

## **APPLE MACINTOSH INSTALLATION**

### **Standalone 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 Electronic Helpline section on the Internet at the Butterworths home page ([www.butterworths.com.au](http://www.butterworths.com.au)).

*Note that if you have already installed the Publications Manager because you subscribe to another Butterworths electronic publication, go straight to the instructions for “**INSTALLING YOUR PUBLICATIONS**”.*

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

This process will install the Butterworths Publications Manager. This includes the Folio Bound VIEWS browser software and makes it easy to install and administer Butterworths electronic publications. Note that you will only need to install the Publications Manager once. Subsequent Butterworths publications, including updates, will be installed from the Publications Manager.

To install the Publications Manager you will need 4MB of RAM; 5MB of free hard disk space.

1. Insert your new Butterworths CD into your CD-ROM drive.
2. Open the CD by double clicking on the CD icon on your desktop.
3. Run ‘Butterworths Installer’ by double clicking on the ‘Butterworths Installer’ icon.
4. The first screen provides information about the installation process - read the information then click on Continue.
5. Choose Single user install from the top menu (this is the default option).
6. Click on Install.
7. Choose a destination to install to - usually your hard disk drive. You can also choose a destination folder - the default is a folder called Butterworths. **It is recommended that you do not change the default destination.**
8. Click on Install.
9. A Butterworths Publications folder will have been created on your desktop and inside it a Publications Manager icon.

When the installation is complete, wait for post-installation instructions to appear on your screen. Once you have read these you may close them by selecting Quit from the File menu. This is the only time you will have to perform this initial installation process. To install specific publications follow the instructions below.

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

1. Make sure the CD is in your CD-ROM drive.
2. Double click on the Publications Manager icon in the Butterworths Publications folder on your desktop and the Publications Manager will open.
3. To install publications, click in the check box next to the publications 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 publication will appear in the **Publications already installed** column and an icon will be created for the publication 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 CD is in your CD-ROM drive.
2. Double click on the Publications Manager icon in the Butterworths Publications folder on your desktop 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 a publication double click on the icon for the publication in the Butterworths Publications folder on your desktop.

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 on your desktop.

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. Please 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. Double click on the Publications Manager icon in the Butterworths Publications folder on your desktop 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 Publications.  
(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. The Update process will take a moment and there will be activity on your screen. Please allow the process to complete without touching your computer.
5. Click on Quit to 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.