

How to install Informed Filler.

Note: The following instructions are based on the installation of Informed Filler v. 2.5. Download location may vary with newer versions or when the vendor changes their website.

Installing Informed Filler:

1. Start Internet Explorer and open the following website:
<http://www.nhmrc.gov.au/grants/apply/projects/software/vista.htm>
This will open the Project Grant Application form software page.

2. Double-click "**Download and install steps**".
Instructions for Windows Vista and Internet Explorer 7 users

To submit an application for an NHMRC Project Grant you will need to use the software provided on this page.

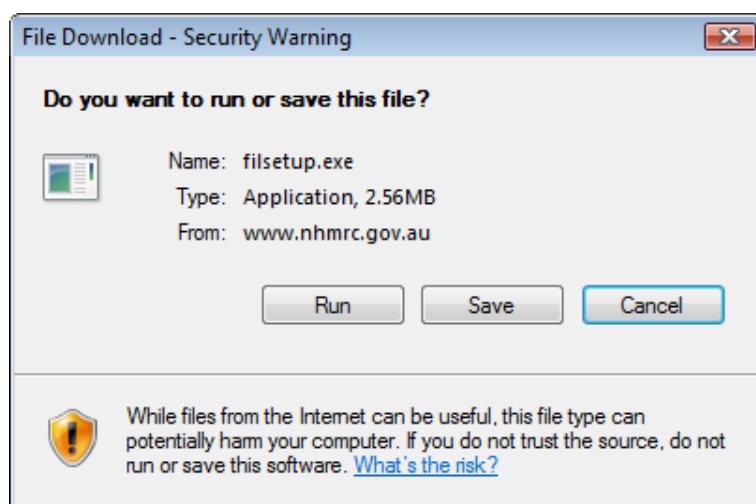
This web page provides information on:



3. Double-click "**Download: filsetup.exe - (2796kb)**".

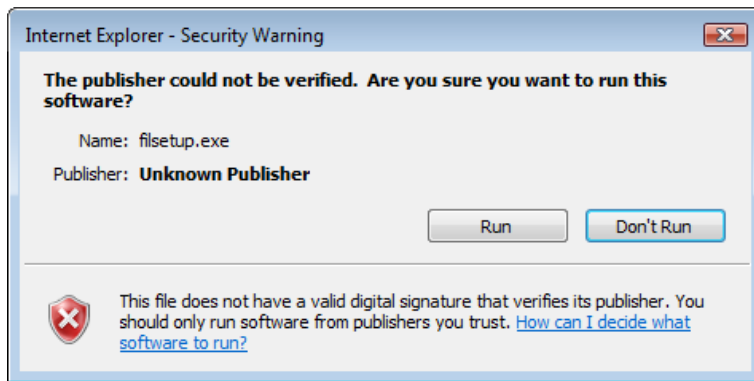


4. The following dialog box will now appear:

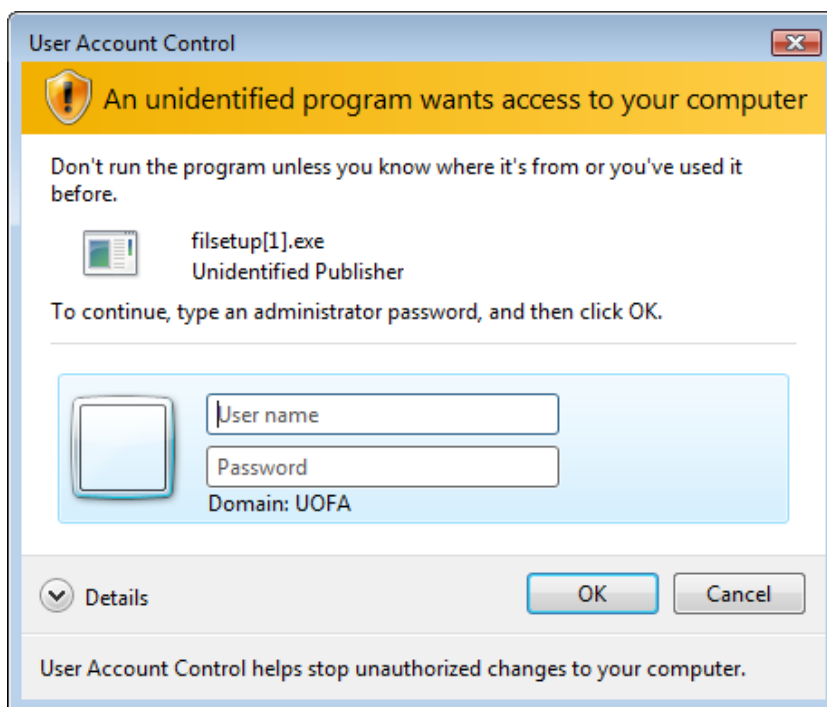


5. Click "**Run**", this will bring up the following dialog:

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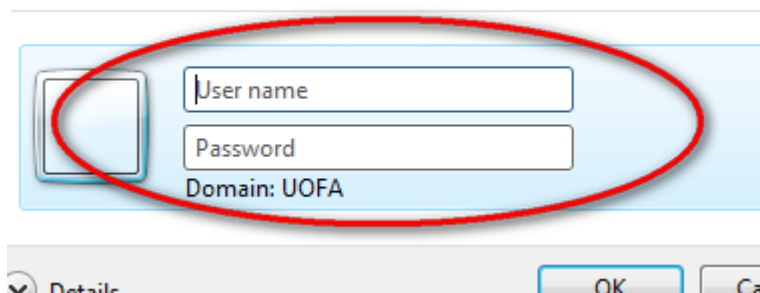


6. Again, click **"Run"**.
This will bring up a *User Account Control*-warning message.



Enter your user id (A-number) and password in the appropriate fields and click **"OK"**.

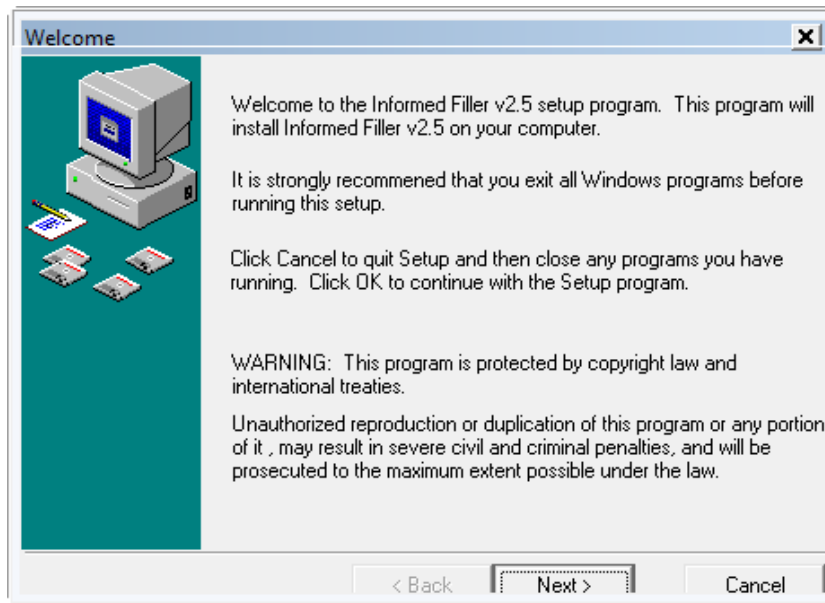
To continue, type an administrator password, and then click OK.



Now the actual installation of Informed Filler will start.

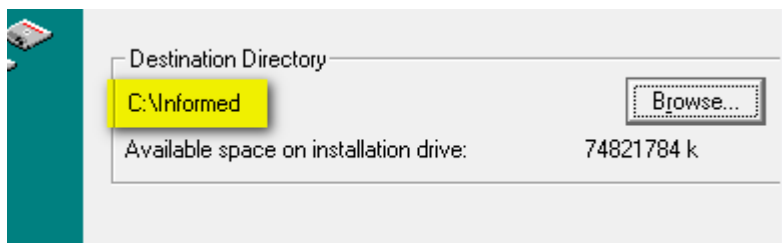
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7. Click **"Next"** in the *Welcome*-dialog.



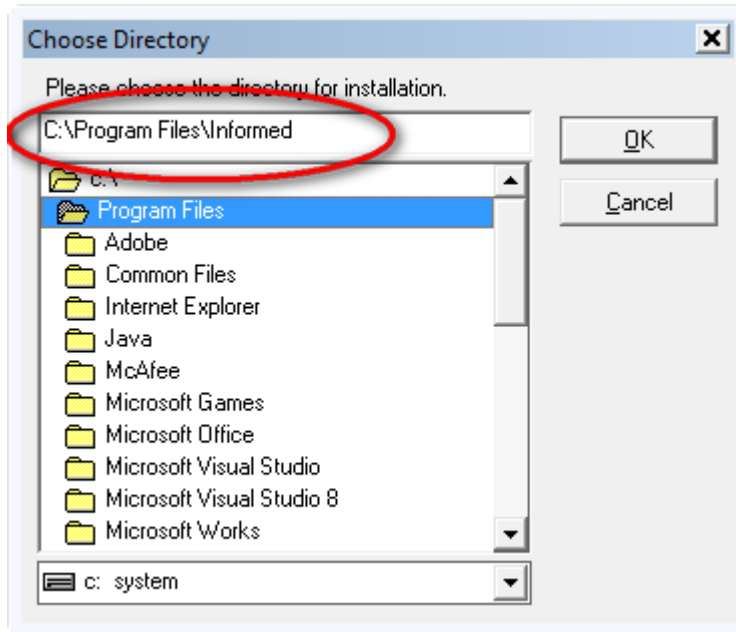
8. The *Choose Destination Directory*-dialog appears. In here the Destination Directory needs to be changed which is quite important.

The default setting looks like:



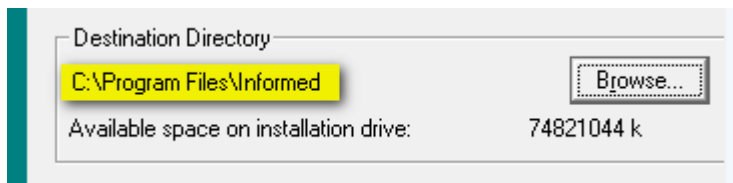
9. Click **"Browse"** and scroll down the directory list. Double-click **"Program Files"**. This will mark *C:\Program Files\Informed* as the new installation directory.

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Click **"OK"**.

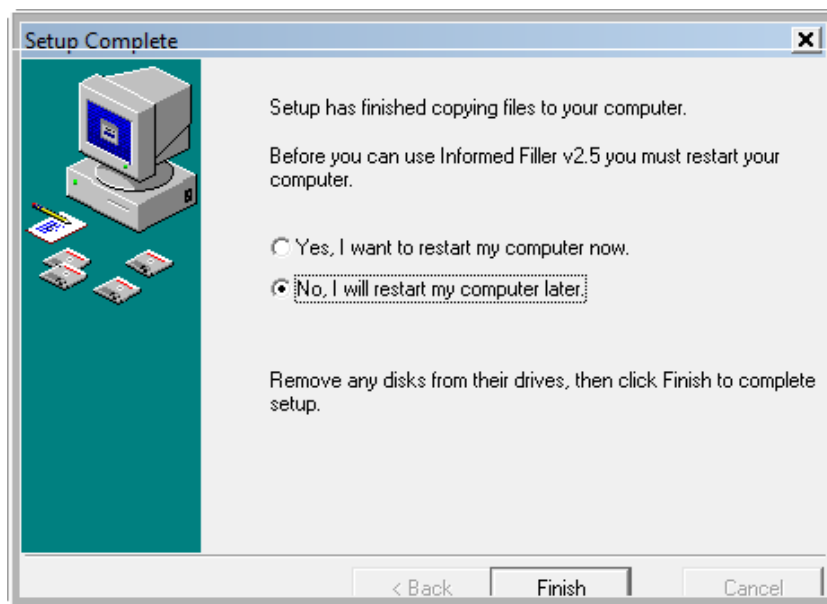
10. This will bring the *Choose Destination Directory*-dialog back again. However, the *Destination Directory* field has now been updated.



Click **"Next"**.

11. Click **"Next"** in the *Ready to Install!*-dialog.
12. In the *Setup Complete*-dialog, select **"No, I will restart my computer later"**.

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Click **“Finish”**.


Installation of Informed Filler software is now complete.

Install the NHMRC Project Grant Application Template

1. Go back to the *Project Grant Application form software* page and scroll down to *Step 7*.



Step 7

The **NHMRC Project Grant Application Template** must now be installed. To download the template right click on the hyperlink below. From the dialogue box that appears choose the option 'Save target as' and click on 'OK'. Save the file `gnt2009v1.9.itp` (*Do not change this name*) to the `c:\Informed\Template` directory (or to the directory you selected to download the software to in Step 4). Then click on the 'Save' button.

- » [Download: NHMRC Project Grant Application Template \(ITP file, 1,961kb\)](#) 
- » [Download: NHMRC Project Grant Application Template \(ZIP File, 397kb\)](#) 

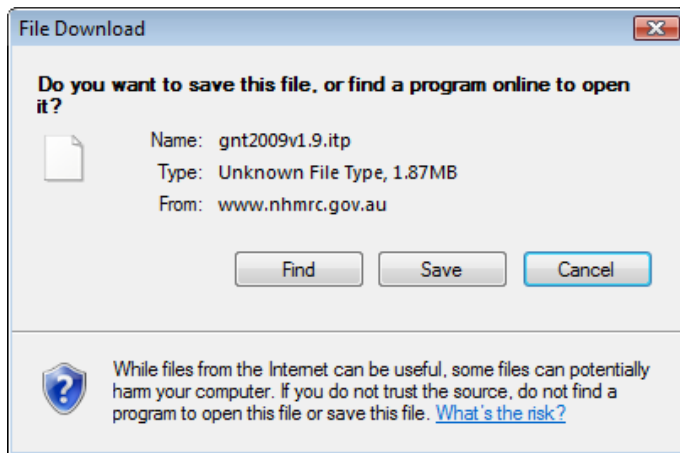
2. Click **“Download: NHMRC Project Grant Application Template (ITP file, 1,961kb)”**.

you selected to download the software to in Step 4). Then click on the 'Save' button.

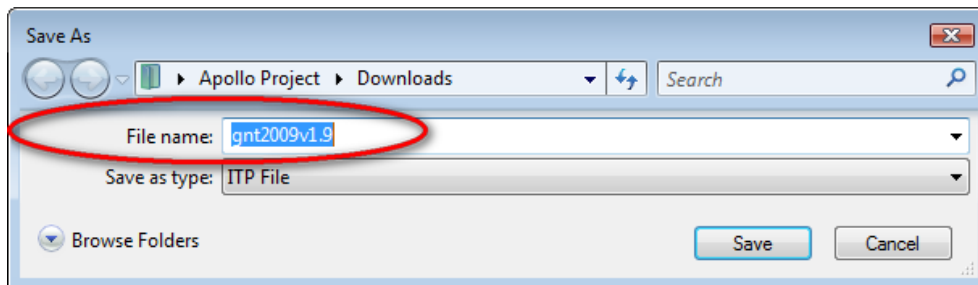
- » [Download: NHMRC Project Grant Application Template \(ITP file, 1,961kb\)](#) 
- » [Download: NHMRC Project Grant Application Template \(ZIP File, 397kb\)](#) 

3. This will bring up *File Download*-dialog.

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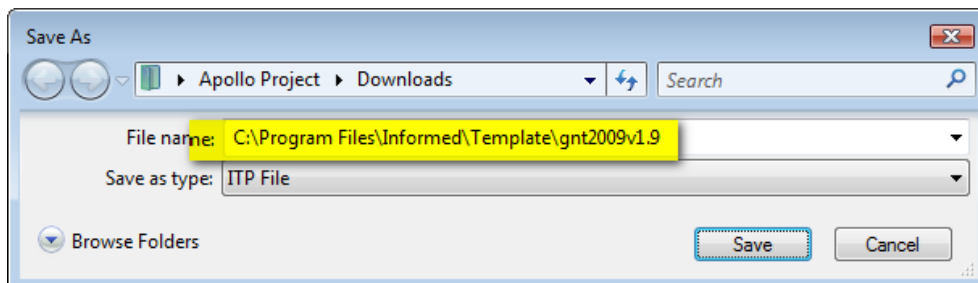


4. Click on **"Save"**, which will bring up the *Save As*-dialog comes.



Change the content of the *File name*-field to:

C:\Program Files\Informed\Template\gnt2009v1.9



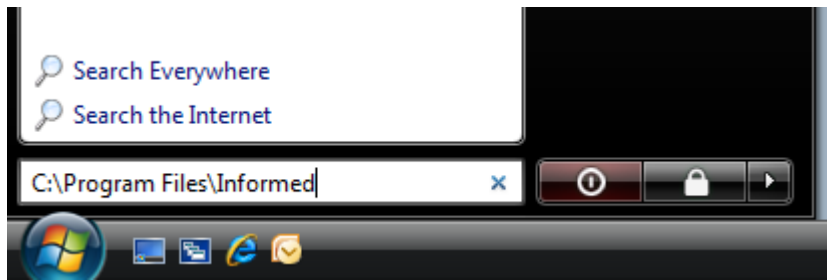
Click **"Save"**.

Installation of the NHMRC Project Grant Application Template is now complete.

Create a shortcut for Informed Filler.

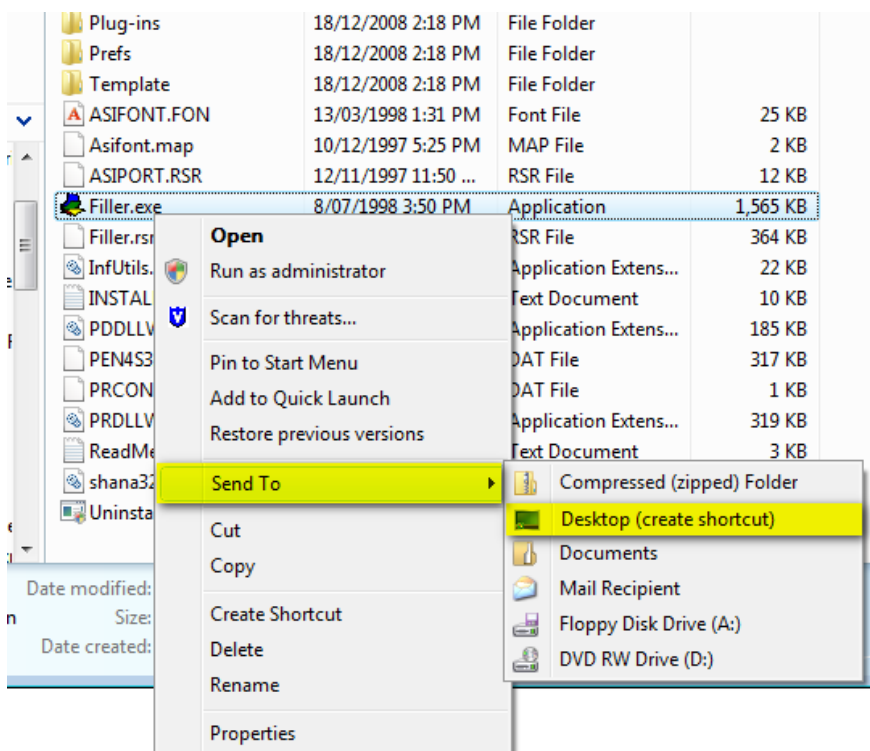
1. Click on the **Start** button and in the Start Search field, enter the following:
C:\Program Files\Informed and press **Enter**.

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This will open a *Windows Explorer*- dialog.

2. Right-click **Filler.exe**, click **Send To** and **Desktop (create shortcut)**.

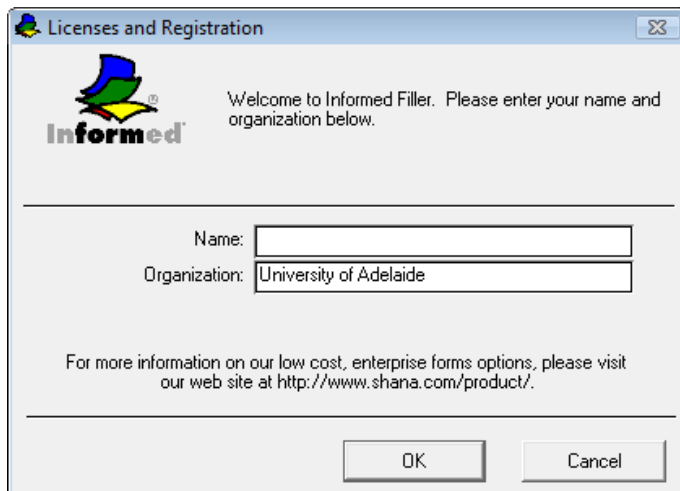


3. Close the *Windows Explorer*-dialog and there now should be a shortcut to *Filler.exe* on the Desktop.

Configure Informed Filler.

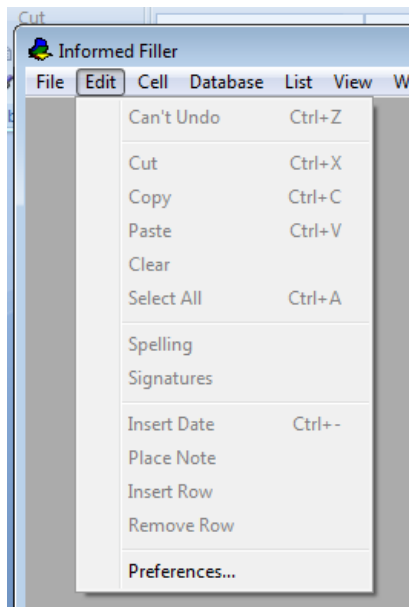
1. Start *Informed Filler* using the shortcut on the Desktop.
2. In the *Licenses and Registration*-dialog enter the following details

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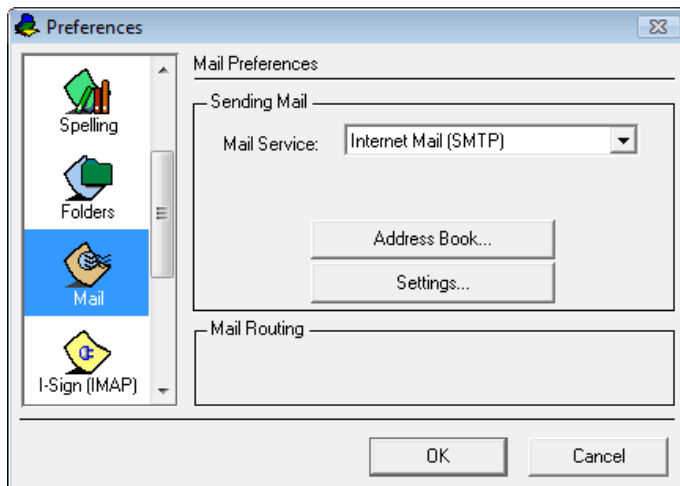
Name: ***Your fullname***
Organization: **University of Adelaide**
Click **"OK"**.

3. In the *License Agreement*-dialog, click **Accept**.
4. The *New Data Document*-dialog opens up, click **"Cancel"**.
5. From the menu select **"Edit"** and **"Preferences"**.



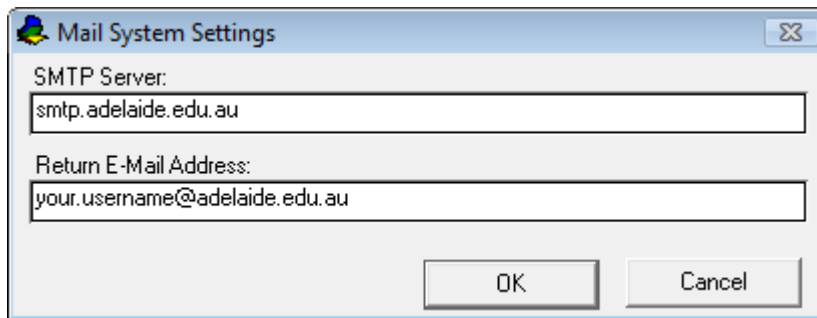
6. In the *Preferences*-dialog scroll down and select **Mail**.

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and click **"Settings"**.

7. This will open up the *Mail System Settings*-dialog.



Enter the following details:

SMTP Server: **smtp.adelaide.edu.au**

Return E-Mail Address: **your.username@adelaide.edu.au**

and click **"OK"**.

NHMRC Project Grant Application is now ready for use.