



Electronic Product Installation Instructions Folio Views 4.3

Which Type Of Installation Is The Correct One For You?

The first step in installing a LexisNexis Electronic Publication is to decide what kind of an installation to perform:

- Stand-alone (such as on a laptop or desktop).
- Network (where many different PCs will all access the publication from a central server) or;
- Workstation (where a network installation has previously been completed and you want to access the publications from the central server).

Stand-alone Installation

A stand-alone installation is a CD-ROM Based Installation. Only the files required to run the Folio Views software from the CD, and to access the libraries on the CD, will be copied to the hard disk of the computer. The CD will need to be in the CD-ROM drive after the installation is complete, in order to access the libraries.

[Stand-alone installation instructions](#)

Network Installation

Accessing the publications off a remote network hard drive saves space on the local drive and gives reasonably fast performance (depending on your network configuration) for searching and general navigation of the publications. It requires that you have enough space on the remote hard drive for the publication and any publications you may want to install in the future.

Some files, such as the rights files, will still need to reside on a network hard drive.

You will also need to run workstation installation process on any other PCs which need to access the publications.

[Network installation instructions](#)

Workstation Installation

Once you have completed the network installation, you will need to set up the other workstations on the network to access the publications. If you have a smaller network you can run the setup on each machine.

[Workstation installation instructions](#)

Unlocking Licences

Licences may expire from time to time or you may alter the licencing options that you originally purchased. In either event, you will need to enable the licences before continuing to use the titles.

You need only unlock the licence once, unless you are installing the CD-ROM for the first time or if you uninstall the previous installation, due to technical reason.

[Licence enabling instructions](#)

Updating Publications

Publication titles will periodically be updated when a new CD-Rom is sent to you by LexisNexis. If these have been installed to local or network hard drives, they will require updating but if they are running from the CD-Rom, the update process is not required.

[Publication updating instructions](#)

Uninstalling LexisNexis Folio Views 4.3

Should you need to uninstall Folio Views 4.3 due to unavoidable reasons, please do contact our Hong Kong Tech Support team at 852 2965 1400 for assistance.

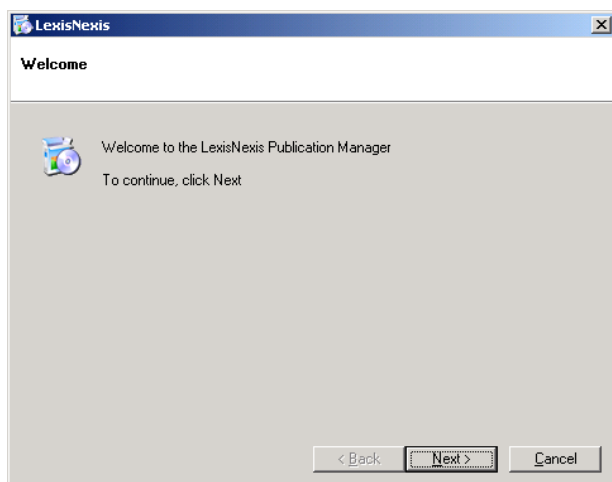
Stand-alone Installation Instructions

We recommend that there are no other applications running before performing this installation.

1. Place the CD-ROM into the CD-ROM drive on the computer.
2. Click on 'Start, Run'.
3. In the 'Open' field type: D:\Setup (where D is the CD-ROM drive letter).
4. Press 'Enter' or click on 'OK'.

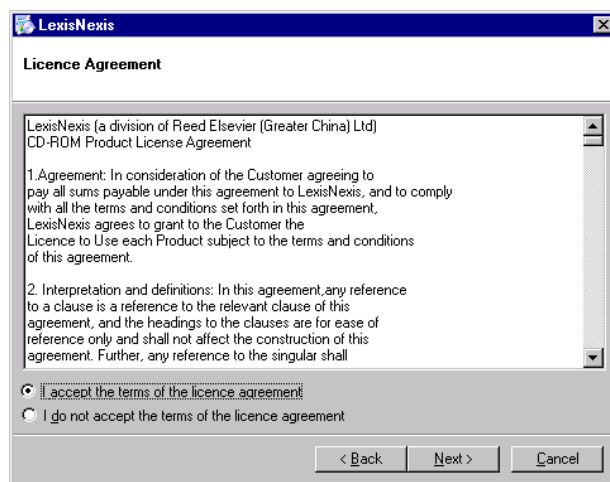
Follow steps 1 - 10 below to complete a stand-alone installation.

1



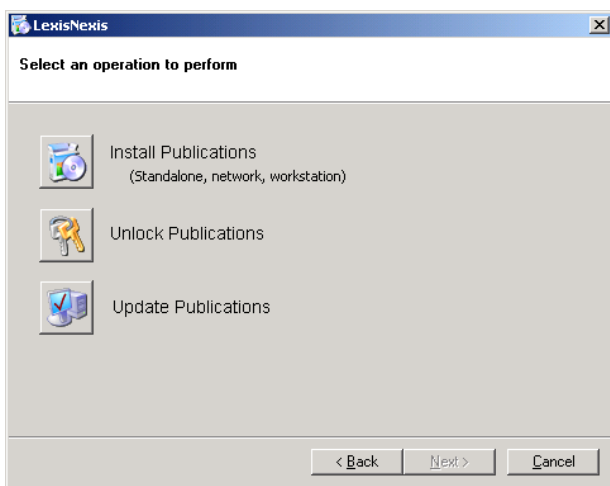
- Click Next to continue.

2



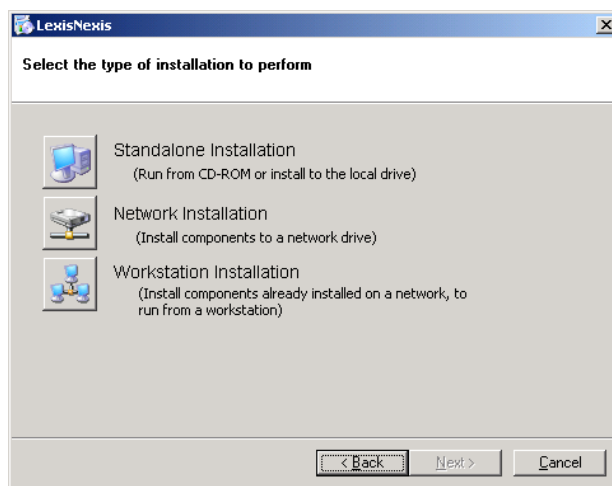
- You will be presented with a licence agreement, the terms of which you must accept to continue.

3



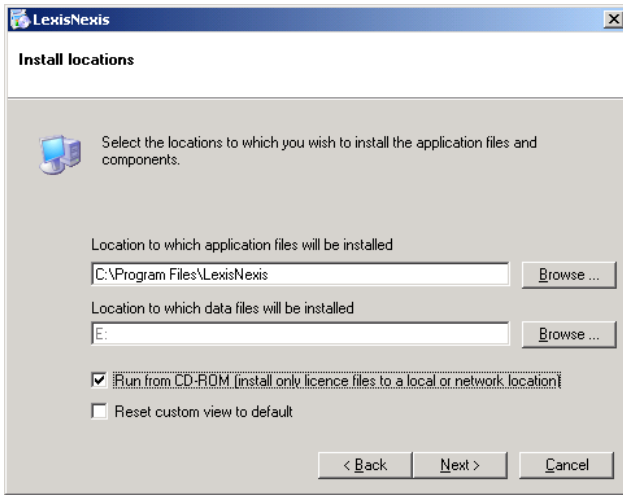
- Select 'Install Publications'. Please do not select 'Unlock Publications' or 'Update Publications' at this stage.

4



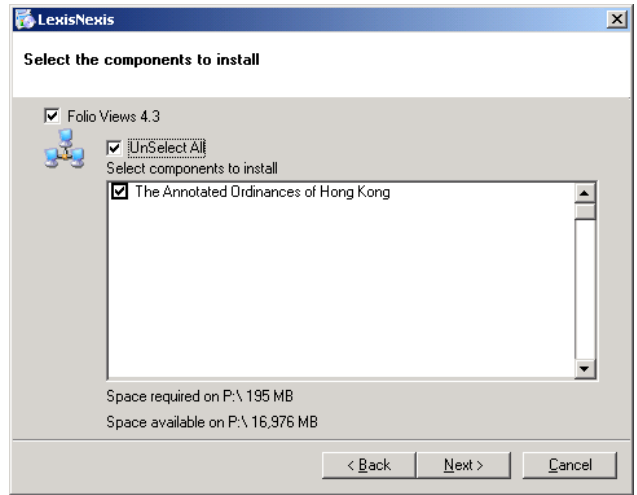
- Select the 'Standalone Installation'.

5



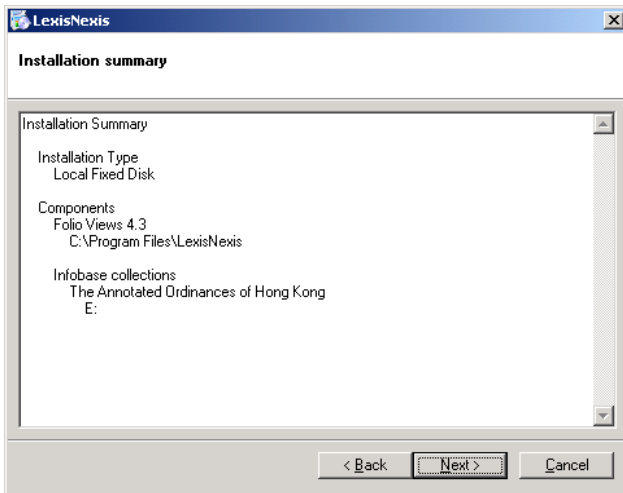
- You will have the option to change the location to which application and publication files will be installed.
- The option to run publications from CD-ROM is not preset. Select the checkbox '**Run from CD-ROM**'. This also means that when you receive an update CD-ROM you will not be required to run any update process.

6



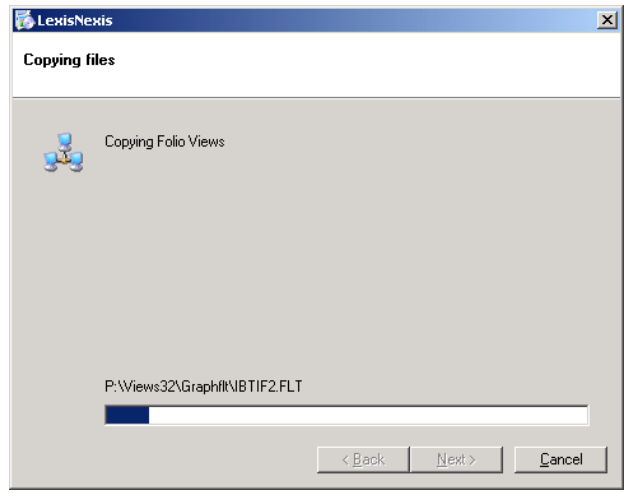
- Elect to install the latest version of Folio Views® by checking the 'Folio Views® 4.3' checkbox.
- Check the 'Select All' checkbox.

7



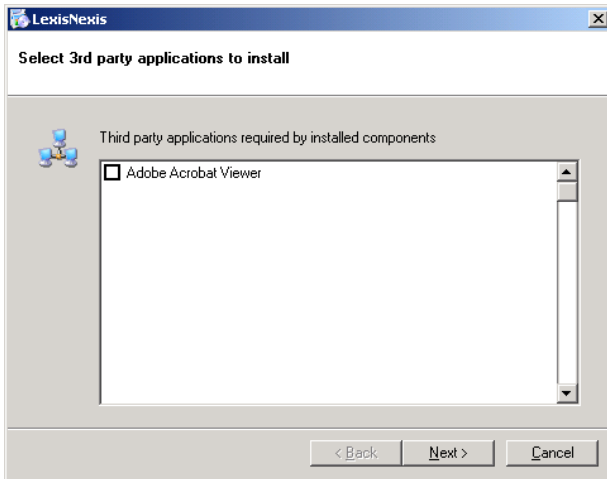
- Ensure that the summary correctly displays the choices you have made up to this point before proceeding.
- If changes do need to be made, click the BACK button to backtrack and make the changes you require. Once you click Next, you will not be able to interrupt the application until the installation is complete.

8



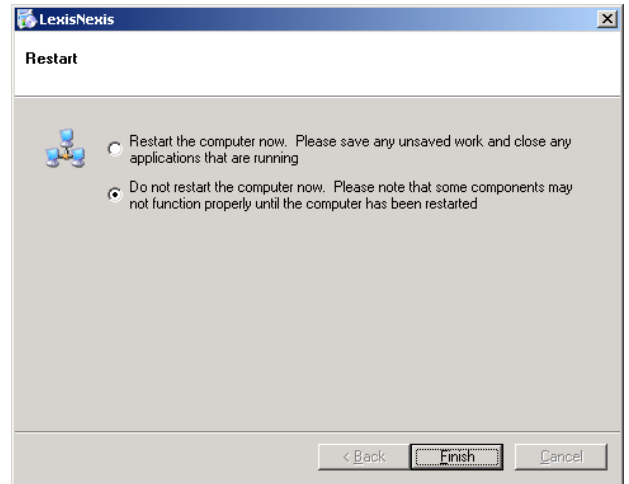
- A progress bar will keep you informed of the status of the installation. The time required to complete the installation will vary from product to product, depending on size.

9



Note: The “User Installation Guide” and the “Folio Specifications” can be found in the “UserDoc” folder that is on the CD-ROM. These are in pdf format. If you do not currently have an Adobe Acrobat Reader installed on your computer, you may wish to select the checkbox to install it. Click Next.

10



- There is no need to restart the computer. Just click on “Finish” button.

Network Installation Instructions

We recommend that there are no other applications running before performing an installation. This includes Virus Scanners such as Norton and Inoculan, as they can interfere with the installation process.

A Network Installation may be done in one of two ways:

Hard Disk Based Installation: The Folio Views software, Workstation Installation Software and all the libraries selected for installation will be copied to the location specified, on the Network Server. The CD will not be required after Installation is complete. The amount of disk space required depends on the libraries selected. Installation will detect the amount of free disk space on the computer and calculate the space required for the libraries selected.

CD-ROM Based Installation: Only the Workstation Installation files, and the files required to run the Folio Views software from the CD will be copied to the location specified on the Network Server. The CD will need to remain in the Network Server after the Installation is complete, in order to access the libraries.

Hard Disk Based and CD-ROM Based Installation

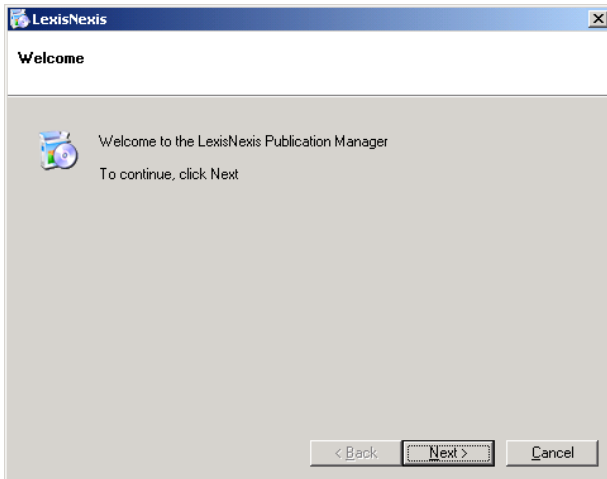
The following steps may be undertaken either at the server directly or from an “installation workstation”. The same installation workstation must be used whenever the CD-ROM is updated, as important entries are made to its hard drive and Windows registry.

1. Place the CD into the CD-ROM drive on the Server

- Click on ‘Start, Run’.
- In the ‘Open’ field type: D:\Setup (where D is the CD-ROM drive letter).
- Press ‘Enter’ or click on ‘OK’.

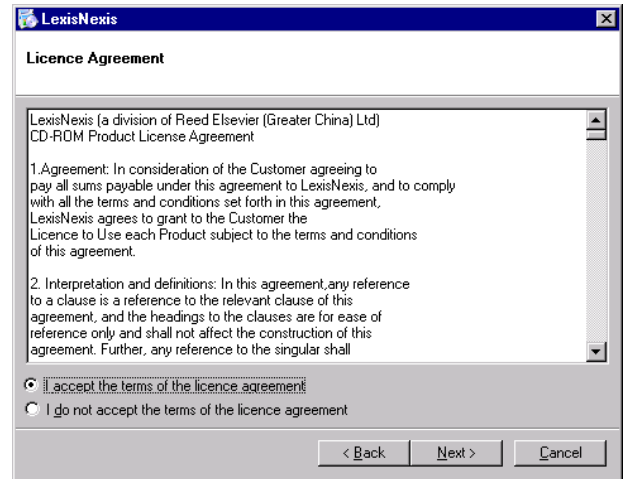
Follow steps 1 - 10 below to perform a network installation.

1



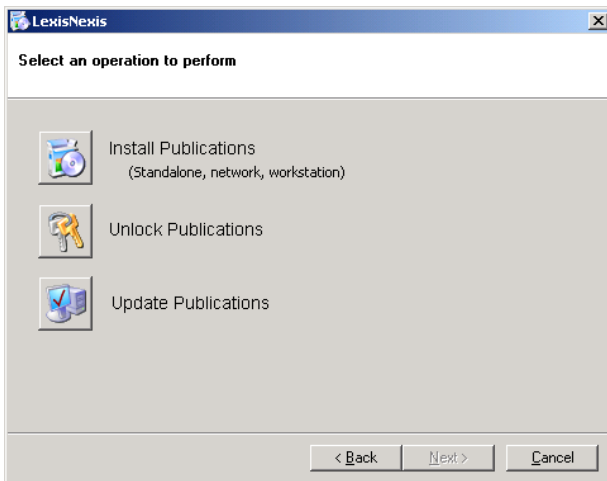
- Click Next to continue.

2



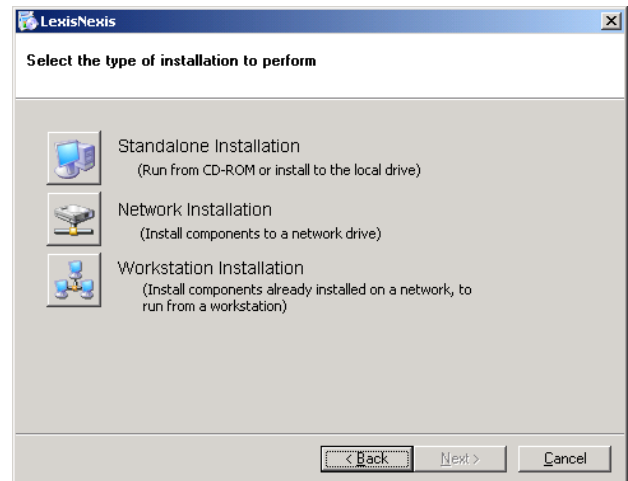
- You will be presented with a licence agreement, the terms of which you must accept to continue.

3



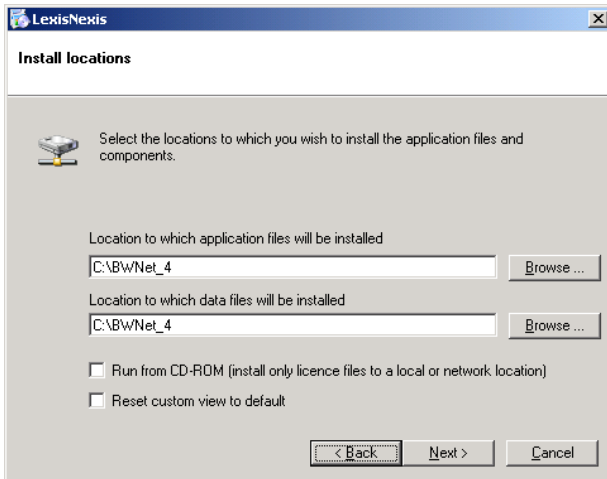
- Select the 'Install Publications' option. Please do not select 'Unlock Publications' or 'Update Publications' at this stage.

4



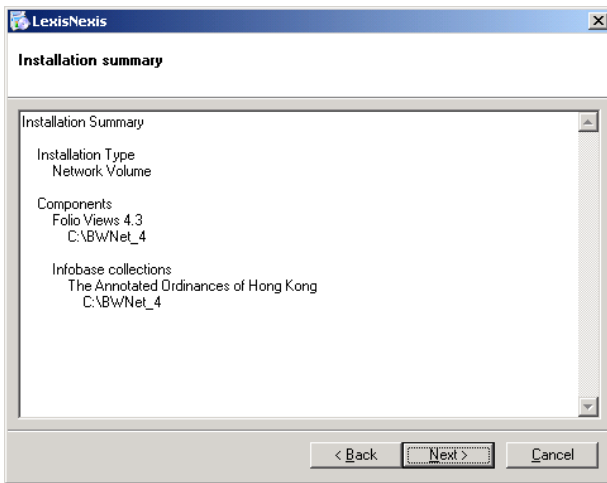
- Select the 'Network Installation' option.

5



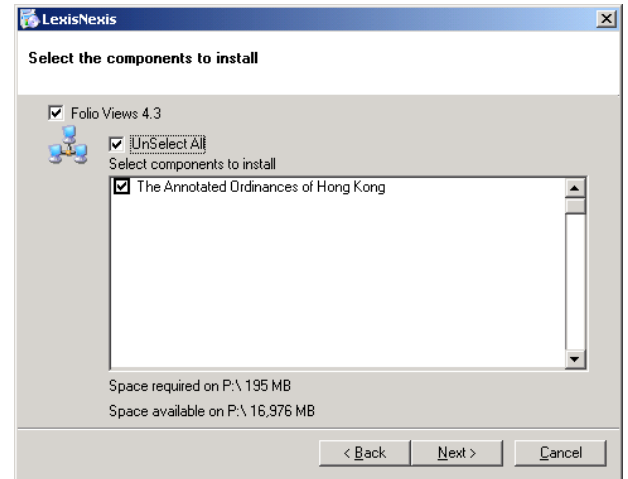
- The default location is set to the local drive so you will need to change the path letter to your network drive where the publications are to be installed.
- **Important Note:** The default name will be BwNet_4. DO NOT change this name.
- For CD-ROM Based Installation, check on Run from CD-ROM

7



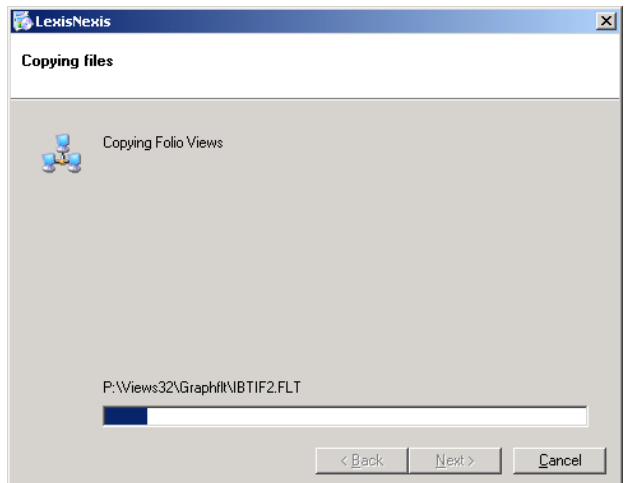
- Ensure that the summary correctly displays the choices you have made up to this point before proceeding, and click the BACK button to backtrack and make changes if necessary. Once you click NEXT, you will not be able to interrupt the application until the installation is completed.

6



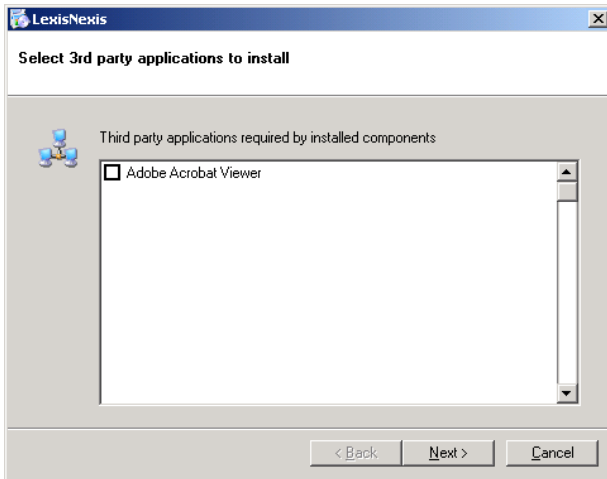
- Elect to install the latest version of Folio Views® by checking the 'Folio Views® 4.3' checkbox. Check the 'Select All' checkbox.

8



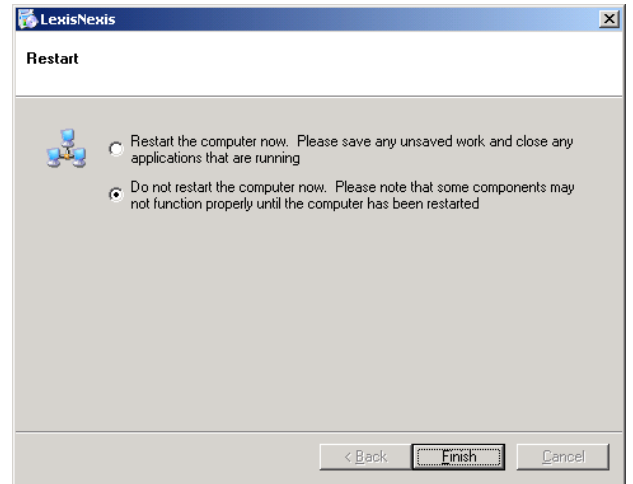
- A progress bar will keep you informed of the status of the installation. The time required to complete the installation will vary from product to product, depending on size.

9



Note: The “User Installation Guide” and the “Folio Specifications” can be found in the "UserDoc" folder that is on the CD-ROM. These are in pdf format. If you do not currently have an Adobe Acrobat Reader installed on your computer, you may wish to select the checkbox to install it. Click Next.

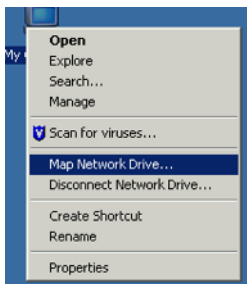
10



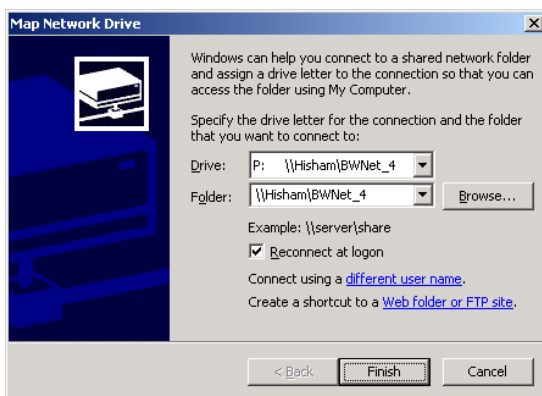
- There is no need to restart the computer. Just click on “Finish” button.

2. Create a mapping on the server for the directory you have created

- At the desktop, right-click on the “My Computer” icon and choose Map Network Drive



- Choose a Path: or Drive: that is available for all of the workstations on the network. (eg.P:)
- For the Path: or Drive: enter the Computer name and the share name in this format \\Computer_name\share_name For example: \\Hisham\BWNet_4



Workstation Installation Instructions

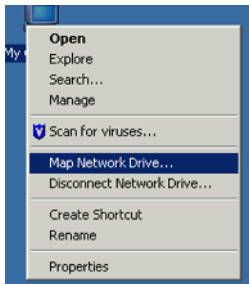
Once you have completed the network installation you can run through the following steps to set up the workstations on the network.

1. Preliminary

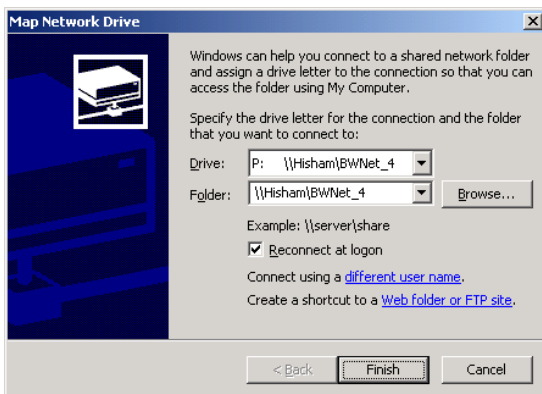
Ensure that there are no other applications running on the workstation.

2. Create a mapping on the workstation to the server.

- At the desktop, right-click on the “My Computer” icon and choose Map Network Drive



- Choose the same Drive: that was chosen for the server.
- For the Drive: or Path: enter the Computer name of the server and the share name of the publications just as you did for the server
- For example \\Hisham\BWNet_4

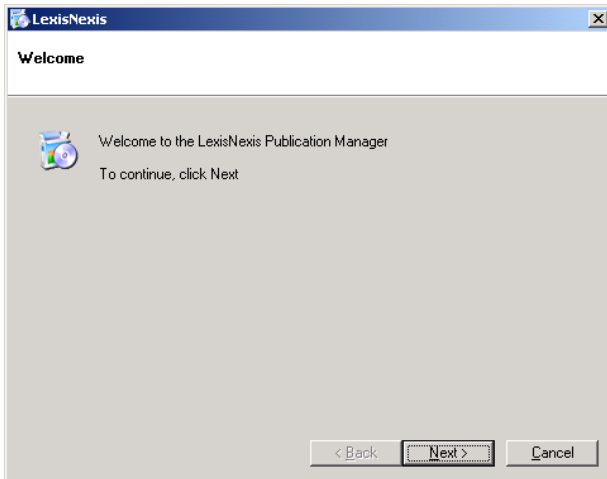


3. Run the installation program

- Click on ‘Start, Run’.
- In the Open Field, type: P:\setup.exe (where P is the drive letter used to perform the installation).
- Press ‘Enter’ or click on ‘OK’.

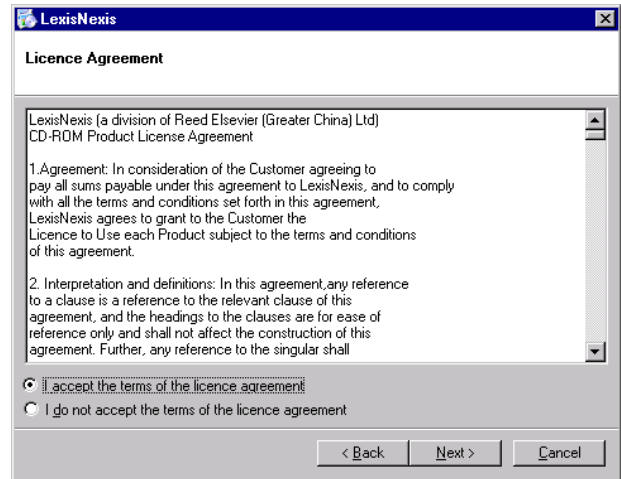
Follow steps 1 to 10 below to perform a workstation installation on each pc.

1



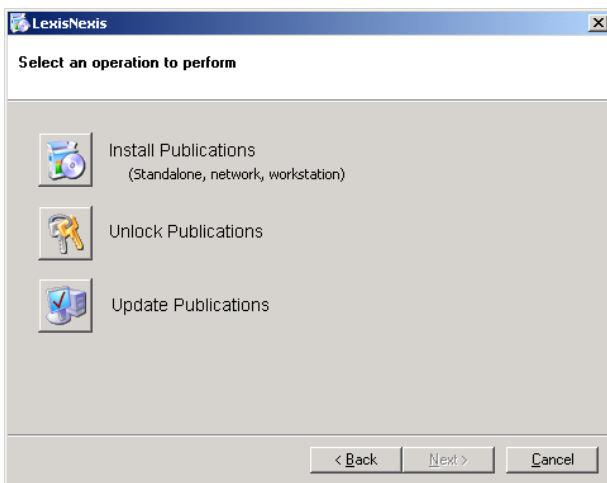
- Click Next to continue.

2



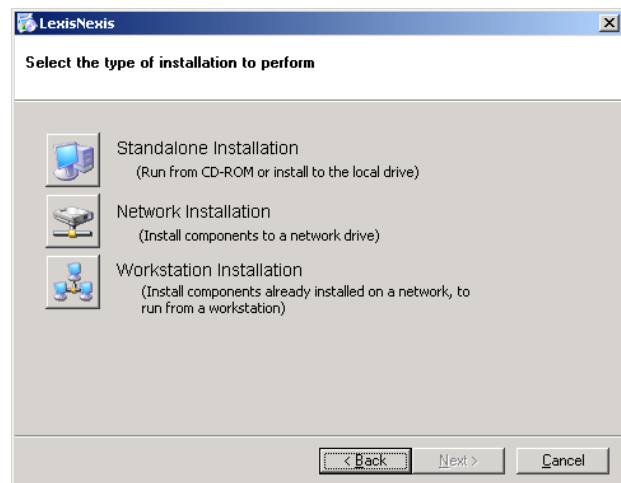
- You will be presented with a licence agreement, the terms of which you must accept to continue.

3



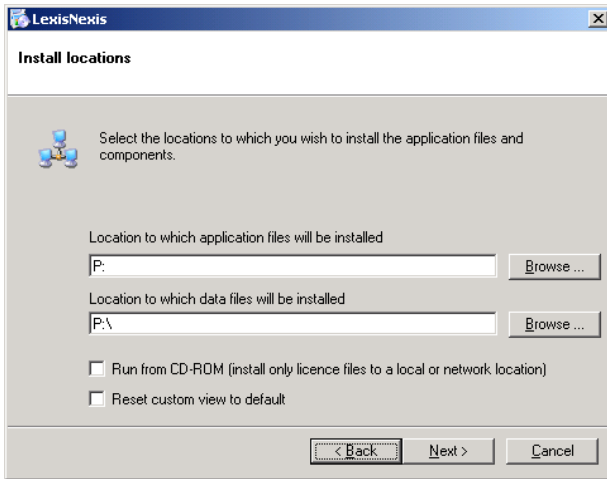
- Select 'Install Publication' option. Please do not select 'Unlock Publications' or 'Update Publications' at this stage.

4



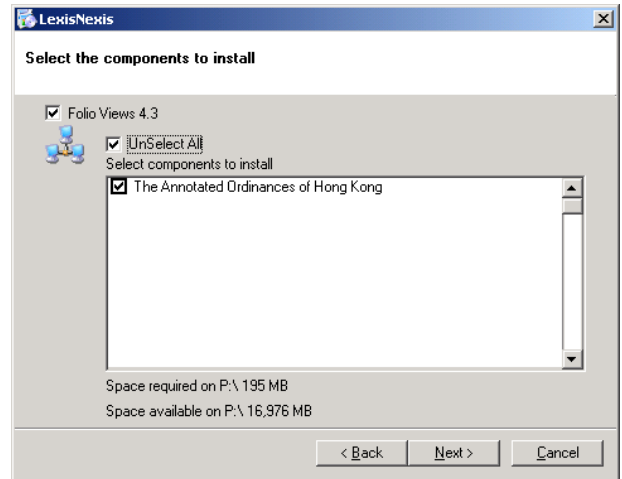
- Select the 'Workstation installation' option.

5



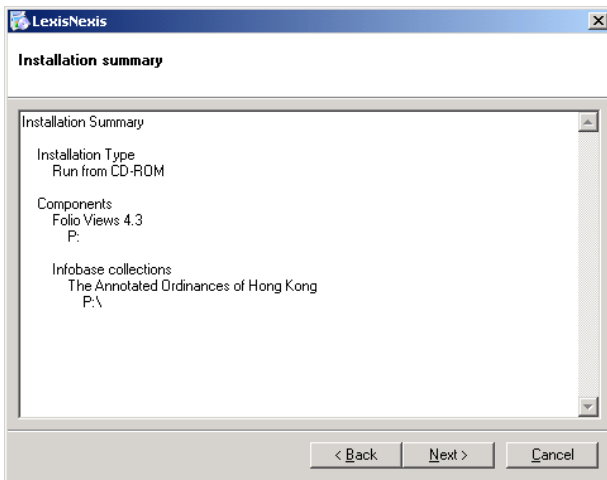
- Confirm that the paths are correct.

6



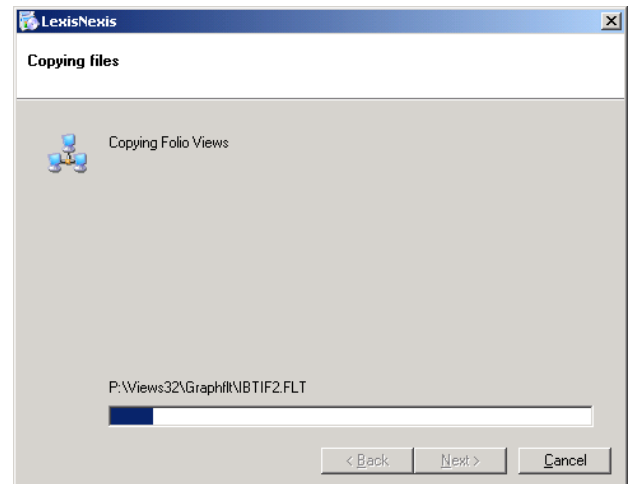
- Elect to install the latest version of Folio Views® by checking the 'Folio Views® 4.3' checkbox. Click the 'Select All' checkbox to install the publications.
- Please note: The publications have already been installed by the Network Installation process. This will only put a program group into your menu, along with icons on your desk top, it is not reloading any software.

7



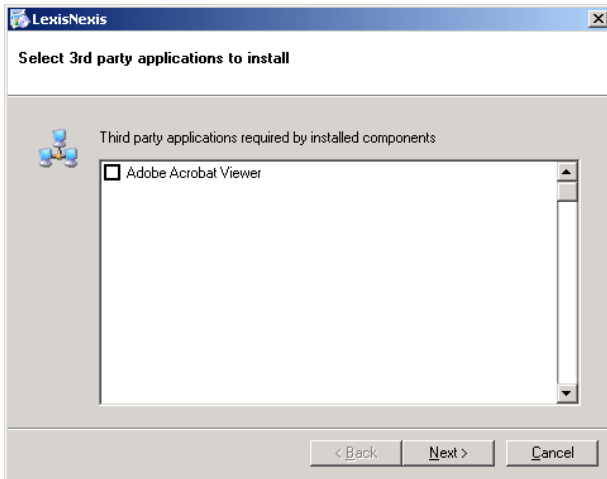
- Ensure that the summary correctly displays the choices you have made up to this point before proceeding, and click the **BACK** button to backtrack and make changes if necessary. Once you click **NEXT**, you will not be able to interrupt the application until installation has been completed.

8



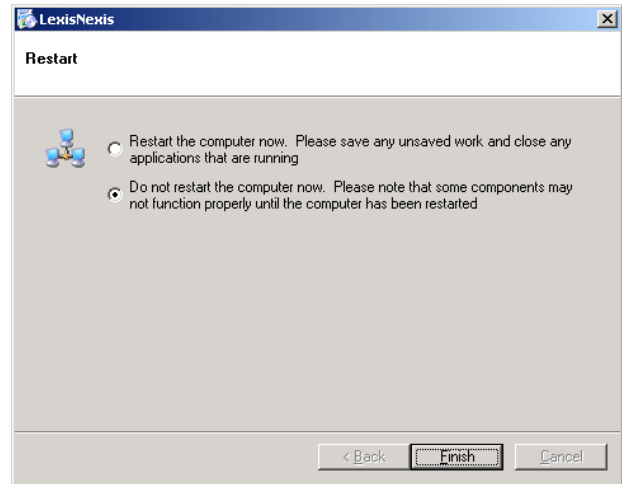
- A progress bar will keep you informed of the status of the installation.

9



- **Note:** The “User Installation Guide” and the “Folio Specifications” can be found in the "UserDoc" folder that is on the CD-ROM. These are in pdf format. If you do not currently have an Adobe Acrobat Reader installed on your computer, you may wish to select the checkbox to instal it. Click Next.

10



- There is no need to restart the computer. Just click on “Finish” button.

Unlocking Licences

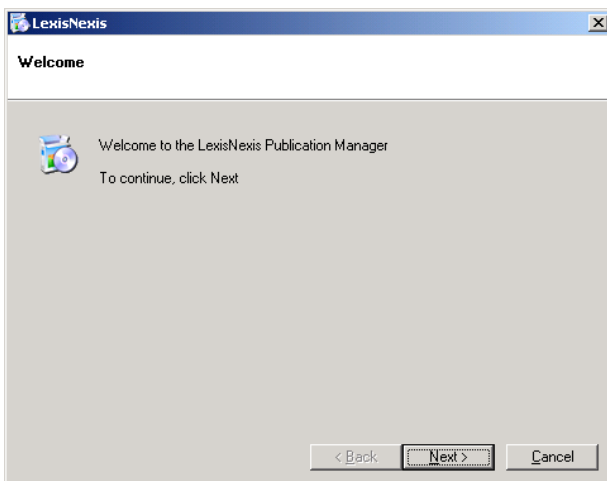
Licences for the titles you have installed may be set to expire after a period of time, based either on the date or first use of the title. In the event that your licence has expired, you will need to enable the licence.

Note: For Standard Network users, please contact us for further instruction. There is no need to perform the following operations.

1. Ensure that CD-ROM is in the drive on the computer.
2. Click on 'Start, Run'.
3. In the 'Open' field, type d:\setup (where d:\ is the CD-ROM drive letter)
4. Press 'Enter or click on 'OK'.

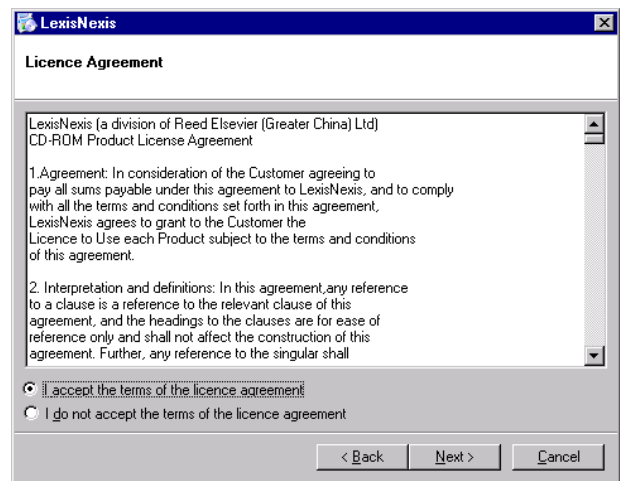
Follow steps 1 to 7 below to unlock you publications.

1



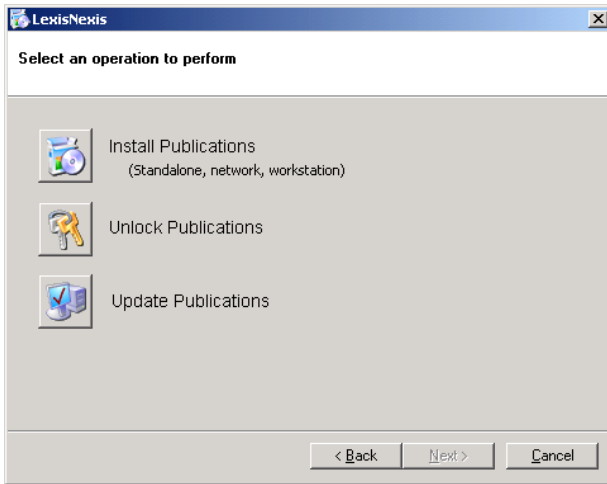
- Click Next to continue..

2



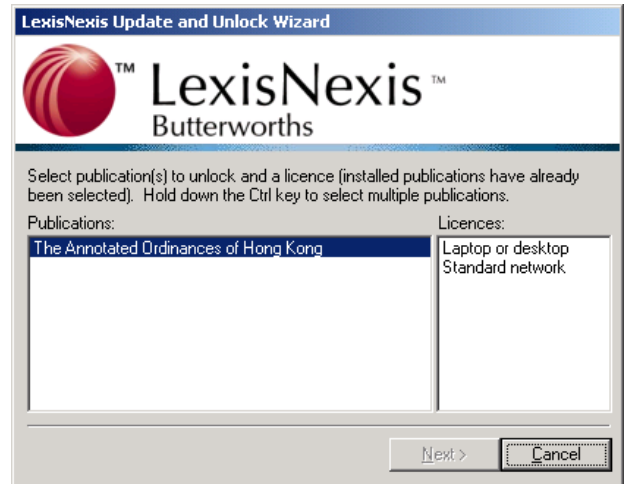
- You may be presented with a licence agreement, the terms of which you must accept to continue.

3



- Select 'Unlock Publications'.
- Click Next to continue.

4



- Select the publication, "The Annotated Ordinances of Hong Kong" and for the licence type, select "Laptop or desktop".
- Click Next.
- Phone 852 2965 1400.

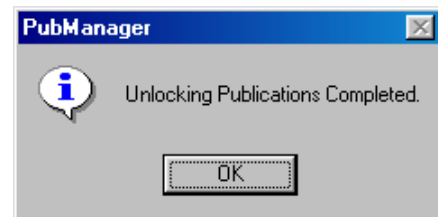
5



- Read your password to the operator
- Enter response in the Unlock Code box.

NB: The password will only match the displayed registration number and will expire shortly after being issued. They cannot thus be recorded for later use.

6



- The Unlock process is now complete.

7



- Click 'Finish' to close the application.

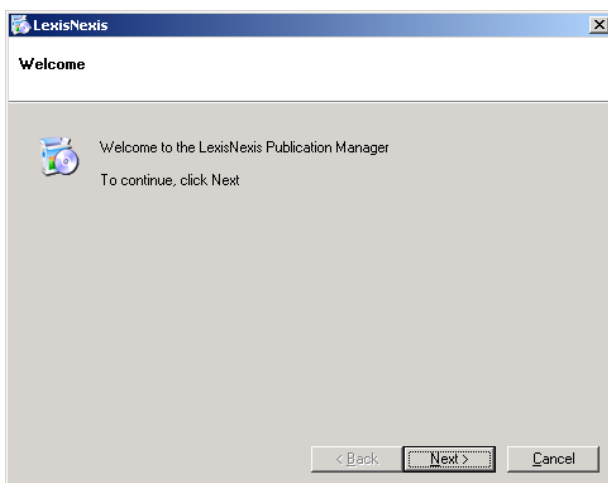
Updating Publications

If you have purchased titles that are periodically updated, you will need to update the titles installed to local or network drives when you receive the CD-ROM disks with the updated material. Publications that are run from CD-ROM do not require updating. In the case of these publications, merely replace the CD-ROM to access the updated material – the old CD-ROM may now be discarded.

1. Place the CD-ROM into the CD-ROM drive on the computer.
2. Click on 'Start, 'Run' from the start menu.
3. In the 'Open' field type D:\Setup (where D is the CD-ROM drive letter).
4. Press 'Enter' or click on 'OK'.

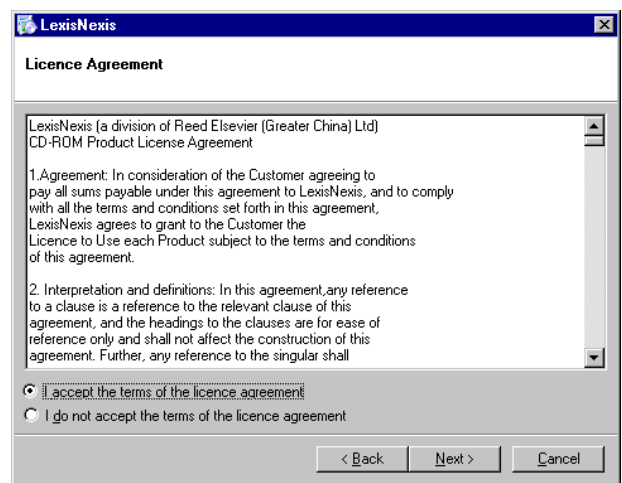
Follow steps 1 to 6 below to perform an update.

1



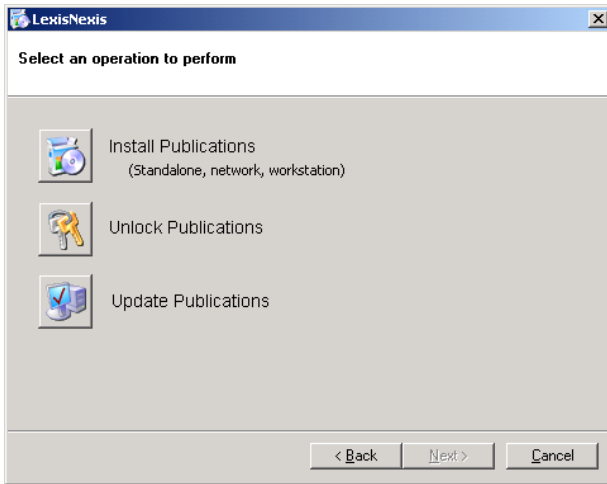
- Click on Next to continue.

2



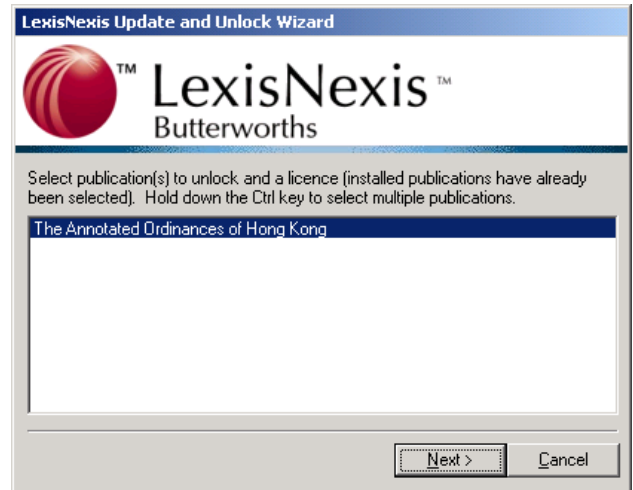
- You may be presented with a licence agreement, the terms of which you must accept to continue.

3



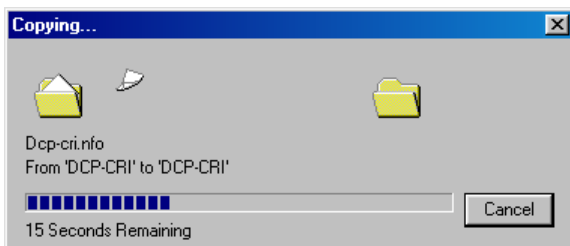
- Select 'Update Publications.'

4



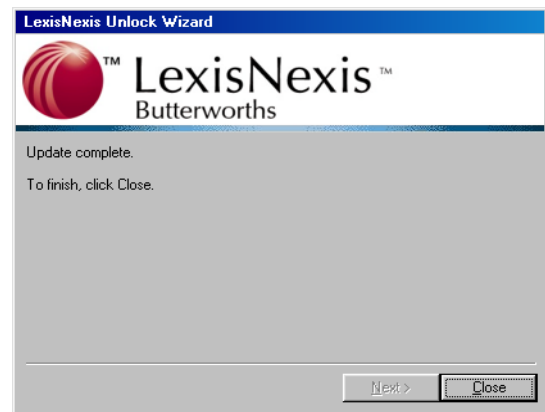
- Select the publications that you wish to update from the list. In this case, The Annotated Ordinances of Hong Kong.

5



- A progress bar will keep you informed of the status of the copying.

6



- Click 'Close' to complete the updating procedure.