



# CLI CD-Rom Installation Instructions

These instructions provide guidance on the following issues:

- Part 1:** Recommended minimum system requirements for running CLI
- Part 2:** Installing and running CLI from your local hard drive (single-user)
- Part 3:** Installing and Running CLI from your network server (multi-user)
- Part 4:** Installing and running future updates to the service

## 1. Recommended minimum system requirements for running CLI

To run CLI we recommend the following minimum system specification:

IBM compatible PC with Pentium processor  
32 Mb of RAM  
VGA video display  
CD-ROM double speed drive  
1.5GB of free space on hard disc drive/network server  
Microsoft Windows™ 95

You must ensure that 1.5 GB of memory is available on your chosen directory before you begin installation of CLI. To check you have sufficient memory available:

- Go to Windows Explorer (right click on the **Start** button on the task bar at the bottom of your screen and select 'Explore').
- Highlight the 'Destination Directory' for the CLI installation (this is the directory in which you would like the CLI service to be permanently stored). If you are running CLI from your hard drive this will usually be '[C:]'.
- Go to 'File' in the top menu bar of the 'Exploring' screen (usually the first option in the top right corner) and select 'Properties' from the drop-down list.
- A 'Properties' dialogue box will appear. Select the 'General' tab to view a pie chart displaying the amount of 'Used space' against the amount of 'Free space'. Beneath this will be an indication of the total available memory capacity.
- You need at least 1.5GB (1,500,000,000 bytes) of 'Free space' to run CLI from the chosen directory.

Subscribers to the full service will have 2 discs:

- An 'INSTALL & UPDATE' disc (the date on this should be the previous month, e.g. if it is January 2004 this will be dated December 2003')
- An 'ARCHIVE' disc (the date on this should be whichever of the following months *ended* most recently - January, April, July or October, e.g. if it is January 2004 this will be dated October 2003').

Subscribers to the partial service will have just one disc:

- An 'INSTALL & UPDATE' disc which contains both current and archive information (the date on this should be the previous month, e.g. if it is January 2004 this will be dated December 2003).

The software required to run CLI (Folio Views 4.11 for Windows) is supplied on the CD-ROM(s) provided. This will be loaded to your hard drive or network server as part of the installation process.

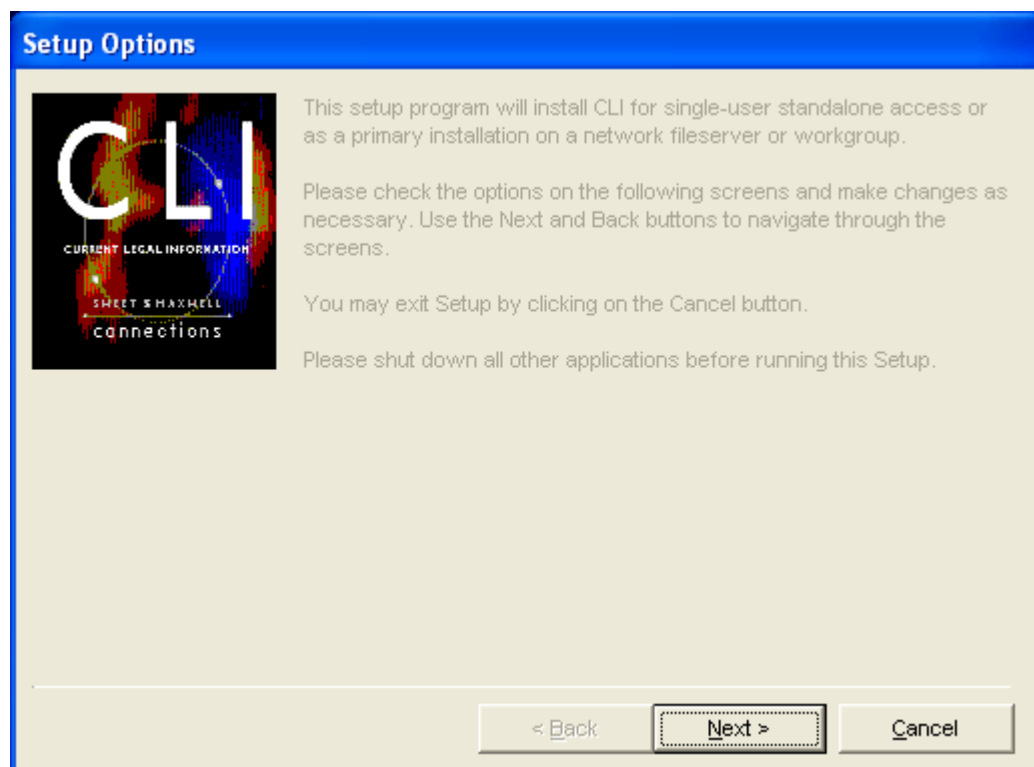
**If you have any queries about the system requirements or you do not have the most recent discs please call the Sweet & Maxwell Helpdesk on 020 7393 7266.**

## 2. Installing and running CLI from your local hard drive (single-user)

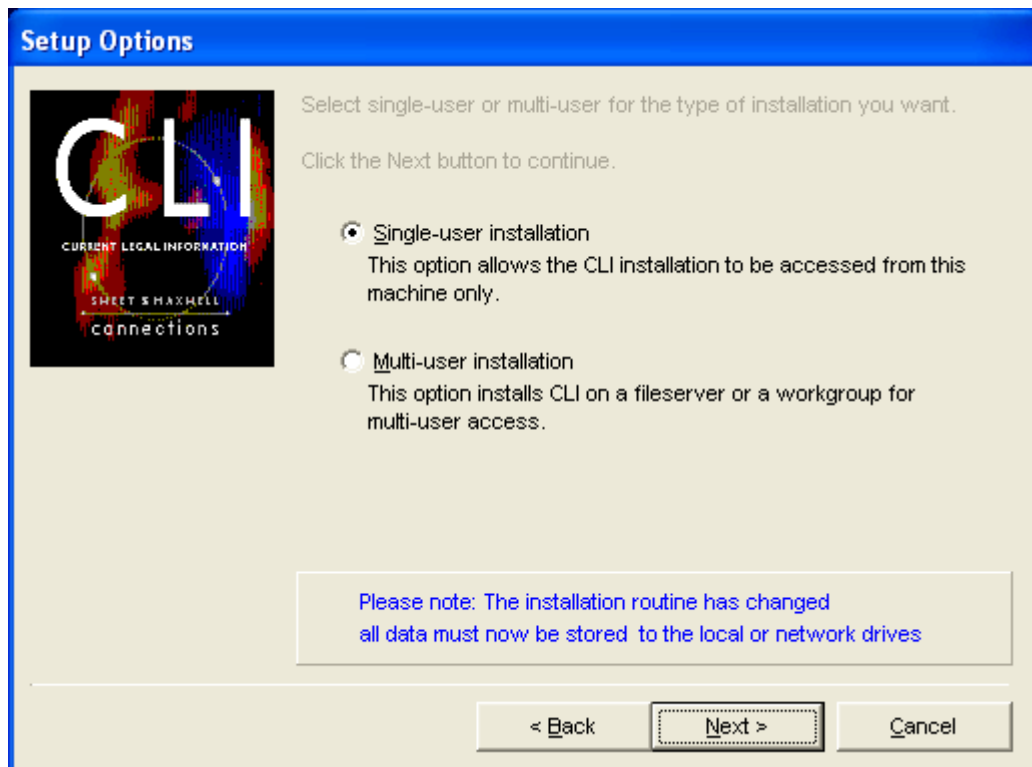
This section guides you through setting up CLI for use on a stand-alone PC so that no more than one user can access CLI at any one time.

Remember that you can abort the installation routine at any time by clicking on the **Cancel** button in any dialogue box and you can return to the previous screen by clicking **<Back** .

1. If you have installed a previous version of CLI to your hard drive you must ensure that ALL CLI files are deleted before you start this installation routine. To delete these files, go to Windows Explorer (right click on the **Start** button on the task bar at the bottom of your screen and select 'Explore'), open the folder containing your existing CLI files and select **Delete** from the drop-down list. The 'Confirm Folder Delete' message box will appear. Click **Yes** to delete the 'Clicd' folder and all its contents. *N.B.* To find out where CLI files have previously been installed, open your existing installation of CLI in the usual way, select **File** from the top menu bar and then **Open**. The 'Folders' screen will tell you where your CLI files are currently stored and the name they have been given.
2. Shut down all applications.
3. Insert the 'Install & Update' disc into your CD-ROM drive.
4. Go to Windows Explorer (right click on the **Start** button on the task bar at the bottom of your screen and select 'Explore') then click on your CD-ROM drive.
5. The contents of the CD-ROM will be listed on the right-hand side of the screen. Double-click on the **Setup** or **Setup.EXE** icon displayed.
6. A 'Set-Up Options' box will appear as below. Read the guidance note and, if ready to continue, click **Next>**.



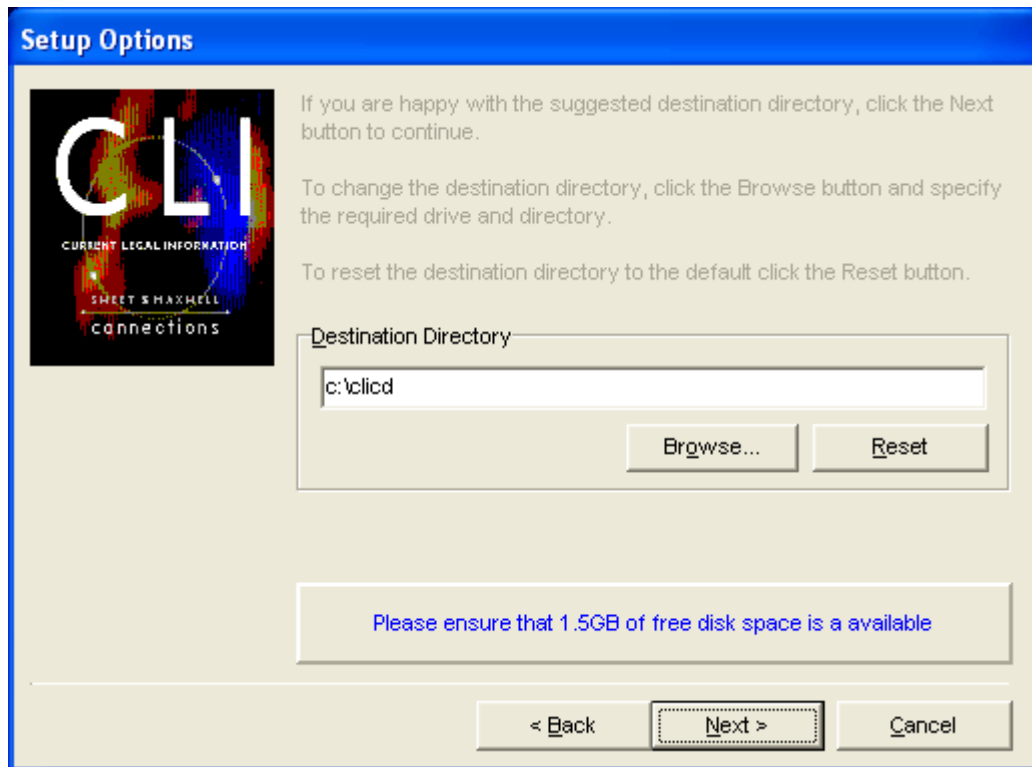
- The next dialogue box, shown below, will prompt you to choose between a single-user and multi-user installation. Click on the circle to the left of the 'single-user installation' option and click **Next>**.



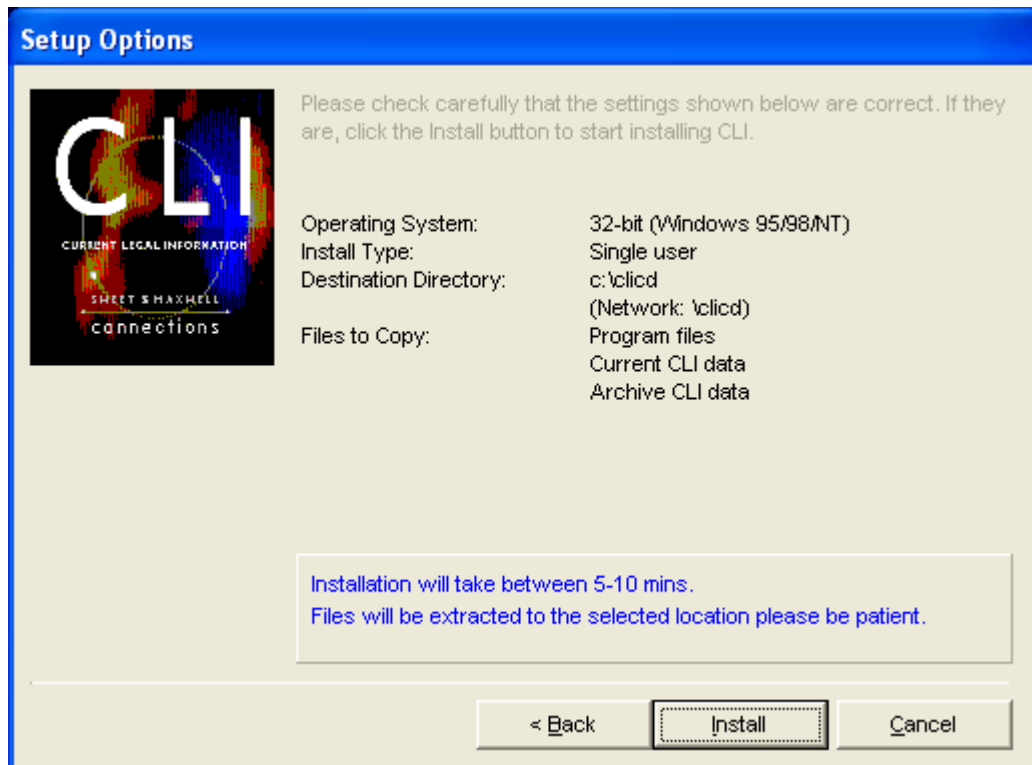
- You will then be shown a message box displaying the standard path that has been detected as corresponding to your CD-ROM drive, as shown below. Check the 'Standard Path' option is correct and click **Next>**.



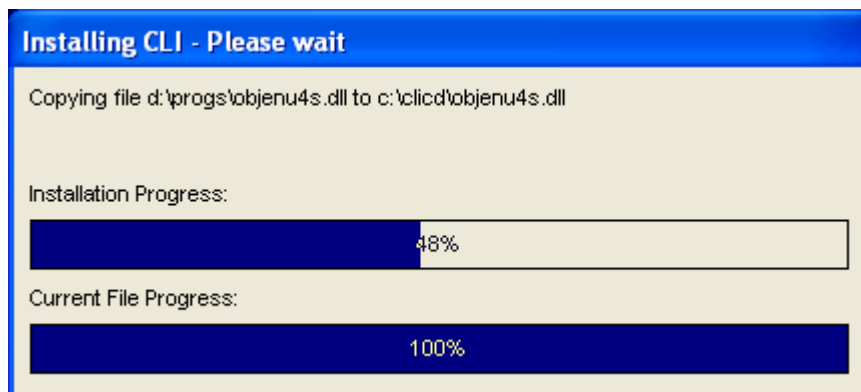
9. The next box contains a suggestion for the 'Destination Directory' for the CLI installation (this is the directory in which you would like the CLI service to be permanently stored) as shown below. The default directory is **c:\clid** and it is recommended you change this only if your hard disc is denoted by a letter other than **c:**. If you are happy with the directory suggested click **Next>**. If you would like to install CLI to a different directory click on **Browse** to search through the options or type in the letter corresponding to your hard disc drive.



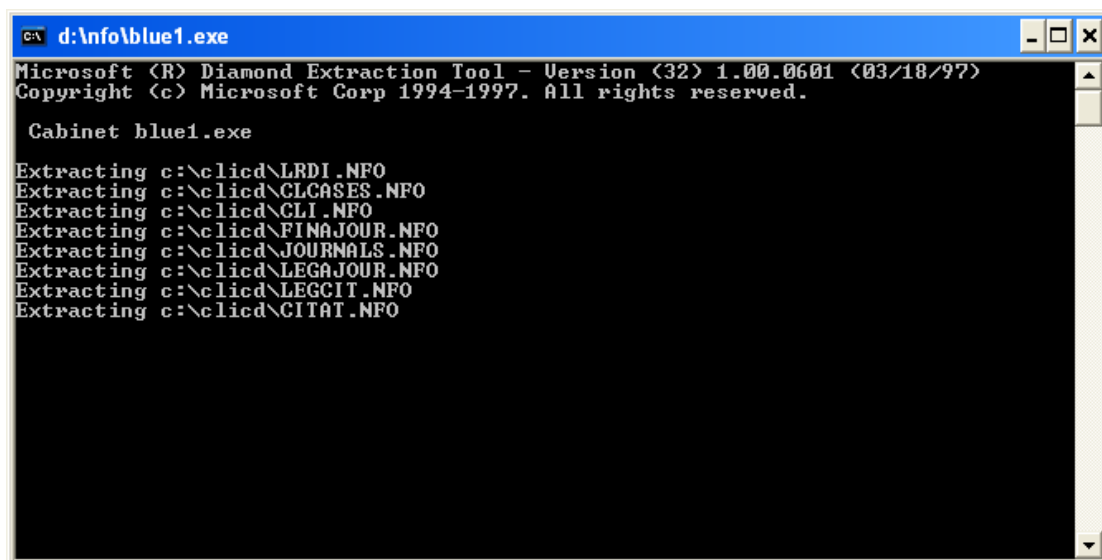
10. The next dialogue box, shown below, summarises the settings you have selected. Check these, and if correct click **Install** or click **<Back** to change any of the settings. You may go back through as many dialogue boxes as necessary to change settings.



11. Installation will begin. This will take 5 -10 minutes. A message box will appear headed 'Installing CLI – Please wait', as shown below. This will inform you of installation progress and current file progress with growing percentage bars.



12. During the install process, the compressed data files will be extracted to your hard disc drive. The following screen or similar will appear during this extraction process. Please note that these files are large and the extraction process may take several minutes.

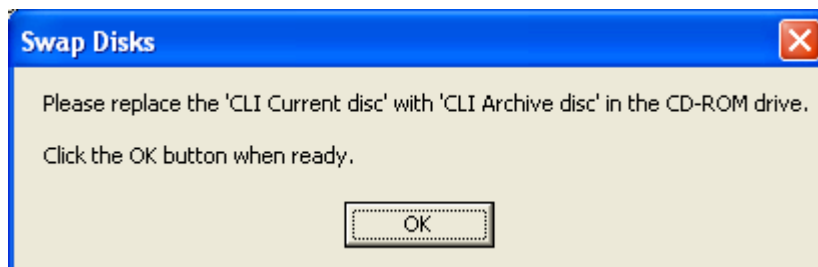


```
c:\ d:\info\blue1.exe
Microsoft (R) Diamond Extraction Tool - Version (32) 1.00.0601 (03/18/97)
Copyright (c) Microsoft Corp 1994-1997. All rights reserved.

Cabinet blue1.exe

Extracting c:\clied\LRDI.NFO
Extracting c:\clied\CLCASES.NFO
Extracting c:\clied\CLI.NFO
Extracting c:\clied\PINAJOUR.NFO
Extracting c:\clied\JOURNALS.NFO
Extracting c:\clied\LEGAJOUR.NFO
Extracting c:\clied\LEGCIT.NFO
Extracting c:\clied\CITAT.NFO
```

13. If you subscribe to the full CLI service a 'Swap Discs' screen, as below, will pop up half way through the installation process. Replace the 'Install & Update' disc with the 'Archive' disc in your CD-ROM drive, wait approximately 10 seconds for this to open, and then click **OK**.

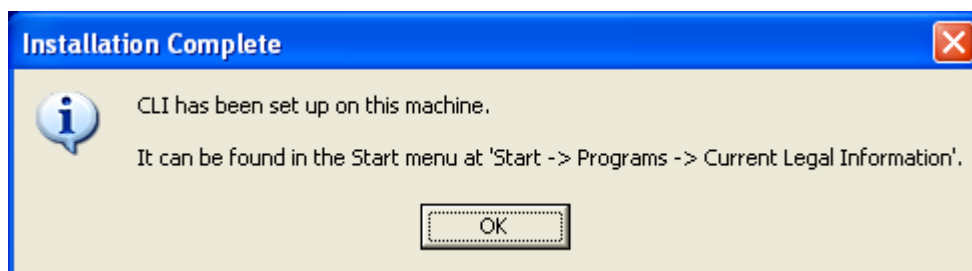


14. If you subscribe to the full CLI service, the compressed archive data files will be extracted to your hard disc drive. The following screen or similar will appear during this extraction process. Please note that these files are large and the extraction process may take several minutes.

```
c:\ d:\info\blue2.exe
Microsoft (R) Diamond Extraction Tool - Version (32) 1.00.0601 (03/18/97)
Copyright (c) Microsoft Corp 1994-1997. All rights reserved.

Cabinet blue2.exe
Extracting c:\clied\CLCASESA.NFO
Extracting c:\clied\FINAJOUA.NFO
Extracting c:\clied\LEGAJOUA.NFO
```

15. The final dialogue box, shown below, is headed 'Installation Complete'. You have now successfully installed CLI to your hard disc drive. Click **OK** .



16. To open CLI click on the **Start** button on the task bar at the bottom of your screen and select **Programs**. The programs listing includes a **Current Legal Information** folder with a **Start Current Legal Information** option. Click on this option to open CLI.
17. It might be helpful to create a shortcut to CLI from your desktop. To do so, right click on the **Start** button on the task bar at the bottom of your screen and select **Open**. From the Start Menu page double-click on '**Programs**' and then double-click on the

**'Start Current Legal Information'** icon. In the next screen right-click on the **'Current Legal Information'** icon and then select **'Send to'**. From the drop-down list select **'Desktop (create shortcut)'**. A new CLI icon will appear on your desktop that will take you straight to CLI.

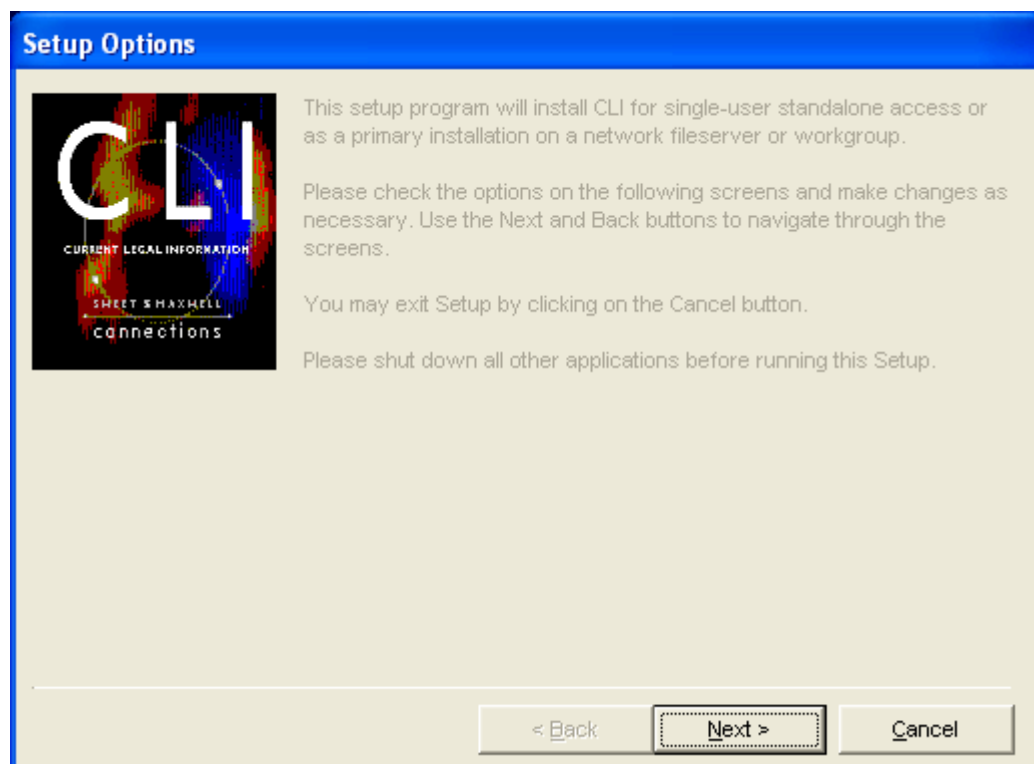
### 3. Installing and Running CLI from your network server (multi-user)

This section guides you through setting up CLI for networked use so that any number of users on the same local area network can access CLI at any one time.

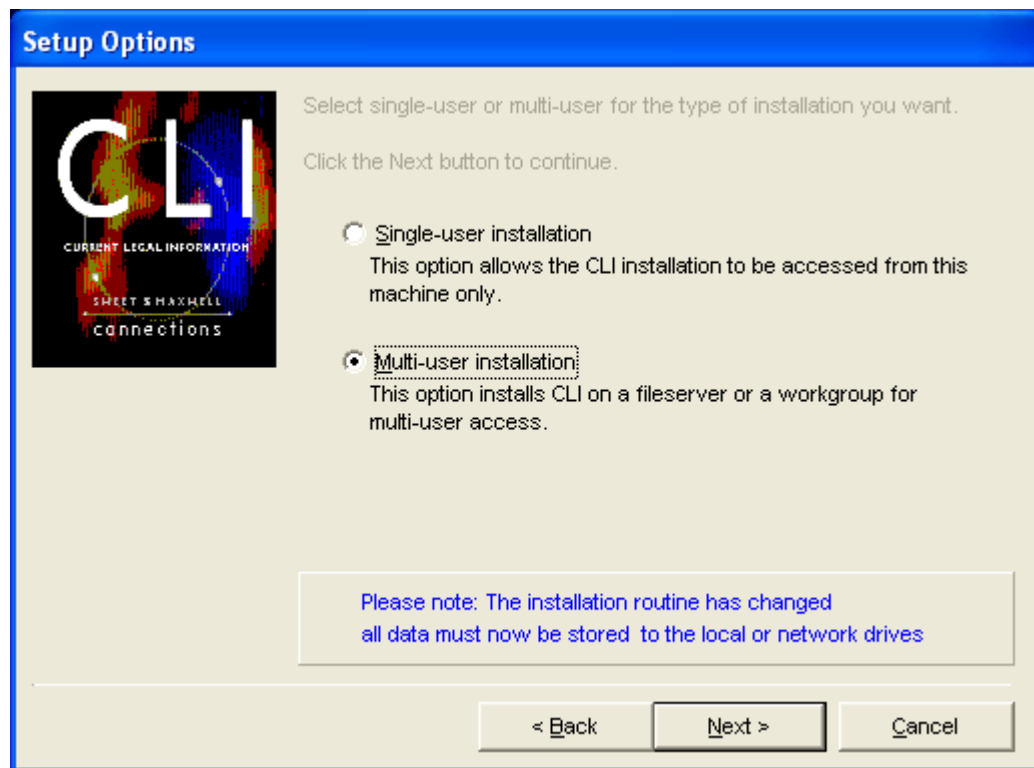
To install CLI for networked use you will need to ensure that you are logged in with supervisory/network administrator rights (i.e. that you have read-write access to your file server). You will also need to assign a drive letter to the directory which CLI will be installed to. If your users run Windows from a shared Windows directory it will be necessary to run only the primary installation. If not, you will need to install on each machine that will have access to CLI. The first will be a full installation, additional installations will be partial.

Remember that you can abort the installation routine at any time by clicking on the **Cancel** button in any dialogue box and you can return to the previous screen by clicking **<Back** .

1. Prepare the directory to which you will be installing CLI.  
*N.B.* If you have installed a previous version of CLI to your network server you must ensure that ALL CLI files are deleted before you start this installation routine. To find out where CLI files have previously been installed, open your existing installation of CLI in the usual way, select **File** from the top menu bar and then **Open**. The 'Folders' screen will tell you where your CLI files are currently stored and the name they have been given.
2. Insert the 'Install & Update' disc into your network CD-ROM drive.
3. Go to Windows Explorer (right click on the **Start** button on the task bar at the bottom of your screen and select 'Explore') then click on your CD-ROM drive.
4. The contents of the CD-ROM will be listed to the right of the screen. Double-click on the '**Setup**' or '**Setup.EXE**' icon displayed.
5. A 'Set-Up Options' box will appear as shown below. Read the guidance note and, if ready to continue, click **Next>**.



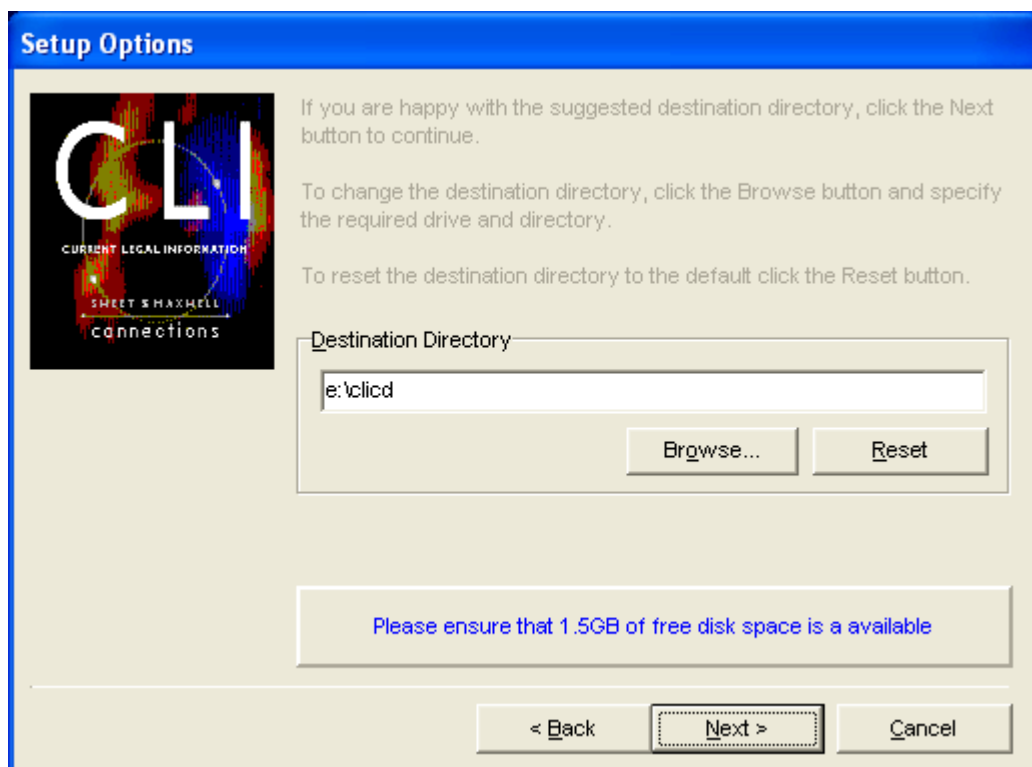
6. The next dialogue box, shown below, will prompt you to choose between a single-user and multi-user installation. Click on the circle to the left of the 'multi-user' installation' option and click **Next>**.



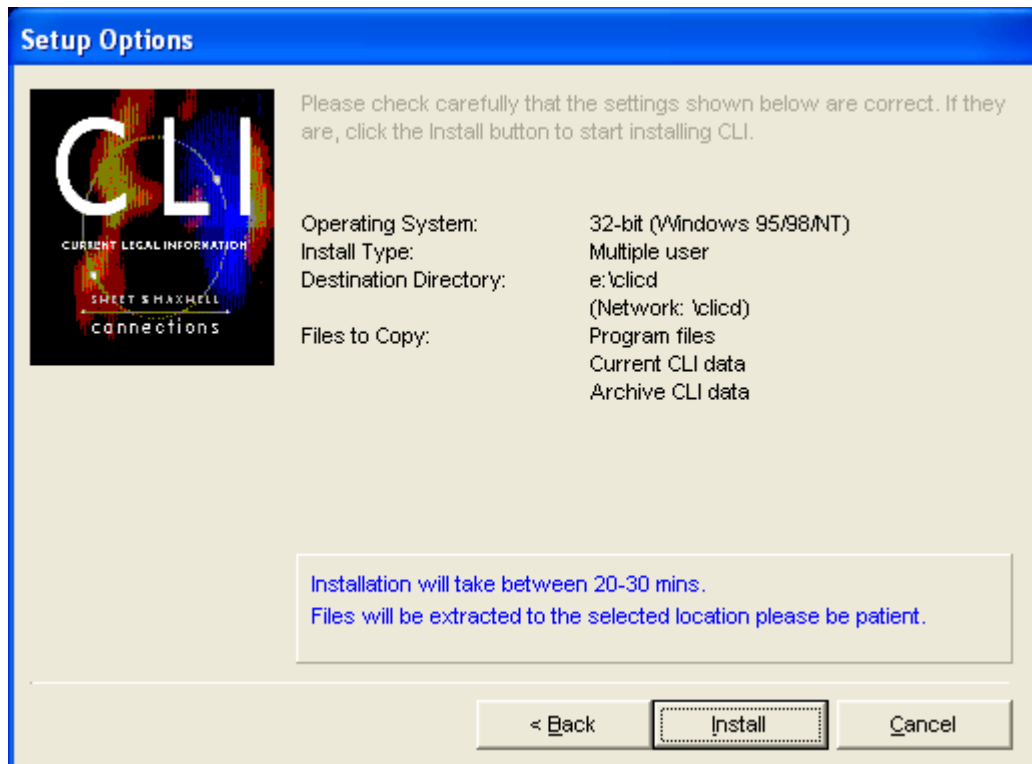
7. You will then be shown a message box displaying the standard path which has been detected as corresponding to your CD-ROM drive, as shown below. Check the 'Standard Path' option is correct and click **Next>**. If this is incorrect click **Cancel** and start the installation procedure again.



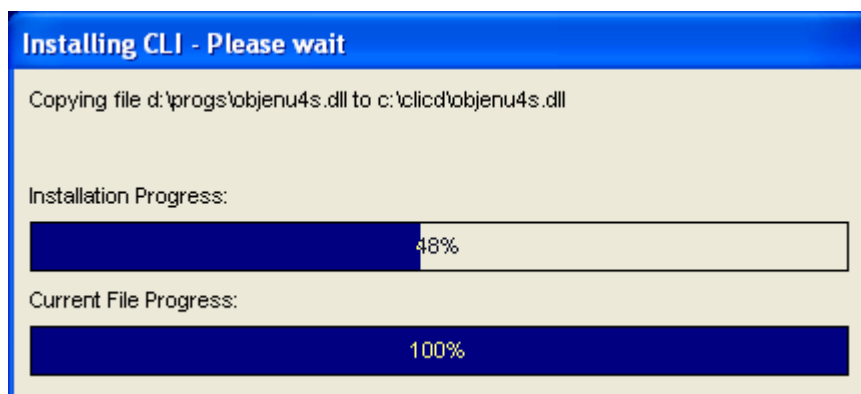
8. The next box, shown below, suggests a directory for the installation of CLI. The default directory is **[first network drive letter]:\clid**. To change the default directory click on **Browse** and select the letter corresponding to the network drive required or type in the required path. Once you are satisfied you have specified the correct directory for installation click on **Next>**.



9. The next dialogue box, shown below, will prompt you to confirm the settings specified for your set-up. Check these settings and, if correct, click **Install** or click **<Back** to change any of the settings. You can go back through as many dialogue boxes as necessary to change settings.



10. Installation will begin. This will take 20 -30 minutes. A message box will appear headed 'Installing CLI – Please wait', as shown below. This will inform you of installation progress and current file progress with growing percentage bars.



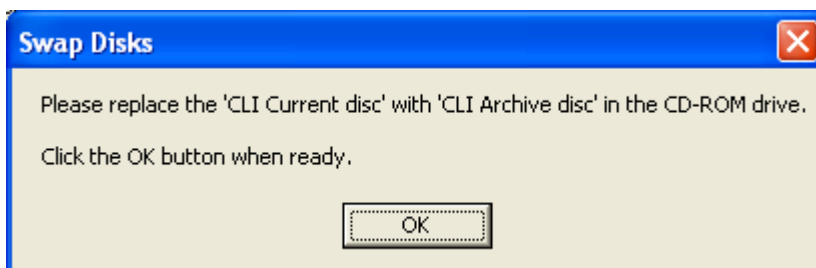
11. The installation routine first checks the system files on your current machine in the shared Windows directory of your server. As a result of this check you may be shown a dialogue box informing you that a change is needed to the '**systems.ini**' file and prompting you to confirm if you wish it to be made automatically. Click on **Yes**, **No** or **Cancel** to continue or quit as appropriate.
12. During the install process, the compressed data files will be extracted to your destination drive. The following screen or similar will appear during this extraction process. Please note that these files are large and the extraction process may take several minutes.

```
C:\ d:\info\blue1.exe
Microsoft (R) Diamond Extraction Tool - Version (32) 1.00.0601 (03/18/97)
Copyright (c) Microsoft Corp 1994-1997. All rights reserved.

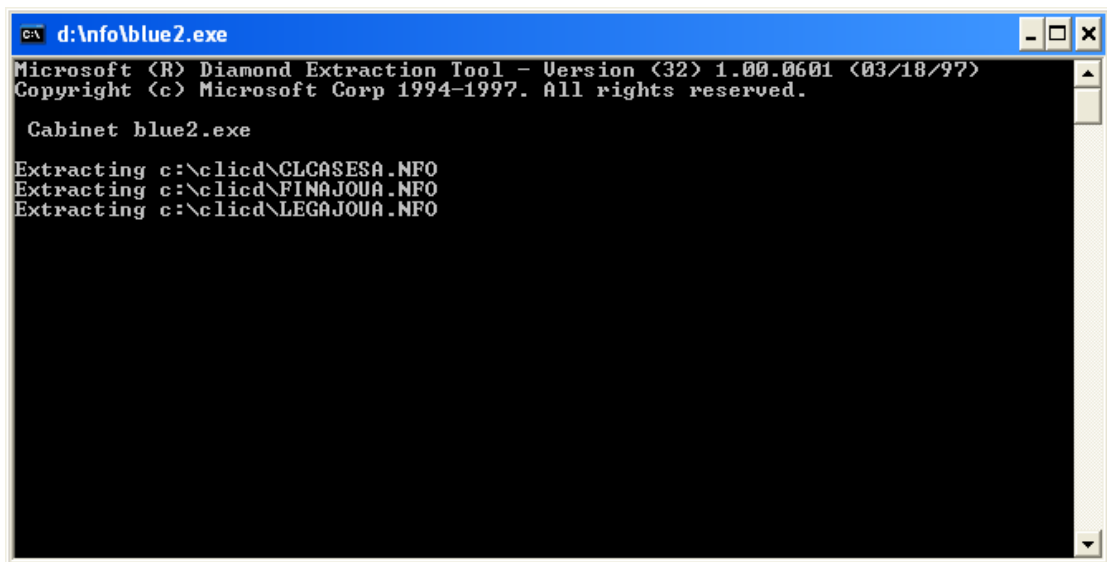
Cabinet blue1.exe

Extracting c:\clid\LRDI.NFO
Extracting c:\clid\CLCASES.NFO
Extracting c:\clid\CLI.NFO
Extracting c:\clid\FINAJOUR.NFO
Extracting c:\clid\JOURNALS.NFO
Extracting c:\clid\LEGAJOUR.NFO
Extracting c:\clid\LEGCIT.NFO
Extracting c:\clid\CITAT.NFO
```

13. If you subscribe to the full CLI service a 'Swap Discs' screen, as below, will pop up half way through the installation process. Replace the 'Install & Update' disc with the 'Archive' disc in your CD-ROM drive, wait approximately 10 seconds for this to open, and then click **OK**.



14. If you subscribe to the full CLI service, the compressed archive data files will be extracted to your destination drive. The following screen or similar will appear during this extraction process. Please note that these files are large and the extraction process may take several minutes.

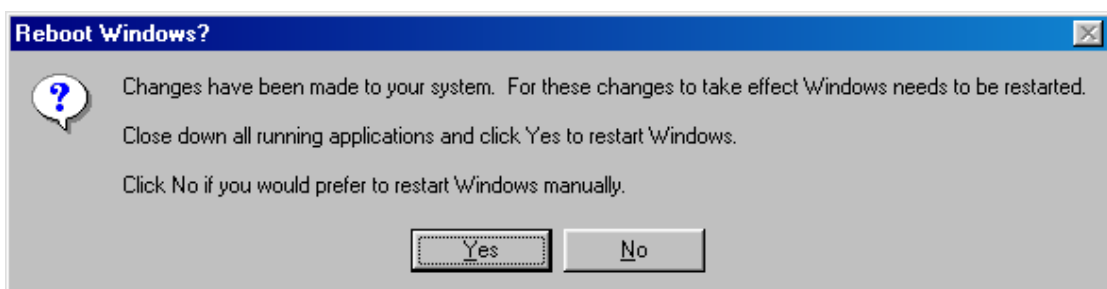


```
C:\> d:\info\blue2.exe
Microsoft (R) Diamond Extraction Tool - Version (32) 1.00.0601 (03/18/97)
Copyright (c) Microsoft Corp 1994-1997. All rights reserved.

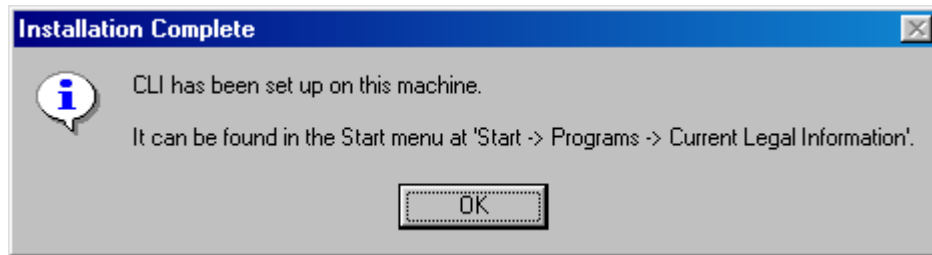
Cabinet blue2.exe

Extracting c:\clcd\CLCASESA.NFO
Extracting c:\clcd\FINAJOUA.NFO
Extracting c:\clcd\LEGAJOUA.NFO
```

15. When installation of the files is complete the final dialogue box confirms that CLI has been set up on your machine and gives information about where to find the icon. If you requested a change be made to your '**system.ini**' file the final dialogue box, see below, will also confirm that the change has been made and that a backup copy of your existing '**systems.ini**' file has been created. You will be requested to restart Windows for the change to take effect.



16. If no change needed to be made to your '**systems.ini**' file the final dialogue box, see below, will just give information about where to find the CLI icon.



#### 4. Installing and running future updates to the service

The following instructions apply for installing both the monthly 'INSTALL & UPDATE' discs and the quarterly 'ARCHIVE' discs.

1. Insert the 'Install & Update' or 'Archive' disc into your (or your network) CD-ROM drive.
2. Click on the **Start** button on the task bar at the bottom of your screen and select **Programs**. The programs listing includes a **Current Legal Information** folder with a **Update CLI** option. Go to this option.
3. Installation of the update to the service will begin. This will take 5-10 minutes.
4. When the latest CLI update has been successfully installed to your machine a box containing the message 'Your CLI Installation has been updated' will appear. Click **OK**.

You can now access your updated CLI service in the usual way.