



**Installation and
Activation Guide**



6501 E Belleview Avenue
Suite 240
Englewood Colorado 80111
Phone: 720.249.2100

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Installing and Activating Dragon Tag

This Guide directs you through the procedure to install and activate Dragon Tag. It includes the following topics:

- Hardware requirements
- Software requirements
- Installation procedure
- Activation procedure

Hardware Requirements

The following hardware requirements are recommended when installing and running the Dragon Tag Application.

Processor/CPU

- Intel Pentium 4 or higher
- AMD Athlon/Duron or higher

Memory

- 256 MB minimum
- 512 MB or higher recommended

Disk Space

- Installation footprint: 30 MB
- Dragon Tag-created data footprint: 20 MB
- XBRL taxonomy space required dependent on number of taxonomies required

NOTE: XBRL taxonomies range in size from less than 1 MB to 5-10 MB.

Software Requirements

The following outlines the minimum requirements for installing and using Dragon Tag. Dragon Tag relies on a number of core technology components from Microsoft, such as the .NET Framework and the XMP Parser. In order to successfully install Dragon Tag, you must ensure the following requirements are installed correctly:

Supported Operating Systems

- Microsoft Windows® Vista Business
- Microsoft Windows XP Professional Edition
- Microsoft Windows 2000 Professional (SP3 or SP4)

Supported Versions of Microsoft Office

- Microsoft Office 2007
- Microsoft Office 2003
- Microsoft Office XP (2002)
- Microsoft Office 2000

Required Components

- Microsoft .NET Framework Version 2.0 or higher

NOTE: The Microsoft .NET Framework is automatically installed with Microsoft applications. For information on downloading and installing the correct version and service pack level, see “Installation Procedure” below.

Installation Procedure

This procedure describes the installation process for Dragon Tag.

Before You Begin

- You should be logged in as Administrator for your computer. If you do not have Administrator access to your computer, contact your internal support for assistance.
- Before you can install Dragon Tag, you must first ensure that the required support components are installed, especially the Microsoft .NET Framework.

There are two possible ways to determine if the .NET Framework is installed on your computer. They are:

- Click Start--Programs--Windows Update, or go to Microsoft's Windows Update site at the following URL:
`http://v5.windowsupdate.microsoft.com`
Windows Update will include the .NET Framework in its list of recommended installs and updates if you do not have it installed.
- Click Start--Control Panel--Add or Remove Programs list. View the currently installed programs to see if the .NET Framework is or is not installed.

Once the setup.exe is double clicked, the installation process will detect if .NET is installed. If not, the Dragon Tag installer will prompt you to install .NET.

Install .NET Framework

If you do not have the Microsoft .NET Framework installed, please download the components at the following Microsoft Web site location:

- Microsoft .NET Framework Version 2.0:
`http://www.microsoft.com/downloads/details.aspx?familyid=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5&displaylang=en`

Installing Dragon Tag

The installation of Dragon Tag uses an easy to follow setup wizard that guides you through the installation process. To install Dragon Tag, please do the following:

1. Download the installation routine from the Rivet Software product page, or from a product installation CD.
2. Ensure that Microsoft Word and Excel (and Outlook if you use Word as Outlook's email editor) are closed prior to the installation.
3. If you fail to close Word or Excel prior to the installation, the installation will check to ensure they have been closed and if not, the installer will generate a message stating that Word or Excel are opened.

4. Click Next on the Welcome to the Rivet Dragon Tag Setup Wizard window.
5. Review the End User License Agreement (EULA) and click "I Accept" and "Next:" if you agree to the terms; if you do not agree with the terms of the EULA, click "I Do Not Agree" and you will exit the setup wizard.
6. On the Setup Type screen, either accept "Typical" or click "Custom" to select specific components to install. The options are to install or not install the Dragon Tag Help Files, the Tale of the Dragon Tag Help Videos, or to install Dragon Tag into a different location.
7. You will have the option to make Dragon Tag available for only you, the current user, or for everyone who uses the computer on which you are installing Dragon Tag.
8. After confirming your installation selections, click Next on the Confirm Installation of Dragon Tag screen to start the installation.
9. On the Installation Complete screen there are two check boxes selected by default that will open the New Features and Usage Notes and start Dragon Tag when the Finish button is pressed. Click Finish on the Installation Complete screen to exit the setup wizard.

Activation Procedure

If your thirty-day trial copy of Dragon Tag has expired, or if you have purchased Dragon Tag, you must activate the software using this procedure.

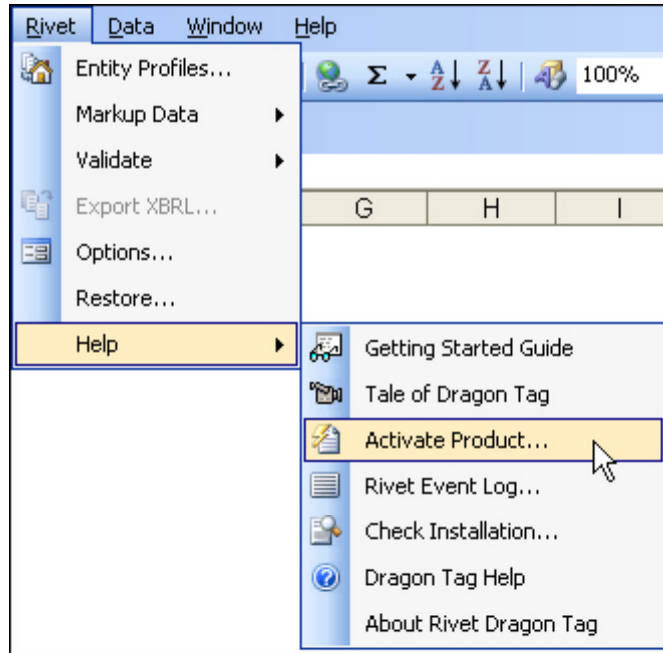
NOTE: If you are installing Dragon Tag behind a corporate firewall that uses a proxy server, you must perform some additional procedures.

Before You Begin

- When you purchase Dragon Tag, either on the Rivet Software products page or by phone, you will receive a serial number by email, which you must enter as part of the activation procedure. Retain this email or make a note of the serial number.
- You must have successfully installed Dragon Tag.

Get Started

1. Select Activate Product... from the Rivet--Help menu.



Activate Dragon Tag

When you launch the activation procedure, you will see a blank Activate Dragon Tag dialog box.



2. Enter information in the following fields:

Field	Description
Registration Name	The user name that you created when you registered on the Rivet Website.
Serial Number	The 20-character string that you were issued by email when you purchased the product. Either copy and paste the string from the activation email or enter the string with the following syntax: XXXX-XXXX-XXX-XXXX-XXXX

3. Click the Activate Dragon Tag button.

4. Do one of the following:

- If your computer is not located behind a corporate firewall and proxy server, you will see the following message box in which you can click OK and begin using Dragon Tag:

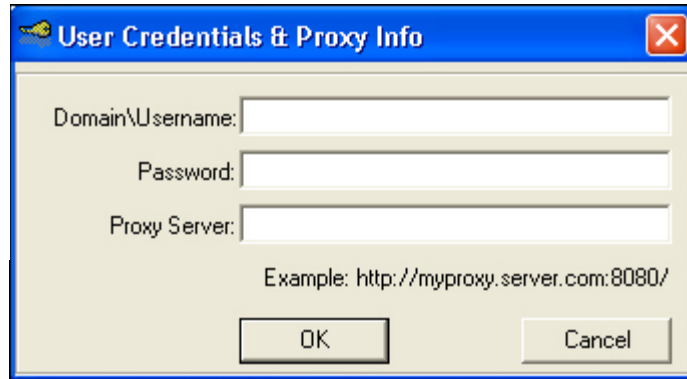


- If you are unable to connect to the Rivet Activation Web Service for any reason, a message will state that Activation attempt failed.

Manually Activating Dragon Tag Behind a Proxy Server

This procedure guides you through the process of manually activating your copy of Dragon Tag through the Rivet Website.

1. If your computer is behind a proxy server, you will see the following dialog box:



The screenshot shows a dialog box titled "User Credentials & Proxy Info". It has three text input fields: "Domain\Username:", "Password:", and "Proxy Server:". Below the "Proxy Server" field, there is an example URL: "Example: http://myproxy.server.com:8080/". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

2. Enter information in the following fields:

Field	Description
Domain\Username	Your assigned user name on your company's network
Password	Your assigned company password
Proxy Server	The URL for your company's proxy server, expressed as follows: http:// servername.domain.com:8080/

NOTE: If you do not know this information, check with your System Administrator.

3. A successful pass-through of your proxy server will bring you to Rivet Software's Activation page, with your registered user name and Dragon Tag serial number displayed.



The screenshot shows the Dragon Tag registration and activation interface. At the top is the Dragon Tag logo with the tagline "xtraordinary business reporting". Below the logo are several input fields: "Registration Username" with the value "Rivet", "Serial Number" (obscured), and "Computer Name" with the value "NMAK00IT41". A blue button labeled "Request Activation Code" is positioned below the "Computer Name" field. Underneath the button is the "Activation Code" field, which contains a long alphanumeric string that has been highlighted in blue. At the bottom of the form, there is a text instruction: "Please use the 'Activation Code' provided to activate your copy of Dragon Tag product".

4. Click Request Activation Code to generate an activation code for your copy of Dragon Tag.

NOTE: For security reasons, the codes in the sample screen have been obscured.

5. Highlight and copy the activation code.
6. In the Dragon Tag Activation dialog box, the Activation Code field has been enabled. Paste the activation code in the field, and click the Activate Dragon Tag button.

Activate Dragon Tag

Activate Product

Registration Name: Rivet

Serial Number: [Masked]

Activation Code: Jml2ZXr8Tk1BS09PSVQ0MxwycE5lcE5SUkxzNXFUSHFM

Activate Dragon Tag

Product Activation Status

Registration Name: Rivet

Serial Number: [Masked]

Product Activated On:

7. You will see the following message confirming a successful activation:



