

# AgendaMaster

## Documentation

### How to install / uninstall AgendaMaster

Changes

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# Contents

- Installation of AgendaMaster ..... 3
- Step 1 – Downloading the software ..... 3
- Step 2 – Unpack the Zip-File and copy it to Program Files folder ..... 4
- Step 3 – Request a trial license or buy a license ..... 6
- Step 4 – Register your license ..... 9
- Uninstalling AgendaMaster ..... 12

## Installation of AgendaMaster

The following steps explain how to install AgendaMaster. Unfortunately, there is no automatic setup process available – we're working on it.

Please note by downloading and installing AgendaMaster you accept the [Terms and Conditions \(EULA\)](#).

### Step 1 – Downloading the software

After downloading and installing the software you have to request a trial license or install your license key before you can use AgendaMaster – after requesting a trial license (see Step 3 – Request a trial license or buy a license) you can start using AgendaMaster. The trial license is a full functional version with following limitations:

- Only three agenda point slides can be created
- The trial license is limited to three months
- All functions are enabled in the trial license
- You can only request one trial license

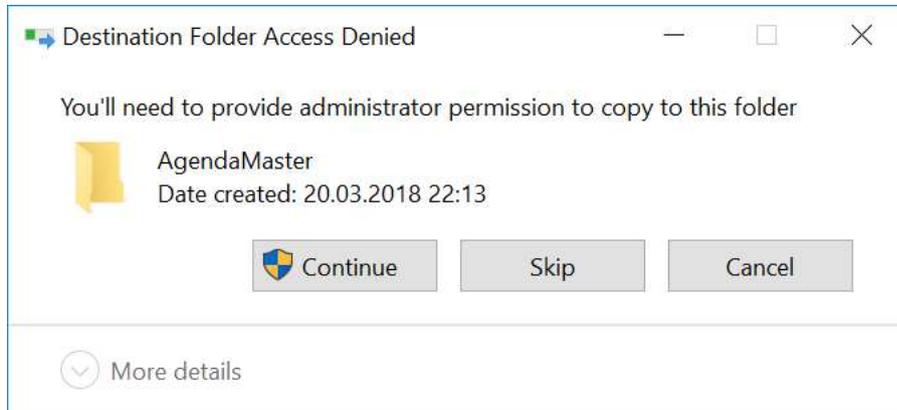
You can find the download on [www.agendamaster.ch / download](http://www.agendamaster.ch/download). Save the download or open the ZIP file directly.

By downloading and installing the software you accept the [Terms and Conditions \(EULA\)](#).

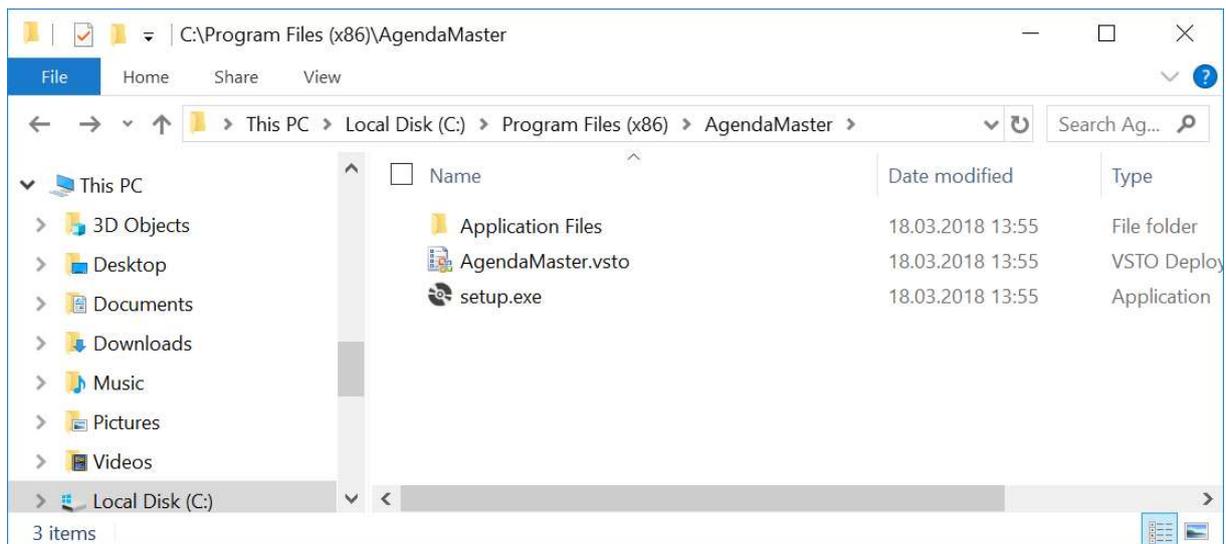
## Step 2 – Unpack the Zip-File and copy it to Program Files folder

Create a folder “AgendaMaster” in your Program Files folder – usually somewhere in C:\Program Files (x86)

Unpack the downloaded AgendaMaster.zip file into this folder. Please provide administrator permission by clicking on [Continue]:

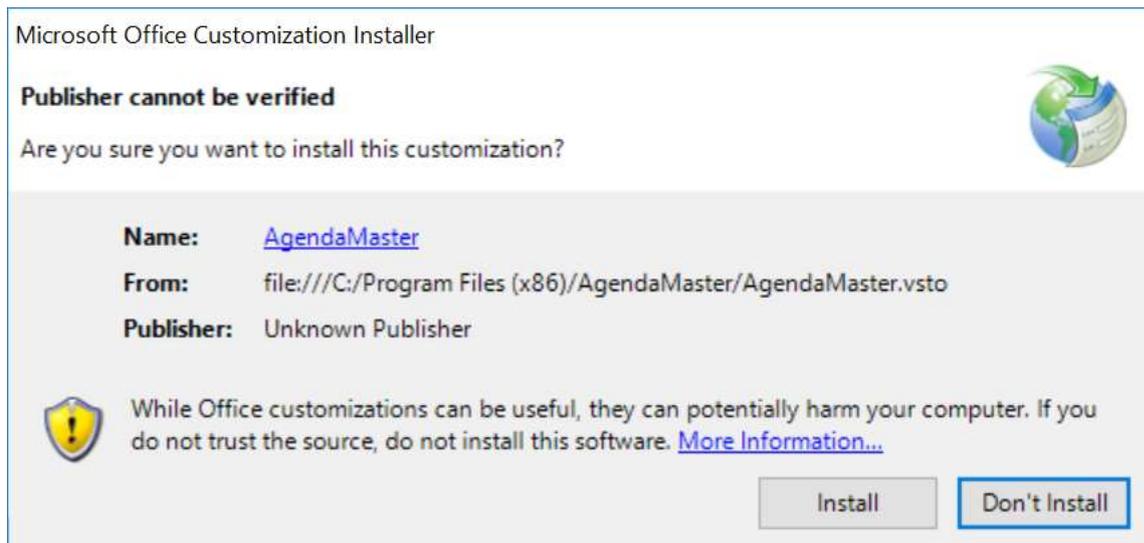


This should now look like that:

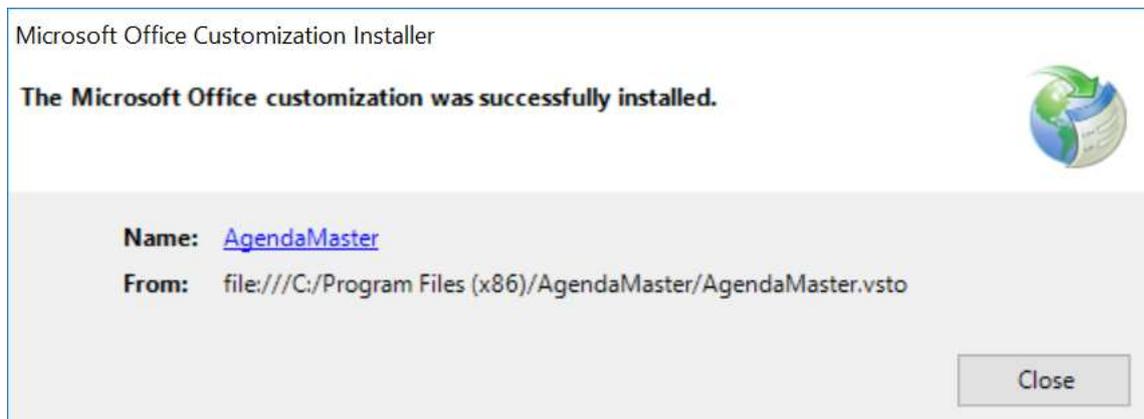


Double click the “setup.exe” to start the setup of AgendaMaster.

When you see this message click on [Install]:



You will get a confirmation when the installation was successful which you can [Close]:

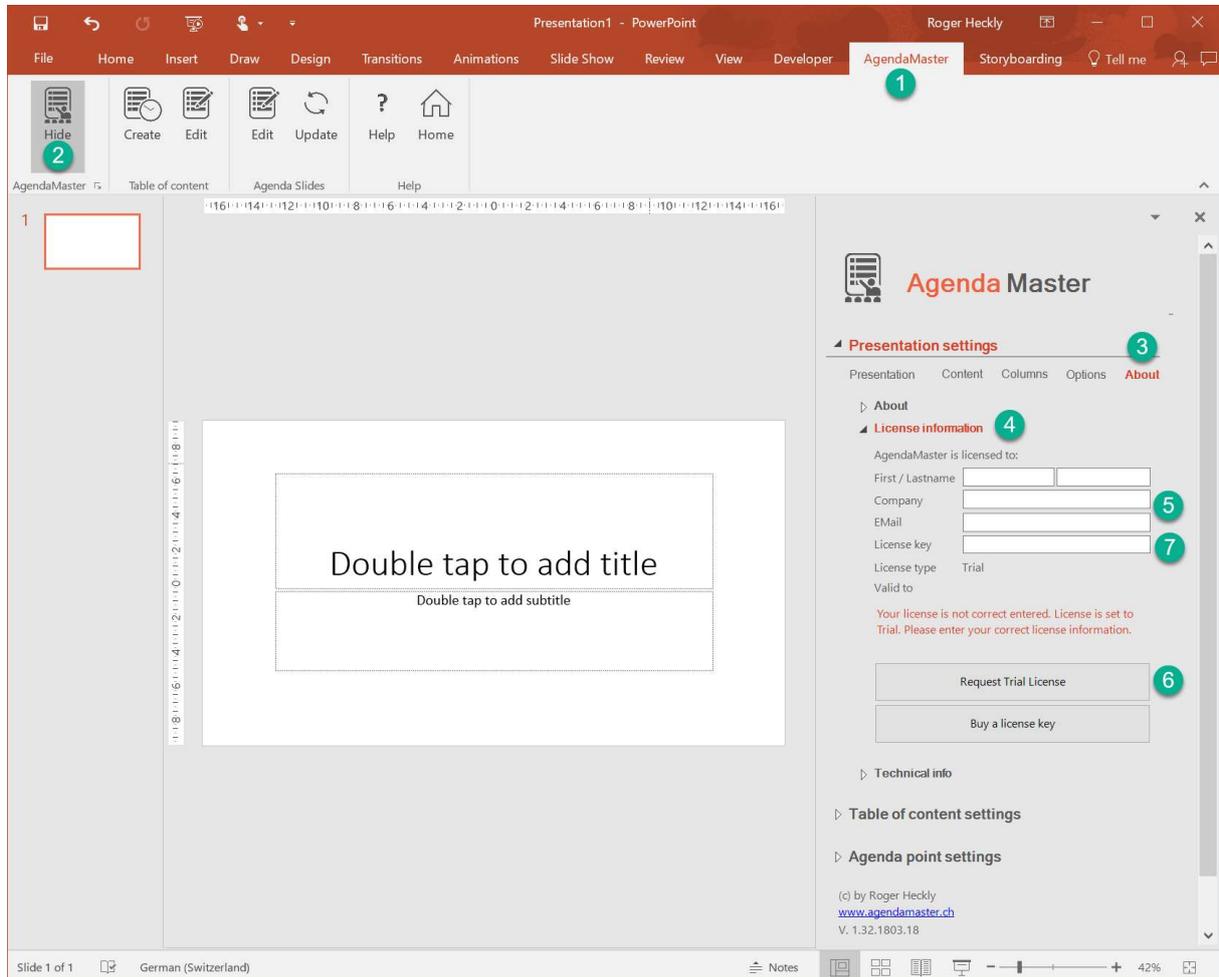


If you have a license key then please proceed with Step 4

## Step 3 – Request a trial license or buy a license

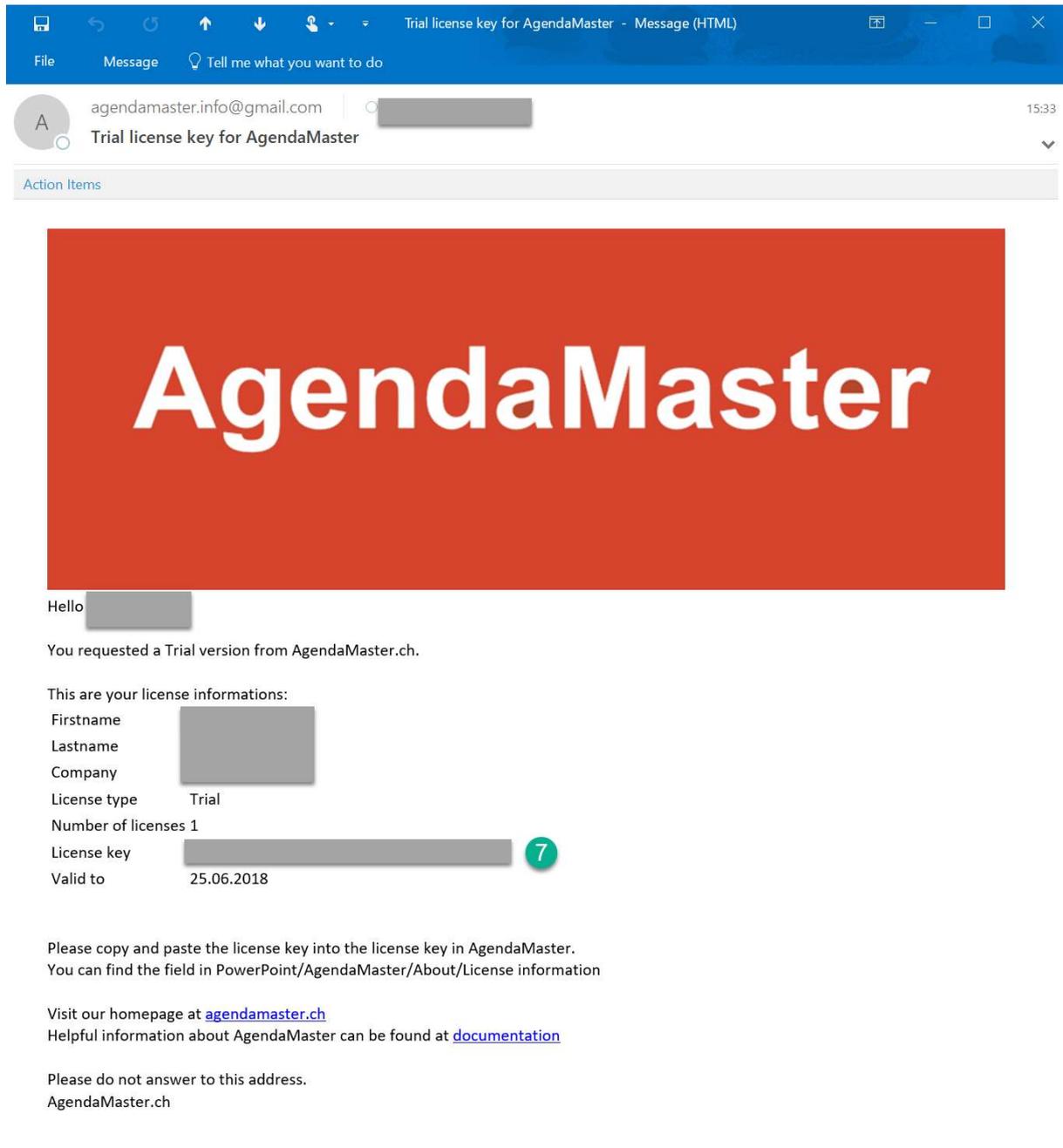
You can request a trial license right from the Add-In. Just open AgendaMaster, fill out the license form and request the trial license:

When you start AgendaMaster the first time the “Request License” form will be shown otherwise click as follow:



- (1) Open the AgendaMaster Ribbon
- (2) Click on [Show] to show the AgendaMaster TaskPane
- (3) In “Presentation settings” click on “About”
- (4) Open the “License information” submenue
- (5) Fill out following fields:
  - First / Lastname
  - Company (leave empty if you’re privat person)
  - Email
- (6) Click on [Request Trial License]

Your information will be submitted to our server and you will receive an Email with the license key (7) which you can copy and paste it into the “License key” (7) in the license form:



After paste the license key into (7) you should get following confirmation (8):



# Agenda Master

## ▲ Presentation settings

Presentation   Content   Columns   Options   **About**

### ▷ About

#### ▲ License information

AgendaMaster is licensed to:

First / Lastname

Company

E-Mail

License key

License type   Trial

Valid to   2018-06-25

Your license is validated.

8

Request Trial License

Buy a license key

### ▷ Technical info

### ▷ Table of content settings

### ▷ Agenda point settings

(c) by Roger Heckly

[www.agendamaster.ch](http://www.agendamaster.ch)

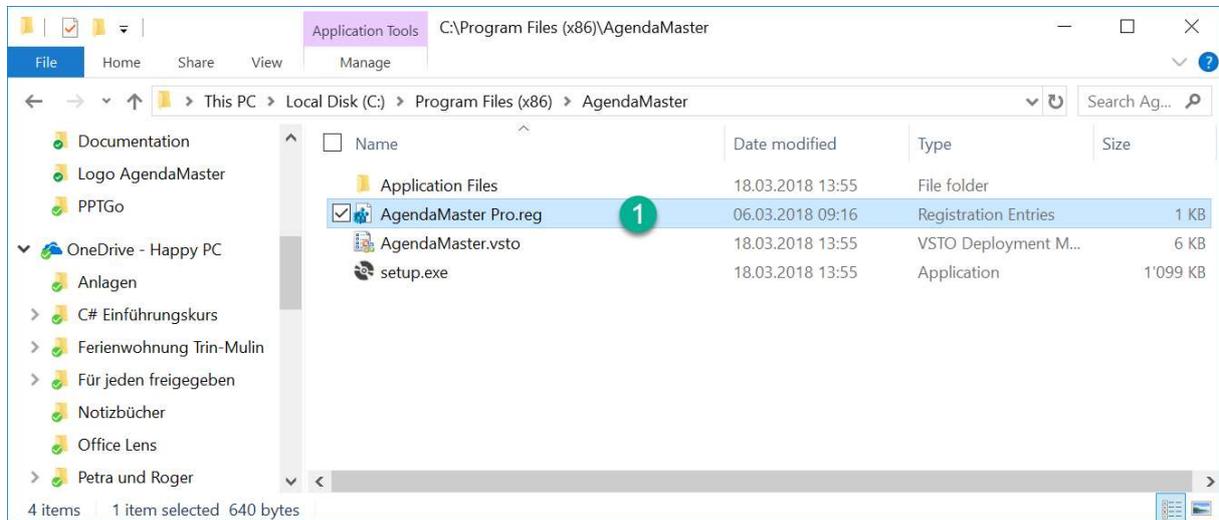
V. 1.32.1803.18

Your trial license key is validated and valid for three (3) months. Please check Step 1 – Downloading the software about limitations of the trial license.

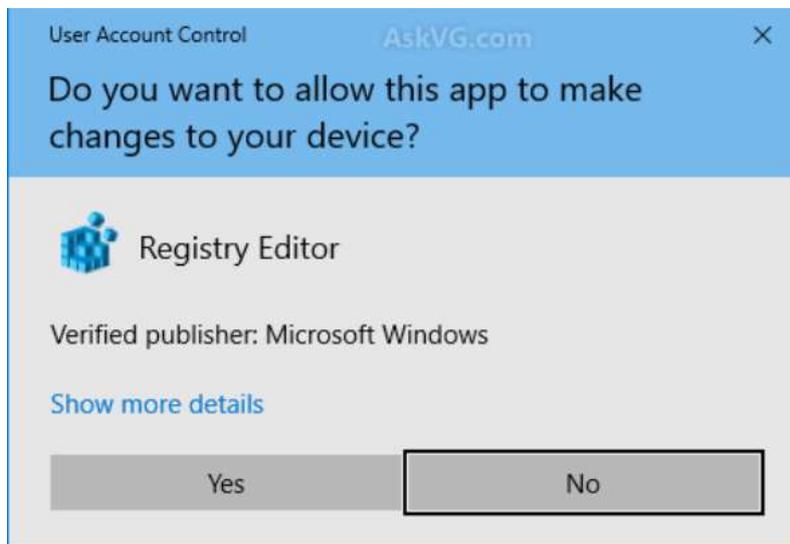
## Step 4 – Register your license

If you got a valid license (Light or Pro) just double click on the license key file (\*.reg) and confirm the system messages.

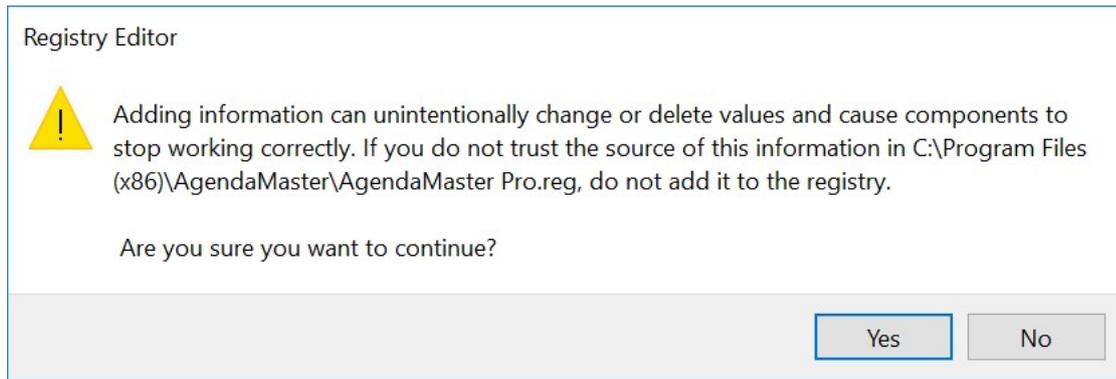
Double click the license key file (\*.reg):



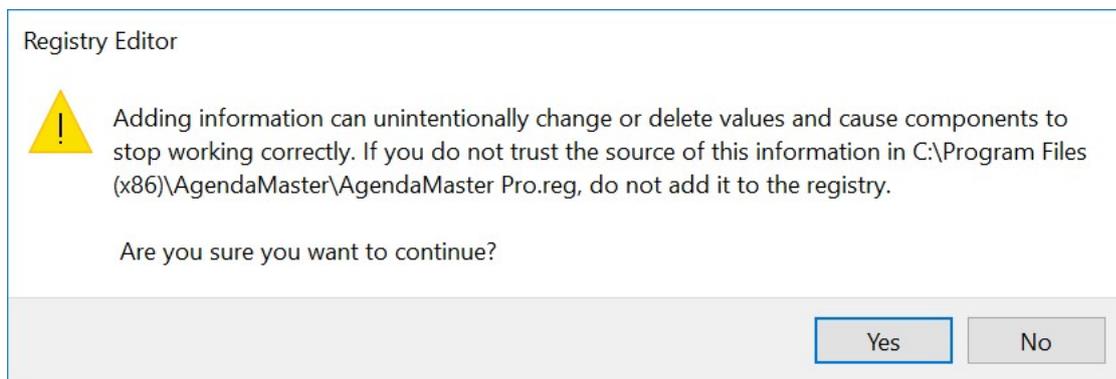
Confirm with [Yes] to allow AgendaMaster to write to the registry:



Confirm again with [Yes] to allow AgendaMaster to write to the registry:



Click on [Ok] to finalize the License key installation:



You have to restart Microsoft PowerPoint to activate the installed license key. Now you can check if the Light or Pro (depending on your purchase) license is correct recognized (9):

The screenshot shows the AgendaMaster software interface. At the top left is the AgendaMaster logo, which consists of a stylized icon of a person at a computer and the text 'Agenda Master'. Below the logo is a navigation menu with the following items: 'Presentation', 'Content', 'Columns', 'Options', and 'About' (which is highlighted in red). Under the 'About' menu item, there is a sub-section titled 'License information'. This section displays the following details: 'AgendaMaster is licensed to:', 'First / Lastname', 'Company', 'EMail', and 'License key' (all of which are redacted with a grey box). Below these fields, it shows 'License type: Pro' and 'Valid to: 2019-03-06'. A green circular badge with the number '9' is positioned next to the 'Valid to' date. Below the license information, there is a red text message: 'Your license is validated.' At the bottom of the license information section, there are two buttons: 'Request Trial License' and 'Buy a license key'. Below these buttons, there are three expandable sections: 'Technical info', 'Table of content settings', and 'Agenda point settings'. At the very bottom of the interface, there is a footer containing the text: '(c) by Roger Heckly', the website URL 'www.agendamaster.ch', and the version number 'V. 1.32.1803.18'.

Your license is always valid for one (1) year. After that period you have to renew the license or AgendaMaster changes automatically to a trial license.

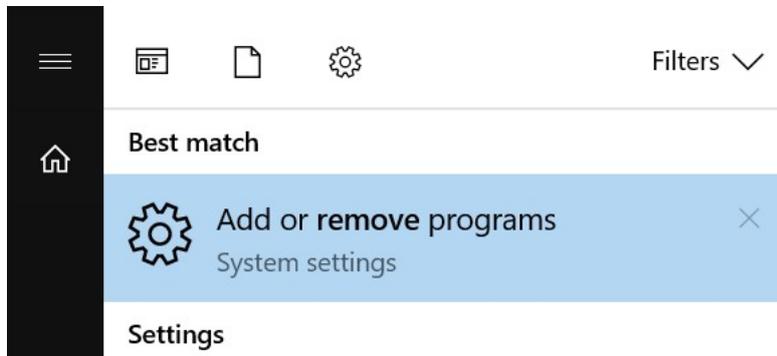
You're done – you can start with AgendaMaster – have fun!

Please save your license key in case you have to reinstall AgendaMaster at a later point on a new computer.

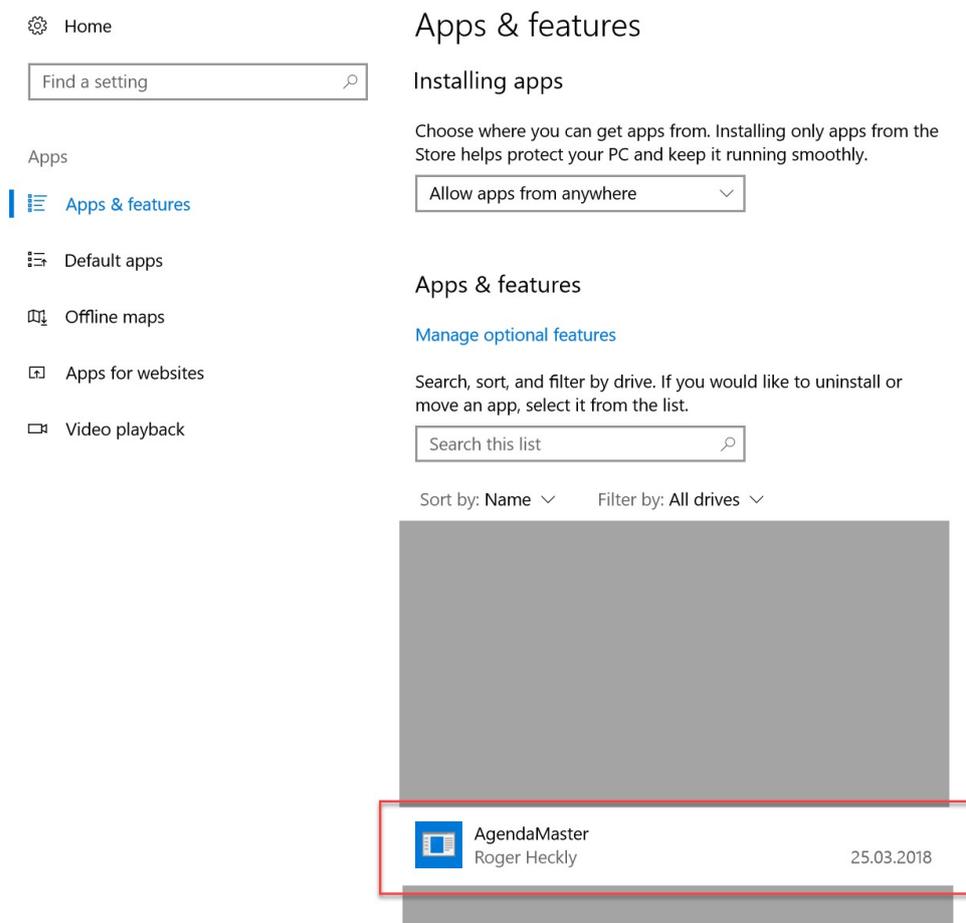
# Uninstalling AgendaMaster

We hope you will never do so, but if you want to uninstall AgendaMaster please proceed as follow:

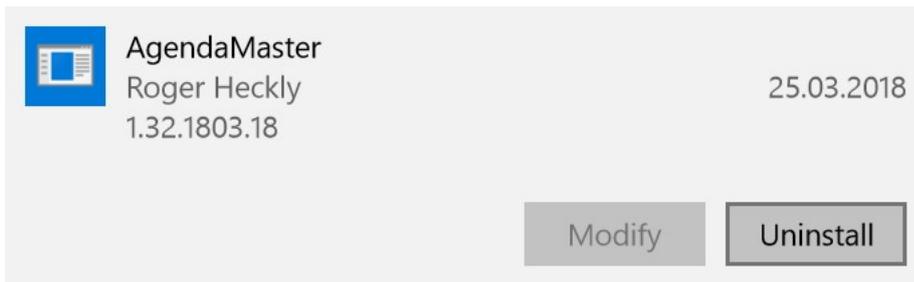
- (1) Execute the "Add or remove programs" settings



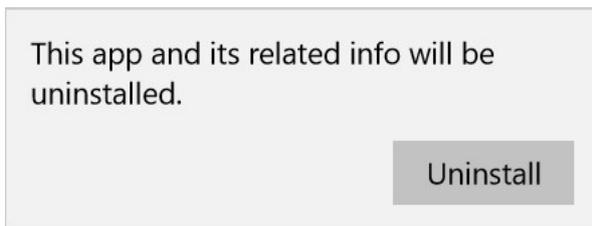
- (2) Search in the "Apps & features" list for "AgendaMaster":



(3) Click on [Uninstall]



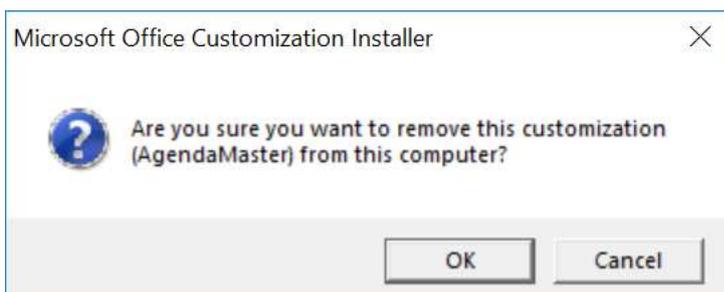
(4) And confirm again by clicking on [Uninstall]



(5) Click on [Yes] to uninstall



(6) Click on [Ok] to finally uninstall AgendaMaster



(7) To clean up the Registry you have to manually delete the Registry Node  
Computer\HKEY\_CURRENT\_USER\Software\AgendaMaster

You're done – AgendaMaster is uninstalled.