



# AMERICAN LEGAL Publishing Corporation

## **FOLIO VIEWS 4.6 INSTALLATION INSTRUCTIONS**

*Please uninstall any previous versions of Folio Views before proceeding with the installation*

### **Single-user installation**

1. Insert the CD-ROM into the appropriate drive.
  - The installation should begin automatically. If it does not, choose **R**un from the **S**tart button menu, and type **D:\SETUP.EXE**. Then follow the on-screen instructions.
2. On the *License Agreement Dialog Box*, please read and accept the terms of the software license agreement
3. On the *Setup Type Dialog Box*, choose “Single User Install” from the list.
4. On the *Choose Destination Location Dialog Box*, you may select the folder on your computer where you would like to install the Folio Views program files.
  - The default directory is set to “C:\amlegal”.
5. On the *Select Program Folder Dialog Box*, you may change the program folder name.
  - The default program folder name is set to “Code of Ordinances”.
6. Once the installation is complete, access the Code of Ordinances through the desktop icon that is created or from the **P**rogram **M**enu on the **S**tart button.

### **Network Installation**

#### *Part I – Initial File Placement on Network Folder*

1. Insert the CD-ROM into the appropriate drive.
  - The installation should begin automatically. If it does not, choose **R**un from the **S**tart button menu, and type **D:\SETUP.EXE** (where “D:” is the letter of your CD-ROM drive).
2. On the *License Agreement Screen*, please read and accept the terms of the software license agreement.
3. On the *Setup Type Screen*, choose “Network Install” from the list.
4. On the *Choose Destination Location Screen*, press “Browse” and designate a network drive and directory as a destination for the shared files.
  - Once you click the “Next” button, all necessary shared program files will be installed to the specified network directory.

#### *Part II – End User Creation*

1. From the desktop of each end user, select **R**un from the **S**tart menu. Either type or browse to specify the program **SETUP.EXE** in the directory entered in Step 4 of the Initial File Placement instructions above. Press the “Enter” key to run the program.
2. Follow the on-screen instructions to install the system files to each workstation computer. On the *Choose Destination Location Screen*, confirm the default directory or press “Browse” to specify a different one.
3. Once the end user’s installation is complete, you can access the Code of Ordinances through the desktop icon that is created or from the **P**rogram **M**enu on the **S**tart button.

### **VISTA/Windows 7 users – 64bit**

Follow the instructions above, but change the installation directory from Step 4 to “C:\Program Files\amlegal” or “C:\Program Files (x86)\amlegal”