

## **WINDOWS 95/98/NT INSTALLATION**

### **Standalone PC installations only**

These instructions are for installing Butterworths CD products that have more than one Butterworths title on the same CD (examples are the “Australian Legal Research Library” and the “Australian Corporations Law Library”). If the CD you are about to install contains only one title (examples of these CDs include “New South Wales Law Reports” and the “Australian Encyclopaedia Of Forms And Precedents”), the please obtain a copy of the single product installation instructions. These can be obtained by contacting the Butterworths Electronic Helpline or downloading a copy from the Butterworths Electronic Helpline section on the Internet at the Butterworths home page ([www.butterworths.com.au](http://www.butterworths.com.au)).

### ***IMPORTANT: PLEASE READ BEFORE BEGINNING INSTALLATION***

#### **Upgrading Folio Bound VIEWS from v3.11.3 to v3.11.4**

Butterworths publications for PC have upgraded from Folio Bound VIEWS v3.11.3 to Folio Bound VIEWS v3.11.4.

If you do not have any Butterworths CD products installed, once you have completed the new installation instructions you will automatically be running v3.11.4 (assuming that you have utilised a new CD to perform the install). If you already have Butterworths CD products installed, there are a number of ways to check and see what version you are running.

Start one of your existing Butterworths CD titles; it does not matter which one you use. As the Folio Bound VIEWS software opens, a splash screen will appear and in this window it will show you the version of Folio being used. If you miss these details on the splash screen, wait until you are at the main page of your Butterworths CD product, then click on the “Help” menu at the top of the screen and from the drop-down list select “About...”. In the next screen that appears you will also see the version of Folio Bound VIEWS currently used.

If the version shows as v3.11.4 then no upgrade is necessary. If the version shows as v3.11.3 you need to perform the upgrade. Do this by reinstalling the Publications Manager as shown in the relevant section below.

*If all you wish to do is upgrade the version of Folio you are using, running setup.exe more than once will not have any adverse effect on prior or subsequent installations or updates of CDs, as long as you only follow the steps shown in “INSTALLING THE PUBLICATIONS MANAGER” and do not continue with the section “INSTALLING YOUR PUBLICATIONS”.*

What you **must** do before you follow the procedure to install the Publications Manager is to locate the existing **bviews.exe** file (which is used to launch Folio when you run your Butterworths CDs) and then **delete** the file. This file is usually located in a BWORDTH directory and often its location is also shown in the properties of the icon/shortcut that you use to run our CDs.

### **CD-ROM drives which are not mapped as “D:” and networks**

If the CD-ROM drive from which you are installing our product is not designated as “D:” then you need to run nwsetup.exe from the CD instead of setup.exe. This is often the case if you are using a network CD stacker, CD tower, jukebox, or have more than one harddrive in your machine. Before running nwsetup.exe you should obtain a copy of our Network Installation Instructions. The staff at the Butterworths Electronic Helpline can fax you a copy of these instructions or you can download a copy from the Technical Support area of the Butterworths homepage on the Internet (at [www.butterworths.com.au](http://www.butterworths.com.au)).

### ***INSTALLING THE PUBLICATIONS MANAGER***

*Note that when running setup.exe you should close all other applications including the Microsoft Office Toolbar.*

1. Insert the your new Butterworths CD into your CD-ROM drive.
2. Click on the Start button. Click on Run. The Run dialog box will appear.
3. In the command line type **d:\setup** (where d is the letter that identifies your CD drive). Click on OK or press ENTER.
4. A dialog box will appear. Click on OK or press ENTER to continue. The setup program will begin to run.

*Note: An option to exit setup also appears in this dialog box. Choose exit if you have not yet closed all other applications.*

Another dialog box will appear informing you that the default installation directory is C:\BWORDTH. Click on the large radio button to install software to this directory. To change the default directory simply type in a new path.

**It is recommended that you do not change the default installation directory, but if you already have Folio Bound VIEWS software on your PC, you must install to the same directory where the Folio Bound VIEWS software already exists. This is especially**

**important if you are only performing the upgrade of the version of the Folio Bound VIEWS software.**

5. The files will be installed. You will be asked if you would like to read information regarding the upgrade (readme.txt) and then advised that Publications Manager setup was completed successfully.
6. The Butterworths Publications folder will appear as a window on your screen and within this window you will find the new Publications Manager icon/shortcut. Please close this window.

You have now installed the Folio Bound VIEWS software and this is generally the **ONLY** time you will have to perform this initial installation process. Use the Publications Manager to install your Butterworths publication, following the instructions below.

### ***INSTALLING YOUR PUBLICATIONS***

1. Make sure your new Butterworths CD is in your CD-ROM drive.
2. Click on the Windows “Start” button at the bottom left corner of your desktop. Then select “Programs” and then “Butterworths Publications”. From there click on the Publications Manager icon/shortcut and the Publications Manager will open.
3. Click in the check box next to the publications you wish to install in the **Publications available for installation** column and then click on Perform Installation.  
*Note: you may install more than one item at a time by clicking in multiple check boxes or clicking on the “Select All” button before clicking on Perform Installation.*
4. The publications will appear in the **Publications already installed** column and icons will be created for the publications in the Butterworths Publications folder.

Most Butterworths publications are distributed unlocked for a 30 day trial period. During those 30 days you need to contact Butterworths in order to change your access rights to the publication to which you have subscribed so that it will remain unlocked. **You can do this at any stage during the 30 days in which the publication is unlocked, and at any time after it locks itself but preferably this should be done at the time of completing the step mentioned above during the installation process.**

Refer to the following instructions.

## **CHANGING YOUR ACCESS RIGHTS**

1. Make sure the Butterworths CD which you have just installed is in your CD-ROM drive.
2. If the Publications Manager is not already open, click on the Windows “Start” button at the bottom left corner of your desktop. Then select “Programs” and then “Butterworths Publications”. From there click on the Publications Manager icon/shortcut and the Publications Manager will open.
3. To change your access rights to a publication, place a black dot in the circle next to the publication you subscribe to in the **Publications already installed** column and then click on Change Access Rights.
4. A dialog box will appear advising you either that the publication is unlocked for 30 days or that the publication is locked, and that you need to change your access rights by calling the Butterworths Helpline on 1800 648 825 (and selecting option “1” for technical support).  
*Note : Butterworths support staff on this number will guide you through the unlocking process but you need to be at the computer at which you are changing the access rights. Although all products on a library CD may be installed for the trial period, it DOES NOT mean that you subscribe to all those products. Please have on hand the account number under which the purchase was made and know which products you actually subscribe to on the CD.*
5. After the publications have been unlocked, exit the Publications Manager.

To open your new publication click on the Windows “Start” button at the bottom left corner of your desktop, then select “Programs”, “Butterworths Publications” and then the icon/shortcut for whichever title you wish to launch.

You only need to contact Butterworths *once* to change your access rights in relation to a publication. The next time you wish to open the publication, simply double click on the icon for that publication in the Butterworths Publications folder.

When you receive a new CD updating your publication you will not need to change your access rights to the publication, but you will need to use the Publications Manager to update your publication. Follow the instructions below.

## **UPDATING YOUR PUBLICATION ON RECEIPT OF A SUBSEQUENT CD**

**Each CD we release has an expiry date on it and you must perform the following steps each time you receive an update CD or after a time the product will fail to launch and give an error message “the license on this InfoBase has expired”.**

1. Insert the new update CD into your CD-ROM drive.

2. Click on the Windows “Start” button at the bottom left corner of your desktop. Then select “Programs” and then “Butterworths Publications”. From there click on the Publications Manager icon/shortcut and the Publications Manager will open.
3. Check that the publication to which you have subscribed appears in the **Publications already installed** column and then click on “**Update**” button.

(Note that you do not need to click in the check box next to the publication in the **Publications already installed** column in order to update your publication. Clicking once on Update Publications will update *any* Butterworths publication to which you subscribe on the CD in your CD-ROM drive. If you subscribe to more than one publication on a Butterworths CD you need only click once on Update Publications to update *all* of the Butterworths publications to which you subscribe on that CD.)

4. A dialog box will appear advising you that the update of your publication has been successful.
5. Exit the Publications Manager.

We suggest you look at the New Developments section accessible from the opening screen to find out what has changed since your last update.

If you have any difficulties in loading or using this publication please contact the Butterworths Electronic Helpline between 8am and 6pm Eastern Standard Time, toll free on 1800 648 825 (and select option “1” for technical support). We can also be contacted by email at [helpline@butterworths.com.au](mailto:helpline@butterworths.com.au) or by fax at (02) 9422 2409 (please mark all faxes to the attention of the Butterworths Electronic Helpline, Level 10).

If you are calling for assistance, please ready the account number under which the product was purchased and preferably by at the computer where the product is being used as we may need to lead you through several steps to resolve your enquiry.