSTALLING ADDITIONAL CDCs



You do not have to purchase new software for every CDC. Simply purchase unlock codes for only \$19.95 for each additional CDC. These codes are only available directly from McMillan Study Guides, Inc. They are not available through your MCSS or Bookmark stores.

1. Select the "Unlock CDCs" option on the menu bar. Check the list and dates of the CDCs included.
2. If the CDC is NOT included or the date is not current, check our website for the latest listing of CDCs available. You can download these CDCs using the instructions on our website.
3. Call 800/821-1338 or 805/545-0112 — or use the secure server on our website — to purchase the unlock code. Have your Visa, MasterCard, American Express or Discover number, expiration date and CVV# ready. You may also pay with an electronic check.
4. Each unlock code is unique and will allow you to install only the CDC you requested. Be sure to write down the unlock code and keep it in a safe place as you will need it if you ever have to reinstall the program. (We also keep the code on file for you.)
5. Select the CDC. If you've downloaded the CDC from our website, select the CDC from the "Downloaded CDCs" list in the top section.
6. Type in the 10-digit Unlock Code for the CDC and click the "Unlock" button. The program will verify the code. Click "OK" to install.

NOTE: If the unlock code is not accepted (verified), check that you've typed the code in correctly. Check that you haven't typed a letter O instead of the number 0 and that there are no spaces.

If you have a problem, contact Tech Support at mcm-support@mcmguides.com or at 800/821-1338 or 805/545-0119 Monday-Friday 8:30 a.m. to 4:30 p.m. Pacific Time.



WHY UNLOCK CODES?



Unlock codes provide easy, fair, inexpensive access for those customers who want to install more than one CDC course!

Master Your CDC! We gave the name a lot of thought. It's not always possible for us to offer all the CDCs for an SKT. Some may be FOUO (For Official Use Only) or we simply haven't received a complete set yet. That's why we didn't call it Master Your AFSC or Master Your Career Field or Master Your SKT! We wanted to be clear the software offered the opportunity to study a single CDC.

Individual CDCs are the industry standard! If we purchase CDCs directly from the Air Force, we buy each course separately. Our competitor also treats each CDC individually — and charges a great deal more. Without the AAFES discount, you'd purchase one CDC from us for \$56.95 while they'd charge \$97.95. Two would cost \$76.90 from us, \$166.95 from them. Three would cost \$96.85 from us, \$217.95 from them...and so on.

Unlock codes let you buy CDC Studyware on-base and online! There's no waiting to special order each one because we can include many CDCs on one CD-ROM and on our website while protecting the databases from piracy.

Unlock codes keep prices low! Some customers only need to study one CDC. Others may have to study five! Each CDC requires a significant investment to obtain, process and incorporate. It seems fairer, then, to treat each CDC individually, rather than to somehow average costs together and raise prices for all.

Update codes keep prices even lower! If you've already unlocked a CDC and the Air Force later revises that CDC, you may purchase an update code for only \$9.95.

If you want to study from a ready-made database of all your Self-Test questions and answers and Unit Review Exercises — using all the features of our powerful software system — Master Your CDC is an investment that can't be beat!



UNLOCK CODES



*** If your CDC has 5 and 7 levels and/or A, B, Cs, do you need to purchase unlock codes for each?** Yes. You may select one individual CDC to install when you purchase the CD-ROM. AFSCs with a 5 and 7 level, as well as those with an A, B, C, are sold separately and will require unlock codes.

*** Are you reinstalling and can't remember your unlock code?** Call or email us. We keep your unlock codes on file. You can also retrieve unlock codes in your order history on www.mcmguides.com.

*** Did you purchase an unlock code, but it doesn't work?** Open your software and then open the Unlock Additional CDCs screen.

- Check the name listed. It's critical that you provided us with the **exact** letters.
- Check that you've selected the correct CDC to install. That CDC number should appear in a box at the right. If you're installing a CDC with a "200X" extension, please be sure you've told us that.
- Check that you haven't typed a letter O instead of the number 0 in your unlock code.
- Check that you've entered the unlock code without any spaces.

*** Did you download a CDC from our website and now can't find it on the list of CDCs to unlock?** After downloading, be sure you double-clicked the file to install it. Then go to the Unlock Additional CDCs screen and select it from the "Downloaded CDCs" list at the top.

*** Will the unlock codes work if you install on your second computer?** Yes. However, be sure to type your name exactly the same when you complete the personalization screen and that you install the same CDC. The unlock code will only work for one specific CDC.



CDC INFORMATION



*** How do you know if your CDC is current on our program?** Check that the dates of the CDC volumes and/or supplements included in the software match the dates of the paper CDCs you are studying. The date is on the back cover of each volume of your CDC or on the front page of any supplement.

- If you have a more current supplement, update, answer key or volume, please contact us about submitting it in return for free products. We are committed to updating CDCs as quickly as possible; however, the standard is the current WAPs catalog.



TROUBLESHOOTING



For up-to-the-minute answers to new tech support questions and for any downloadable patches to the program or databases, check our website at www.mcmguides.com

Although McM Studyware is extremely reliable, occasionally installation may not go as expected. Review these hints to avoid a time-consuming technical support call and start studying right away.

Please consult your computer and Windows manuals for directions on freeing space on your hard drive, changing video drivers or changing the Windows setup. **Contact Microsoft at 800-MICROSOFT if you need help with those instructions.** Most bases also have a PC Users Group you may contact for this type of assistance.



Setup and Install Help



- * **How do you open a downloaded CDC?** After downloading, go to the Unlock Additional CDCs screen. Select the CDC to be opened under "Downloaded CDCs." Remember, you will need to purchase an unlock code.
- * **Did you create a separate folder on your C: drive to download a CDC – then, when you tried to Unlock Additional CDCs there are no available CDCs in the "Downloaded CDCs" section?** Go to the folder you downloaded the file into and double-click the file.
- * **Did you select the wrong CDC when you installed?** Contact our Tech Support as soon as possible.
- * **Check that you meet all the minimum requirements.**
- * **Are your modem and Internet browser set up correctly?** If not, Master Your CDC's shortcut to our website, automatic activation and deactivation, and auto update cannot function.
- * **Are you running a firewall program?** Ensure Port 443 is accessible during automatic activation.
- * **Can't find your serial number?** If you purchased the Master Your CDC CD-ROM, it is printed on the clamshell case. If you purchased the Master Your CDC Download, it was given to you at checkout. You can retrieve it at www.mcmguides.com. Just go to View My Account.
- * **Can't find your user code?** It's on the Manually Activate screen in Master Your CDC.
- * **Trying to install a second copy of Master Your CDC on a computer?** The second install must be made while logged in under a different user account than the initial install or the databases will be overwritten and you will lose any unique settings, such as transferred or incorrect questions, Add-a-Notes, reports, etc.
- * **Is the install process very slow and does it even seem to stop?** Check if you are running any antivirus, "GoBack" or "Restore" software. If so, disable the antivirus program/monitor only for the install process.
- * **Did you enter the wrong rank when you installed?** Change your rank within the Master Your CDC program using the Customize menu. Select Customize, Options tab, and use the Current Rank pull-down menu.
- * **Can you download the entire program from the web?** Yes! Once you've activated Master Your CDC, log in to your www.mcmguides.com account to download a backup copy any time you can't install from your disc.
- * **Can you lend or sell your software and serial number to a friend?** Absolutely not, not even after you've tested. This not only violates our license agreement, it violates AFI 36-2605, Air Force Military Personnel Testing System, which states that sharing marked or unmarked commercial study guides constitutes a test compromise.

HAVE A BLAST STUDYING WITH OUR NEW GAMES!





TECHNICAL SUPPORT



All registered users in good standing receive FREE technical support.

First try the suggestions in the Tech Support section on our website and in your HELP feature in Master Your CDC. If you still experience a problem, please contact us at:

★ **Phone:** 800/821-1338 or 805/545-0119
(Monday - Friday, 8:30 a.m. to 4:30 p.m. Pacific Time)

★ **E-Mail:** mcm-support@mcmguides.com

★ **Website:** www.mcmguides.com

Before you call, please follow these instructions to help us serve you better:

* **Call while at or near your computer, preferably with our software loaded.**

* **Know exactly what you did before the problem occurred and the exact wording of any message that appeared on your screen.**

* Know which version of Windows you're using.

* Know your software serial number. It is printed on a sticker on the front of your CD-ROM's clamshell case and is also found on your Help/About screen. Please contact us if you cannot locate your serial number. If you purchased Master Your CDC as a download, you can find your serial number in your order history at www.mcmguides.com.

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you're automatically entered into
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- ★ **FIRST PRIZE:** an iPod Touch*** — with our PDG in a Flash!
- ★ **SECOND PRIZE:** an iPod Classic *** — with our McM Audiobook!

We'll announce the three winners on our website at the end of every quarter.

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* Approximate retail value (ARV) of \$1,600. ** Or comparable MP3 player, ARV of \$500. *** ARV of \$400.

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Your software and/or serial number are for your personal use only. If either is shared or transferred to anyone else, or if the EULA is violated in any other way, your software and serial number will be invalidated.

Please be sure to read this EULA carefully, as well as AFI 36-2605, *Air Force Military Personnel Testing System*, which states that sharing marked or unmarked commercial study guides constitutes a test compromise.

INSTALLATION LIMITATIONS

You are required to have a valid license for the software. Each valid license includes the ability to install (from the CD-ROM or downloadable executable) on two concurrent machines that are both owned and operated by you. This clause intends to cover the Desktop and Laptop for a single User, not to be installed on multiple machines shared by users who inappropriately use the same serial number.

Multiple OS installations on a single machine must also be activated per install and each must have its own License and valid serial number - even if the machine is named the same and uses the same network cards.

ACTIVATION LIMITATIONS

WARNING: If a License is found to have been activated frequently, or from multiple IP addresses, the License may be revoked, and the software invalidated, at the sole discretion of McMillan Study Guides, Inc.

McM CDC Studyware should be deactivated and then uninstalled from machines to complete the deactivation of the License on that machine. The software can then be installed and activated on a different machine, under the conditions of the EULA.

SPECIFIC PROHIBITIONS

UNDER THIS LICENSE, **YOU MAY NOT:**

- * Distribute the CD-ROM or downloadable executable
- * Loan, gift, rent, sell, lease, or transfer the software or serial number to any other person or entity.
- * Transfer the entire software and/or serial number to another person or entity.
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- * Violate any other laws that may apply.



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