



CD Publications Installation Instructions

Network CD Installation

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Three Steps to a Successful Network Installation

These instructions contain information regarding the network installation of the Butterworths electronic publications to which you have subscribed.

Network CD installation involves three steps :

1. Installing **Folio Bound VIEWS** software and the **Network Publications Manager**;
 2. Using the **Network Publications Manager** to install publications to your PCs (and administer those publications); and
 3. Using **Workstation setup** to create Butterworths Publications icons for users.
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Warning

- If your network does not use the Universal Naming Convention (UNC) for network drives, then ensure where possible that *every* PC accesses and references the same drive letter where the infobases are going to reside i.e. the path to the cd or the path to the directory where the cd has been copied.
- If you use a Novell network and do not wish to support UNC, you may need to edit the BWNET.INI file to change the UNC to fixed disk file paths which use letters to indicate disk drives (eg s:\cdrom\bwnet). See **Notes to Novell Users**, p 4.
- Keep in mind that the PC at which you perform the installation is the same machine on which all future updating of the CDs will need to be done on an ongoing basis
- The network installation instructions should be followed for any standalone installation where that PC's cd-rom drive is not D:\

Please read all of these instructions before you perform any installation on your system !

System Requirements

In order to run Butterworths electronic publications successfully, your network computer system will need to meet minimum system requirements. Before installing Butterworths publications, verify that your system is compatible with the following minimum requirements :

- IBM-compatibility with 486 processor (or greater)
 - Microsoft Windows 3.1 (or greater)
 - A minimum of 8MB of RAM
 - A network card on each PC and a server with cd-drive, tower, jukebox, stacker or multidisk
 - A network server (we have successfully installed on Novell Netware 3.12, 4.1, WinCenter, Windows NT 3.51, 4.0, Windows 95, Windows 98 and others).
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Installation Problems ?

If you have any questions or experience any problems during these installation procedures, please contact the Butterworths Electronic Helpline, tollfree on 1800 648 825 (and select option '1' for technical support when prompted) Monday to Friday between 8am and 6pm (Eastern Standard Time).

Step 1 – Installing Folio Bound Views Software and the Network Publications Manager

Installation for multiple users from a network cd (or network drive)

This process must be accomplished by a network administrator (or another person who has full access rights to the network) using a PC running Windows 3.1x, Windows 95/98 or Windows NT.

In this step the **NWSETUP.EXE** program will install the **Folio Bound VIEWS** software to a network drive and it will create a **Butterworths Net Publications** program group containing the **Network Publications Manager**, which is then used to activate and control access to Butterworths electronic publications. **Folio Bound VIEWS** software is used to browse and query the publications.

If you are a Novell user, see **Notes to Novell Users**, p 4.

If you want to run the publications from a directory on a network drive then you will have to copy the entire **Butterworths Publications CD** to your network drive. We suggest a directory off the root e.g. "bworth" and a directory under this for each publication, eg **x:\bworth\civil**. *Ensure all users that will access this network drive have full read/write access privileges to this drive otherwise the publications will be inaccessible; make sure that you also remove the read-only attributes from the files.*

1. Using a PC which is running Windows 3.x, Windows 95/98 or Windows NT, log onto the network with the highest level of system authority.
2. Ensure that no other programs are running on the PC (including the Microsoft Office Shortcut Toolbar). If necessary shutdown open applications and reboot the PC.
3. For Win3.x, from **Program Manager**, click **F**ile, then click **R**un. For Windows 95/98 and Windows NT, click on the **S**tart button and then on **R**un.
4. Insert the **Butterworths Publications CD** into your server cd-rom drive (or stacker/jukebox/multidisk). Ensure that this cd-rom drive is shared so that it will be accessible by all workstations that will be reading the publications.
5. Type x:\nwsetup where "x" is the identification letter for the drive where the cd resides or the drive letter and directory path to where you have copied the **Butterworths Publications CD**.

Note : **This executable should also be run if you are installing the product on a standalone PC where the cd-rom drive letter is something other than D:**

6. Press **Enter** or click the **OK** button. The Butterworths Network Publications setup program will run. A dialogue box will appear informing you that the default installation directory is C:\BWNET (on some CD publications the default directory may show as C:\BWORDH\BWNET)
7. Click on the **C**hange Directory button and type a new network drive path for the installation if you don't wish to accept the default path. Ideally, the network drive path to which you do the installation will be the same drive letter as that which the workstations (which are going to read the publications) will see that working directory. Example, all machines, the one which you are doing the install from and the workstations will all see the directory where Folio is installed as x:\bwnet

After you have exited the installation program, in Windows 3.x the **Butterworths Net Publications** program group window will be created in **Program Manager** and you will see the **Network Publications Manager** icon which is now used to install individual Butterworths publications. In Windows 95/98 or NT, you will find **Butterworths Net Publications** by clicking on the **S**tart button and then **P**rograms (under from there you will see the shortcut for **Network Publications Manager**).

Step 2 – Installing Butterworths Publications

In this step the Network Publications Manager will activate the publications to which you have subscribed. On some occasions, Novell users have experienced difficulties with these procedures. If you are a Novell user, please see **Notes to Novell Users**, below.

1. Double click on the **Network Publications Manager** icon (in Windows 3.x or single click in Windows 95/98/NT).
2. In the next window that appears, in the left hand column headed “Known sources of CDROM Publications”, you will see one or more cd-rom drive icons (one of which will be the path for the CD or directory from which you ran nwsetup.exe). Click on the appropriate cd-drive icon from which you want to install in publications
3. Select the publications to be installed from the *Publications available for installation* by clicking once on each title.
4. Click on the **Perform Installation** button.
5. When the publication/s have been installed, the titles will appear in the *Publications already installed* list in the right hand column.
6. If you have a CD which contains more than one Butterworths product like the Australian Corporations Law Library (not a single product CD like the Australian Encyclopaedia of Forms and Precedents) , you will need to contact the Butterworths Electronic Helpline, tollfree on 1800 648 825 (and select option ‘1’ for technical support when prompted) Monday to Friday between 8am and 6pm (Eastern Standard Time), to unlock those products to which you subscribe so that you can continue their use beyond the 30 day trial period. You will also need to contact the Helpline if you need to modify the number of concurrent users beyond 1 (which is the default license on all products).
7. After you have installed the Butterworths products, click on the **Exit** button to exit the **Network Publications Manager**.
8. You will now see shortcuts created for the publications you installed. In Windows 3.x they will be under the **Butterworths Net Publications** group and in Windows 95/98/NT they will be through the **Start** menu.

Notes to Novell Users

Some Novell networks do not fully support the Universal Naming Convention (UNC). Some Novell network systems experience glitches when using the Network Publications Manager. If your system does not fully support UNC or if it has trouble running the Network Publications Manager, you may need to edit the **BWNETP.INI** file which was copied into the installation directory as a result of step 1 above. In the BWNETP.INI file you may need to change any **UNC disk file paths to fixed disk file paths** which use a letter to designate the drive (eg s:\cdrom\bwnet). The changes you make in BWNETP.INI should also be made in **BWNET.INI** that will be in the “Windows” or “Winnt” directory of the machine at which you are performing the install from. If you have experienced glitches when using the Network Publications Manager as part of step 2, follow these steps.

1. If the Network Publications Manager is running, shut it down.
2. Edit the BWNETP.INI and BWNET.INI files and change UNC paths to mapped drive letters
3. Start the Network Publications Manager
4. Deinstall the publication

5. Reinstall the publication and exit the Network Publications Manager.

Step 3 – User Workstation Setup

Once the publications are accessible from the network administrator's PC, you will need to setup other PCs on the network to access the publications. In this step, you will run the program WKSETUP.EXE in order to set up the client workstations to access the publications.

1. Ensure that client PCs have access to the cd-rom containing the Butterworths products (or network directory to which you copied the whole CD). Also, ensure that they have full read/write access to the **BWNET** directory on the network that contains the WKSETUP.EXE program. Ensure that the workstations are running Windows 3.x, 95, 98 or Windows NT.
2. Ensure that no other programs are running in the background on the workstations including the Microsoft Office shortcut toolbar. If necessary, close all programs and then reboot the workstations.
3. Run WKSETUP.EXE from the BWNET directory on the network drive.
4. Perform these steps for all the PCs on the network that will access the Butterworths Publications CD.
9. You will now see shortcuts created for the publications you installed. In Windows 3.x they will be under the **Butterworths Net Publications** group and in Windows 95/98/NT they will be through the **Start** menu (then **Programs** then **Butterworths Net Publications**).

Most Butterworths publications are distributed unlocked for 30 days. 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 on the 30 day trial period and at any time after it locks itself.

Note : By running WKSETUP, not only are icons created on the workstations but a copy of BROWSER.INI from the install directory is placed in the "Windows" directory (or "WINNT" directory) on each machine . This file tells the workstation where to look for the security files (extension LDF) used when running our products. If you later change the install directory on the server in any way, you will need to edit the BROWSER.INI file on each workstation to reflect the new path.

What is Rights Management ?

Rights Management technology allows publishers to control how and when users may access infobases (access refers to the ability to open an infobase in **Folio Bound VIEWS**). With Rights Management technology, a publisher can restrict access in four ways ;

- Set whether or not a publication is accessible at all
- Set the amount of time for which a publication can be used
- Set the media (network CD or local CD) from which a publication can be accessed
- Set the number of users that are able to access a publication simultaneously

In addition, Rights Management technology provides publishers with the ability to change access privileges from a remote location, for example, after users have purchased the publications or after the initial access rights have expired.

Changing your access rights

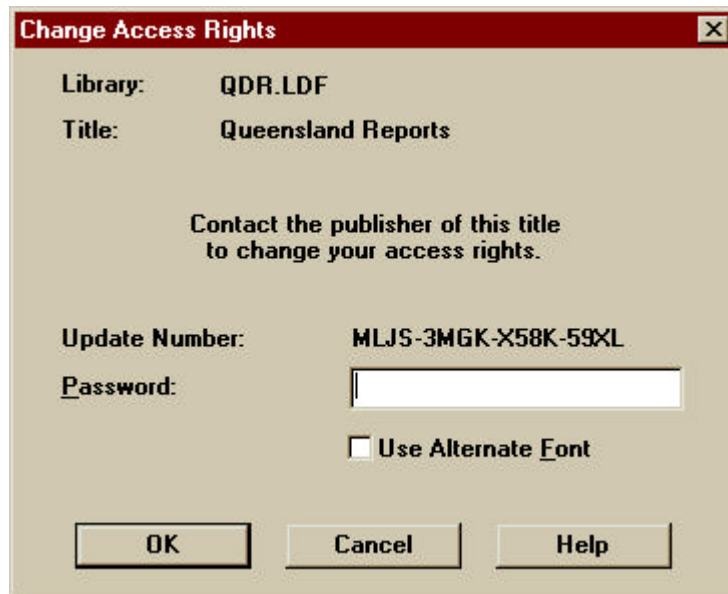
Each **Butterworths Publications CD** is provided with expiry dates set in for the publications. When these dates arrive you will be unable to use the publications. They will be “locked” and the user will get an error message saying that the “license has expired”.

The publications may be “reactivated” by following the procedure below to extend the date to which you can access the publication/s to which you subscribe.

1. Ask all users to not use or attempt to use the publication/s while you are updating the rights management.
2. Activate the **Network Publications Manager**.
3. Select the cd-rom drive icon the known sources of cd-roms that you want to update.
4. Select which of the installed publications you want to update and then click on the **Access Rights...** button. A new window will appear titled “Folio Rights Browser” showing you the status of the publication in the “Title Rights” frame. If more than one title appears in the “Contents” frame, ensure that you first highlight the relevant one before changing the access rights.
5. If the publication is locked, expired or you need to alter the number of concurrent users, contact the Butterworths Electronic Helpline, tollfree on 1800 648 825 (and select option ‘1’ for technical support when prompted) Monday to Friday between 8am and 6pm (Eastern Standard Time).
6. Click on the **Change Access Rights** button (a window will appear headed “Change Access Rights”)

Note : To ensure that you can have your access rights changed in a timely manner, please have ready (before you call the Helpline) the account number under which the publication was purchased and the number of required concurrent users. Also call from a telephone which is at (or in

close proximity) to the machine where you will be changing the access rights because you will need to swap codes with the Helpline.



7. You will have to repeat the Update Number to the Butterworths Electronic Helpline Technician. You will then be given a password that will unlock the infobase.
8. Click on the **Ok** button.
9. Click on **File** then **Exit** to take you back to the Network Publications Manager screen. If you have other titles on the same CD, place the black dot in the radio button next to the appropriate title and then go back into **Access Rights....**
10. Click on the **Exit** button to leave the Network Publications Manager.

Note : If you need to change the access rights on another Butterworths CD, you will need to close the Network Publications Manager and open it again. If you cannot see the cd-rom drive or path to the directory where you installed the CD under “Known sources of CD_ROM publications”, click on the **Add new path...** button and either type in the name of the path where the CD (or copy of) resides or navigate through the folders to the appropriate path.

You only need to contact Butterworths *once* to change your access rights in relation to a publication unless you have uninstalled and reinstalled the product. The next time you wish to open the publication, simply double click on the icon for that publication in the Butterworths Net Publications program group

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 Network Publications Manager to update your publication. Follow the instructions below.

Updating your publication on receipt of a subsequent CD.

You must perform the following steps each time you receive an update cd.

1. Insert the new update CD into your CD-ROM drive (or copy the entire contents of the new cd over the directory where you first copied the CD to).
2. **Do not run** NWSETUP.EXE again.
3. Run the shortcut to Network Publications Manager.
4. Under the **Known sources of CD-ROM publications** column, click on the cd-rom icon corresponding to the CD you wish to update.
4. Check that the publication to which you have subscribed appears in the **Publications already installed** column and then click on the **Update** button.
5. A dialogue box will appear advising you that the update of your publication has been successful.
6. Exit from the Network Publications Manager

To open your updated publication double click on the icon for the desired publication under **Butterworths Net Publications**. We suggest that you look at the **New Developments** hyperlink accessible from the opening screen to find out what has changed since your last update.

Appendices

File Descriptions

File	Description
VIEWS.INI	This file stores the location of the export filters, the locations of the object handlers used for displaying bitmaps and metafile graphics, toolbelt settings, menu settings, and other preferences for all of your Folio infobases.
BVIEWS.EXE	Folio Bound VIEWS. This is the distributable version of FOLIO VIEWS.
*.LDF	Library files which control the access rights to individual Butterworths publications.
LNAME.INI	VIEWS uses this file to determine the appropriate path for inter-infobase hypertext links.
BROWSER.EXE	This is the Rights Browser, which allows you to view the titles and descriptions included in the .LDFs and to update those titles over the telephone
NWPMGR.EXE	When you perform installation from Network Publications Manager this program copies the .LDF file to the installed directory and updates the LNAME.INI to reference the added publications.
BWNET.INI	This file is created by the NWPGMR.EXE in the network administrator's Windows directory. It keeps a record of certain information relevant to the installation of the CD
BWNETP.INI	This file is a copy of the BWNET.INI file. It is used by the client PC to indicate the disk file paths of the Folio software and Butterworths publications.
BWORTHNW.GRP	This is the file that displays the Butterworths Net Publications program group in Program Manager (Win3.x).
SETUP.INI	This file is used by the NWSETUP.EXE program and Network Publications Manager.
NWSETUP.EXE	This is an installation program that loads the VIEWS software to your system.

Network Installation Checklist

Action	Description
System Manager	The network installation process is to be performed by the System Manager who has reviewed the installation instructions and who can login to the network system with the highest level of security
Prepare	Review the installation instructions. Contact Butterworths Electronic Helpline tollfree on 1800 648 825 (and select option "1" for technical support when prompted) Monday to Friday between 8am and 6pm (Eastern Standard Time) if you have questions.
Administrator PC	All installation programs must be run from a PC running Windows 3.x, 95/98 or NT. The Administrator PC must be able to see the network drives and CD-ROM drives in the same manner which the client PCs see those drives.
Client PCs	All client PCs must be able to see the network drives and CD-ROM drives in the same manner as the Administrator PC sees those drives.
Windows 3x, 95/98, NT	Ensure that the PCs are running one of these operating systems.
Login	Login to the network and having access to CD-ROM drives and shared directories with the same rights.
Ensure no programs are running	Ensure that no other programs are running on the PC. Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running. . It may be necessary to reboot the PC.
Run NWSETUP	From the Administrator PC, run the program NWSETUP.EXE (network setup) on the CD-ROM. This installs the Folio Bound VIEWS software and the Network Publications Manager.
CAUTION	Some network configurations of Novell do not support Universal Naming Conventions (UNC) for disk file paths. You may need to edit the BWNET.INI file to change the UNC to fixed disk file paths (eg s:\cdrom\bwnet) to use the Network Publications Manager. See Notes to Novell Users .
Activate Publication	<p>Activate the Network Publications Manager, select the publications, and install (see the caution above). If the process has errors :</p> <ul style="list-style-type: none"> ⇒ exit the Network Publications Manager ⇒ edit the BWNET.INI and BWNETP.INI files and change the UNC to fixed file paths ⇒ start the Network Publications Manager ⇒ deinstall the publication ⇒ reinstall the publication ⇒ contact the Butterworths Electronic Helpline to unlock the trial period if the cd you are using has more than one product on it ⇒ also contact the Helpline if you need to set the number of concurrent users for any subscribed product to greater than one (which is the default license) ⇒ exit the Network Publications Manager
Client Workstation Setup	Proceed to each client workstation and run WKSETUP.EXE to enable the other network users to access the publications