



Installation Guide

Version 6.2

January 28, 2004



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Minimum Hardware Requirements

The following hardware is recommended for RealLegal Binder:

Client

- A PC with a Pentium Processor running at a minimum 233 MHz
- 64 MB RAM (128 MB recommended)
- A hard drive with 120 MB free space
- Screen Resolution, 800 x 600 (1024 x 768 recommended)
- Screen Colors, 256 (16-bit recommended)
- Microsoft Windows 2000 (service pack 4 or later) or Windows XP (service pack 1 or later)

Server

- A PC with a Pentium II Processor running at a minimum 400 MHz
- 128 MB RAM (256 MB recommended)
- A hard drive with 120 MB free space
- Microsoft Windows NT 4.0 (service pack 6 or later), Microsoft Windows 2000 (service pack 4 or later), Microsoft Windows XP (service pack 1 or later), or Microsoft Windows 2003.
- Novell Netware 4.x or 5.x

Software Requirements

In order to make use of all RealLegal Binder features, the following software must be installed:

- Microsoft Internet Explorer 5.5
- Microsoft Data Access Components 2.5
- MSXML 3.0 or higher (automatically installed)
- JET 4.0 Components or higher (automatically installed)

Note: If Setup does not detect these items, the installation program proceeds to install all the software required. For more information, refer to the “Installing Internet Explorer” topic on page 16 or the “Installing MDAC 2.5” topic on page 18.

Upgrading RealLegal Binder Projects

RealLegal Binder 6.0 is able to upgrade the following project versions:

- e-transcript Binder 3.5
- e-transcript Binder 3.6
- E-Transcript Binder 4.0
- RealLegal Binder 5.0
- RealLegal Binder 5.5

Binder Project Upgrade

1. Backup your project data.

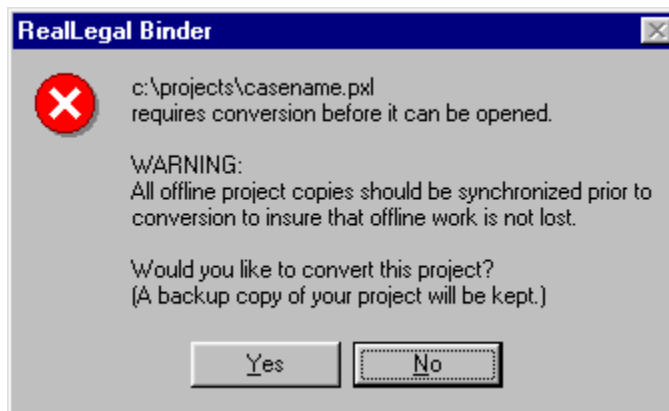
Note: RealLegal highly recommends that you create a backup copy of your projects.

By default, RealLegal Binder projects are stored in the following folder:

C:\Program Files\RealLegal Binder\Projects\

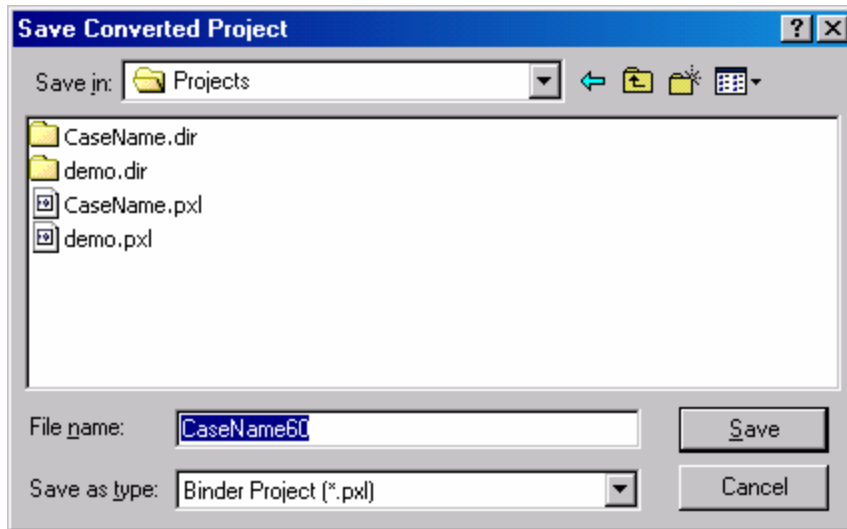
You must backup all files with the following file extensions:

- <filename>.pxl file(s)
 - <filename>.mdb file(s)
 - <filename>.dir folder(s)
2. Uninstall the old version of Binder. For instructions, refer to the “Uninstalling RealLegal Binder” topic on page 12.
 3. Install the new version of Binder. For instructions, refer to the “Single License Installation” topic on page 6 or the “Installing on a Network Server” topic on page 7.
 4. Open the project with your new copy of RealLegal Binder.
 5. The Upgrade project window appears:



6. Click the **Yes** button.

RealLegal Binder prompts you for a name and location to save the upgraded project, as follows:



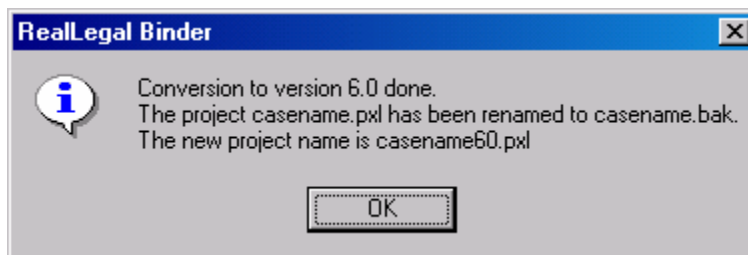
7. Select a location and edit the filename if necessary.
8. Click the **Save** button.

The upgrade process begins. This process may take some time to complete depending upon the following factors:

- Size of project
- Speed of computer
- Speed of network (if a network project)

Note: It is very important that you do not cancel the job during the upgrade process. In the unlikely event that the computer stops responding and the project does not convert within a reasonable amount of time, you may need to restart the computer. If you restart the computer during an upgrade, you should start the upgrade process over again using the backup copy of the project.

Upon completion, the following message appears:



9. Click the **OK** button, the upgrade process is complete.

Single License Installation

Note: You must be an Administrator level user to install Binder. After installation, all users (Administrator and non-Administrators) will be able to use Binder.

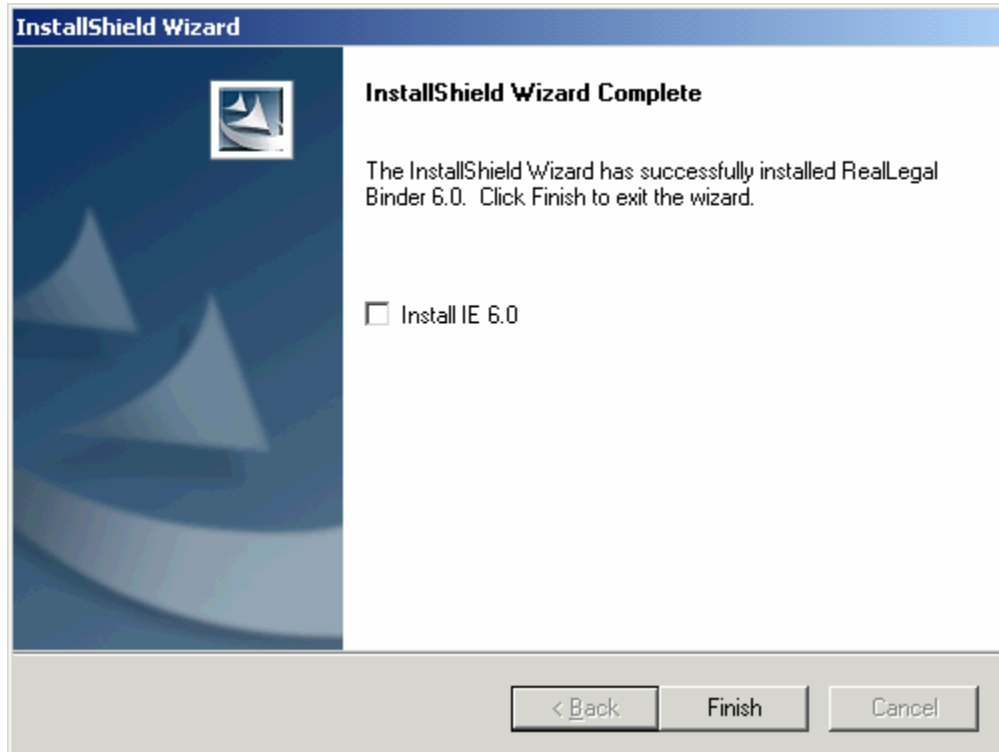
1. Start the Installation.

If you downloaded RealLegal Binder, double-click the file you downloaded. The InstallShield Wizard dialog box appears.

If you are installing from CD-ROM, insert the CD into the CD-ROM drive. The InstallShield Wizard dialog box appears.

2. Click the **Next** button. The License Agreement appears.
3. After reading the License Agreement, click the **Yes** button. The Release Notes file appears.
4. After reviewing the Release Notes file, click the **Next** button. The Choose Destination Location dialog box appears.
5. Click the **Next** button to accept the Destination Folder or click the **Browse** button to specify a different folder. If the folder you select does not exist, the Setup program creates it.
6. The Select Program Folder dialog box appears.
7. Click the **Next** button to accept the Program Group or type the name of a program group in the Edit Box, then click the **Next** button.

When the InstallShield Wizard is complete, the following dialog box appears:



8. Click the **Finish** button. The installation is complete.

Note: Setup determines if you need to install Microsoft Data Access Components (MDAC) and, if necessary, automatically starts the install when you click the Finish button. If the Install MDAC 2.5 (required) option is selected, you need to install MDAC before running RealLegal Binder.

Registering RealLegal Binder Single License

To register a copy of RealLegal Binder, select **Help** ⇒ **Register** from the menu bar. RealLegal Binder generates a code in the Site Code field. Contact Technical Support to receive a registration key.

Registering RealLegal Binder OCR Module

The OCR module requires separate registration from RealLegal Binder. To register a copy of the RealLegal Binder OCR module, select **Help** ⇒ **Register OCR Engine** from the menu bar. RealLegal Binder generates a code in the Site Code field. Contact Technical Support to receive a registration key.

Installing on a Network Server

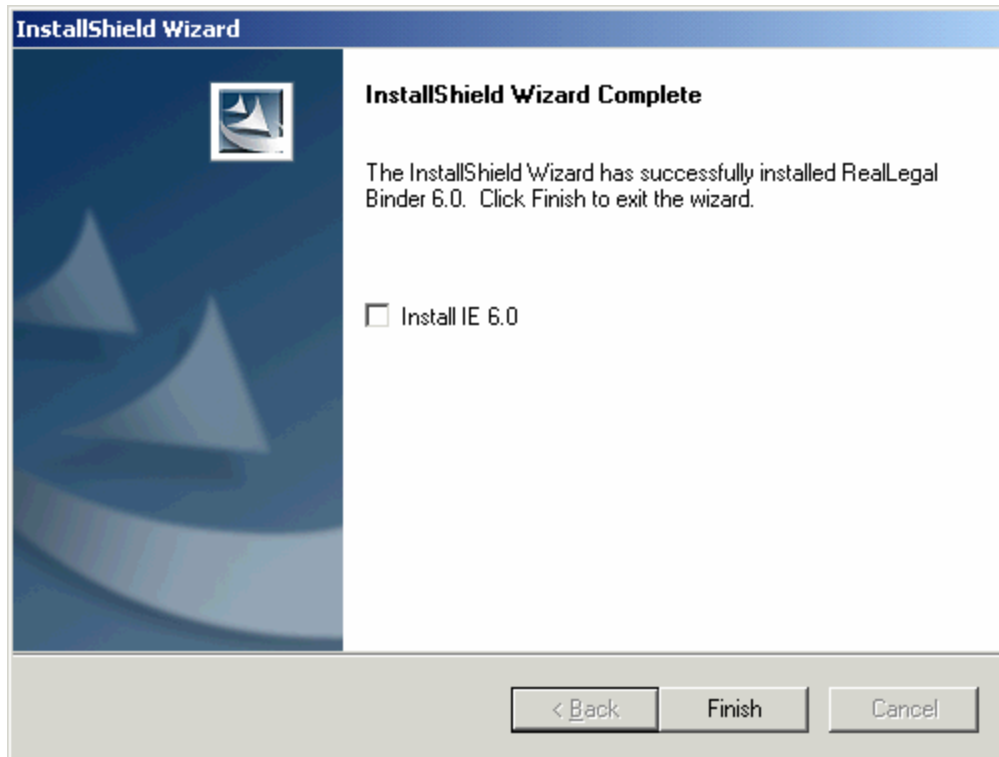
Note: You must be an Administrator level user to install Binder. After installation, all users (Administrator and non-Administrators) will be able to use Binder.

After Installation Register RealLegal Binder from a Workstation

Register RealLegal Binder from a workstation.

Procedure for Installing RealLegal Binder on a Network:

1. Start the Installation.
If you downloaded RealLegal Binder, double-click the file you downloaded. The InstallShield Wizard dialog box appears.
If you are installing from CD-ROM, insert the CD into the CD-ROM drive. The InstallShield Wizard dialog box appears.
2. Click the **Next** button. The License Agreement appears.
3. After reading the License Agreement, click the **Yes** button. The Release Notes file appears.
4. Click the **Next** button. The Choose Destination Location dialog box appears:
Note: If your client machines use Windows 9X, you may want to click the Browse button and install RealLegal Binder off the root directory (for example, C:\Binder). Creating a folder and installing RealLegal Binder in the folder ensures that Windows 9X client machines can view the program files.
5. After you select a folder for RealLegal Binder, click the **Next** button in the Choose Destination Location dialog box. The Select Program Folder dialog box appears.
6. Click the **Next** button to accept the Program Group, or you can type a program group in the Program Folders field.
7. When the installation wizard is completed, the following dialog box appears:



8. Click the **Finish** button. The RealLegal Binder installation is complete.

Notes:

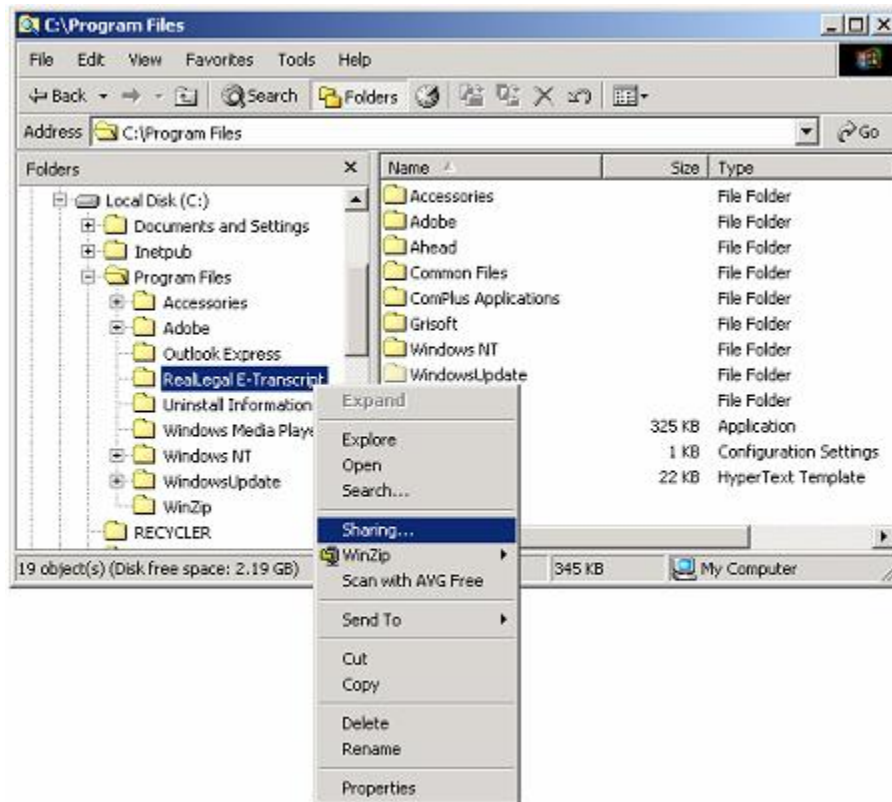
- If prompted, restart your computer.
- Setup determines if you need to install the Microsoft Data Access Components, and, if necessary, starts the installation process automatically when you click the Finish button. If the Install MDAC 2.5 (required) option is selected, you need to install MDAC before running RealLegal Binder.

Sharing the RealLegal Binder Directory

To run RealLegal Binder from a network server, you must share the directory for the authorized users.

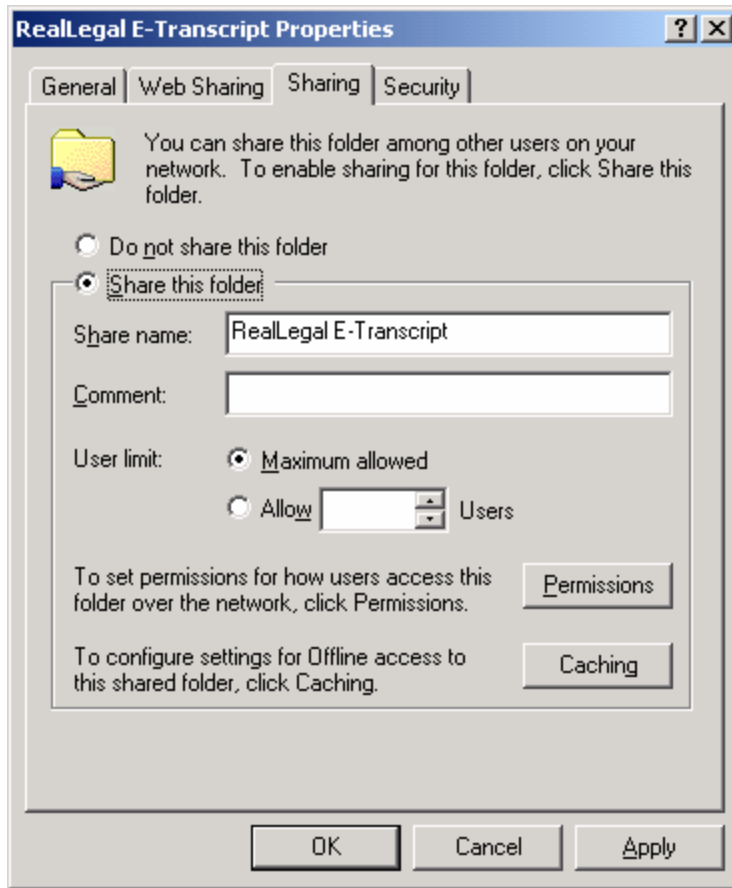
Use the following procedure:

1. Open Windows Explorer.
2. Right-click on the directory where Setup installed RealLegal Binder and Select Sharing, as shown below:



The Program Files Properties dialog box appears.

3. Click the **Sharing** tab.



4. Select the **Shared this folder** option. You may select specific users and/or groups by clicking the **Permissions** button.

Authorized users must be set to full control for the shared folder. Folder permissions include Full Control, Modify, Read & Execute, List Folder Contents, Read, and Write. The Security tab and the advanced options for permissions may not be available if the computer is not part of a domain.

5. After you have made your selections, click the **OK** button.

Additional reference, <http://support.microsoft.com/kb/308418>

Troubleshooting Shared Folders and Security

If you are having difficulty sharing folders and giving users permissions, consult with your IT department to determine if you need to adjust the settings on the Security tab for Sharing. You *may* need to grant permissions on the Security tab.

Warning: Altering the settings for the Security tab entails risks to your network. Proceed with caution. Make sure your IT department has been notified and understands the risks. RealLegal assumes no responsibility for adjustments that you make to your Security tab. Visit www.microsoft.com for more information on sharing and security.

Registering RealLegal Binder Server Edition

To use RealLegal Binder on a server, you must register RealLegal Binder with multiple licenses.

To register a copy of RealLegal Binder, select **Help** ⇒ **Register** from the menu bar. RealLegal Binder generates a code in the Site Code field. Contact Technical Support at support@reallegal.com, or call (888) 584-9988 to receive a registration key.

For more information on RealLegal Binder registration, refer to “Starting and Registering” in the RealLegal Binder online help (to access online help, select **Help** ⇒ **Contents** from the menu bar).

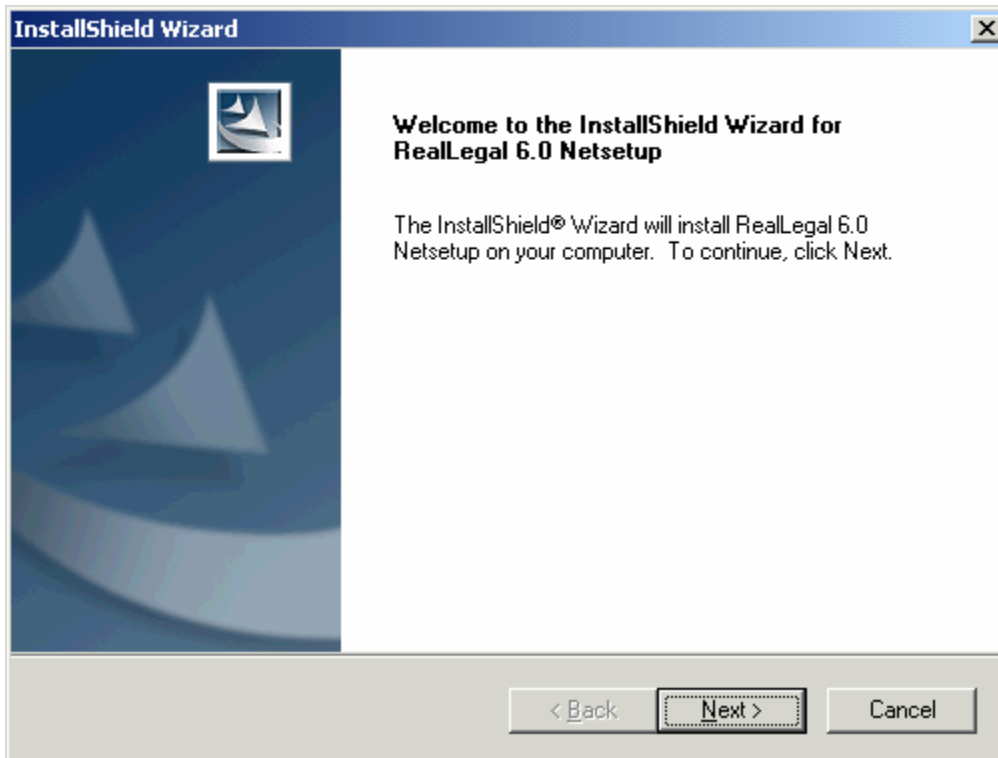
Network Client Setup

Note: You must be an Administrator level user to install Binder. After installation, all users (Administrator and non-Administrators) will be able to use Binder.

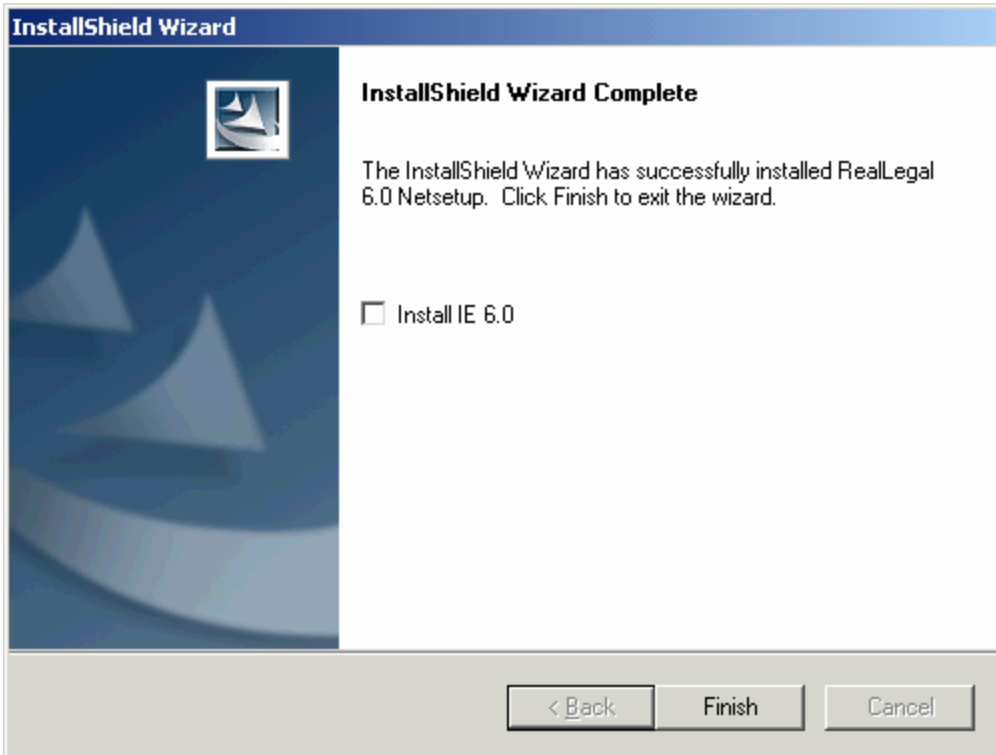
1. Start the Client Installation.

To install the shortcuts for RealLegal Binder on a client machine, run setup.exe from the network location where RealLegal Binder was installed (for example, \\SERVERNAME\BINDER\NETSETUP\SETUP.EXE).

The RealLegal Binder Netsetup InstallShield Wizard appears:



2. Click the **Next** button. The License Agreement appears.
3. After reading the License Agreement, click the **Yes** button. The Release Notes file appears.
4. Click the **Next** button. When the InstallShield Wizard is complete, the following dialog box appears:



This completes the Network setup procedure for RealLegal Binder.

Note: Some users may need to install Microsoft Data Access Components (MDAC). Setup determines if you need to install the Microsoft Data Access Components, and, if necessary, starts the installation process automatically when you click the OK button. If the Install MDAC 2.5 (required) option is selected, you need to install MDAC before running RealLegal Binder.

Novell Server Installation

You can use any client computer on the network to install RealLegal Binder onto the Novell Server. The install directory must be located on the Novell server.

For instructions, refer to the “Installing on a Network Server” topic on page 7.

Uninstalling RealLegal Binder

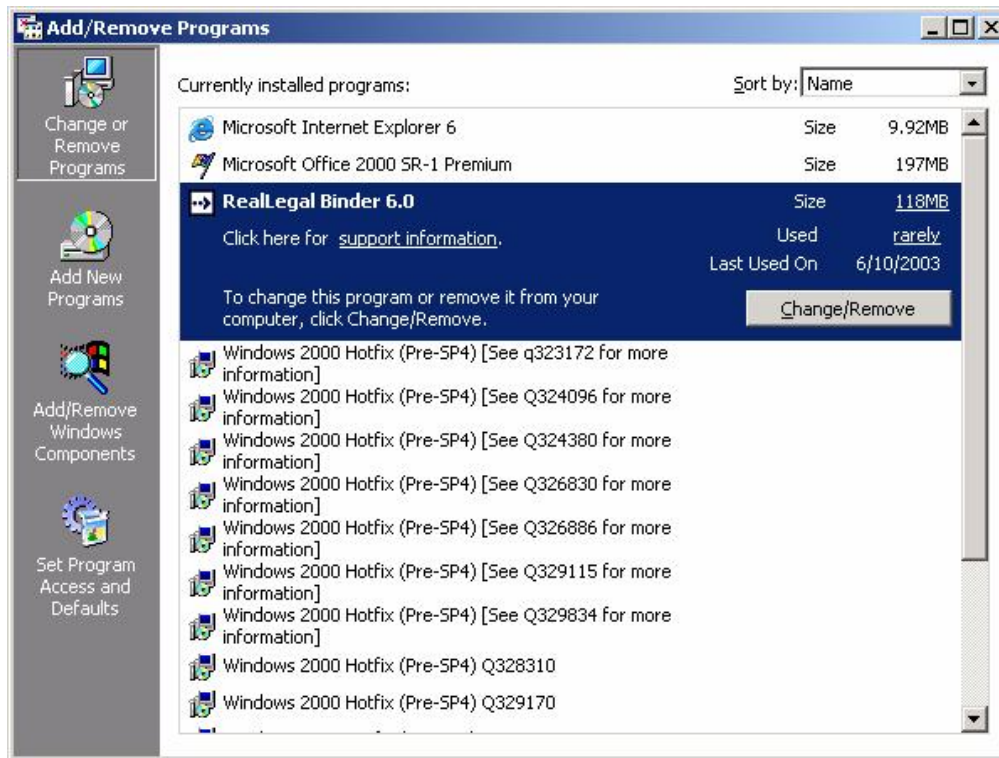
Use the following procedure to uninstall RealLegal Binder:

1. Start the uninstall procedure.
 - From the Windows desktop, click the **Start** button.
 - Select **Settings** ⇒ **Control Panel**.



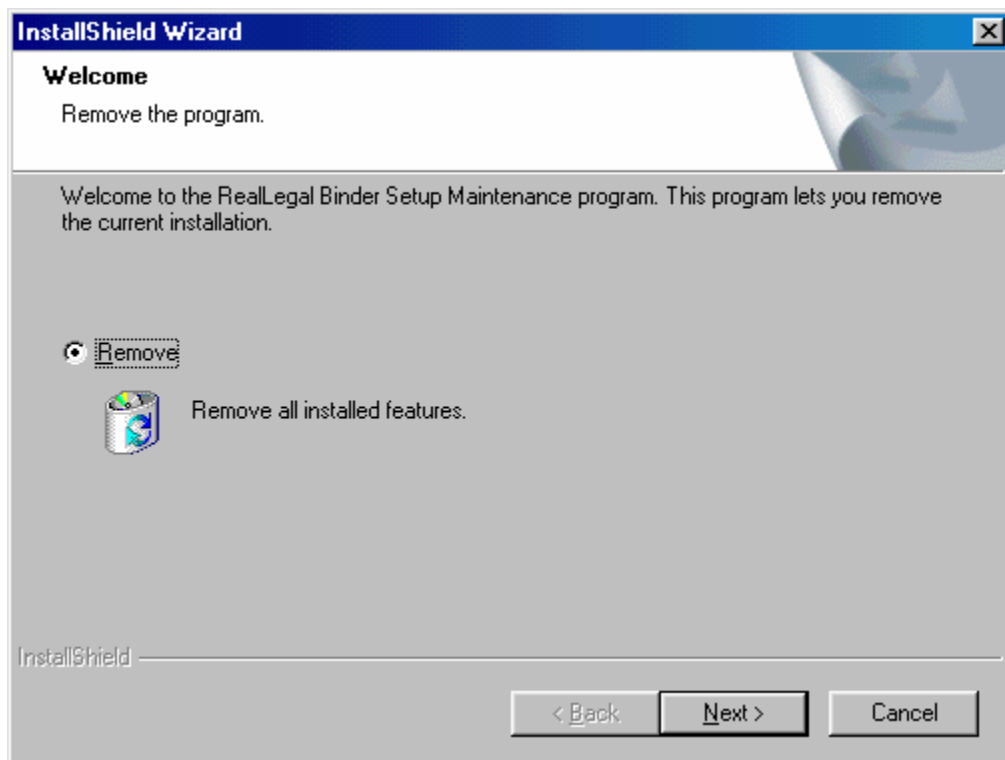
2. Double-click the **Add/Remove Programs** icon.

The Add/Remove Programs Properties dialog box appears:

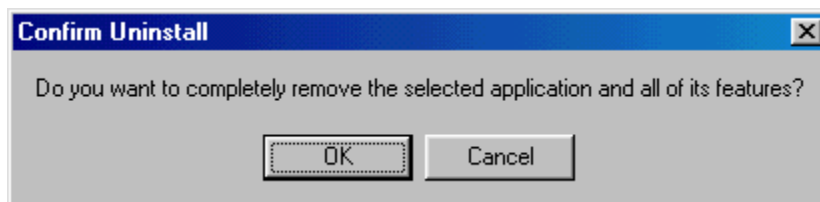


3. Select the **RealLegal Binder** entry and click the **Change/Remove** button.

The InstallShield wizard dialog box appears:



4. Click the **Next** button. The Confirm Uninstall message box appears:

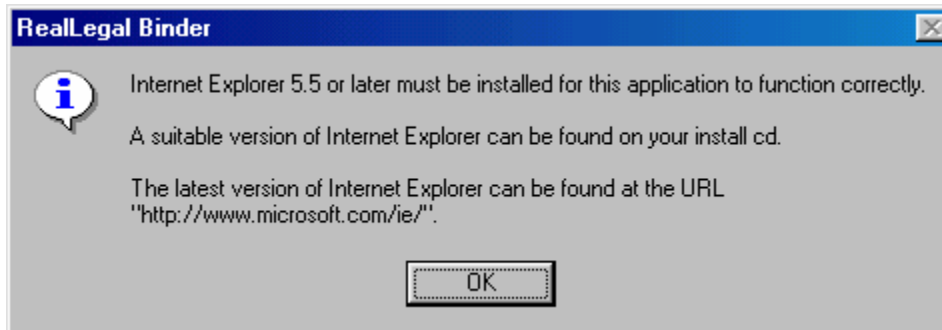


5. Click the **OK** button.

The uninstall process begins. When completed, the InstallShield Wizard Maintenance Complete window appears. To complete the uninstall process, click the **Finish** button. After uninstalling, some files and any projects you created in the install directory will remain and must be removed manually.

Installing Internet Explorer

In order to use all the features of RealLegal Binder, Internet Explorer must be installed. If Setup is unable to detect Internet Explorer, it notifies you that Internet Explorer is needed.



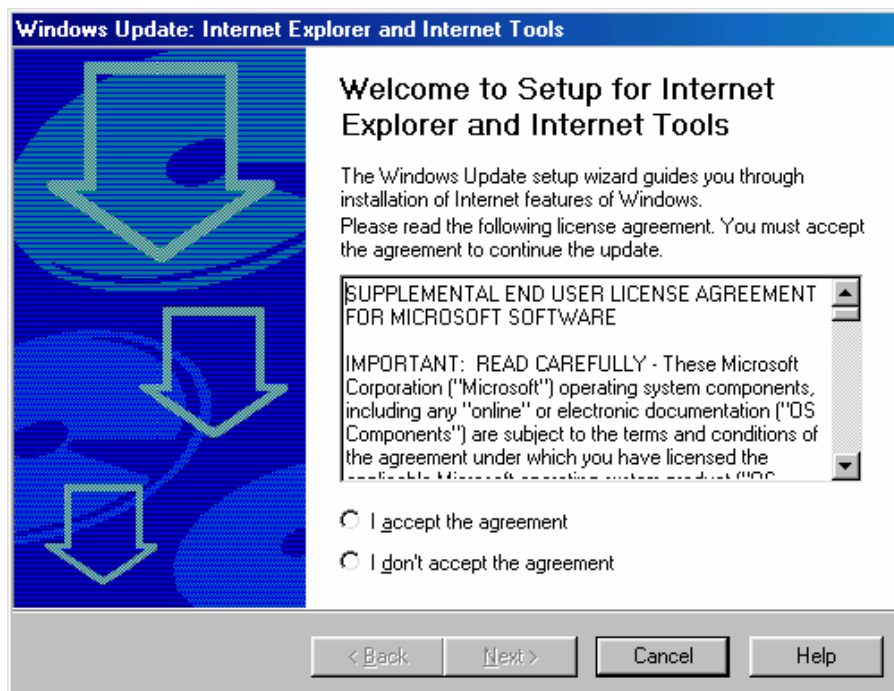
RealLegal recommends that you use Internet Explorer 5.5 or greater in order to use all the features of RealLegal Binder. Internet Explorer 6.0 is included on the RealLegal Binder CD.

Note: You are not required to use Internet Explorer for your Web browser; RealLegal Binder utilizes components installed with Internet Explorer for completing technical tasks.

Starting the Internet Explorer Install from CD

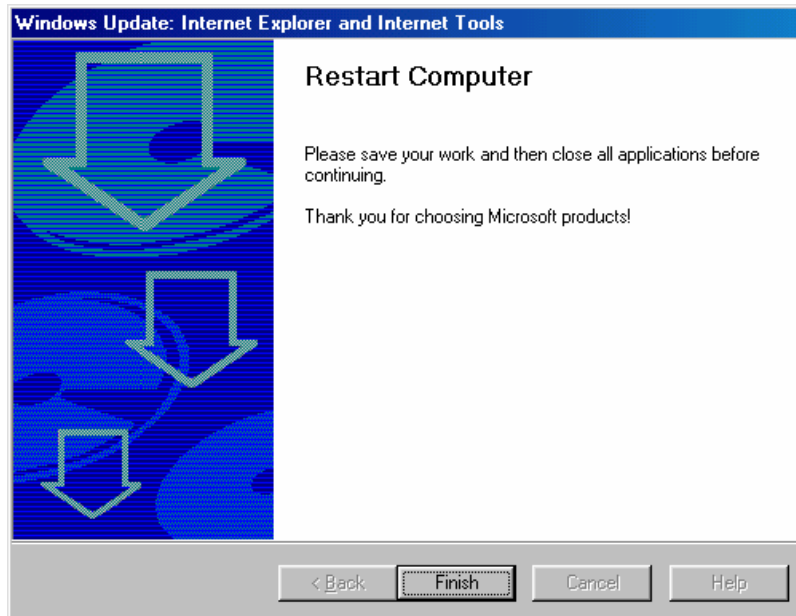
To install Internet Explorer from the RealLegal Binder CD, follow these steps:

1. Open Windows Explorer and navigate to your CD drive.
2. Browse to the IE6 folder on the CD.
3. Double-click the **ie6setup.exe** file. The Internet Explorer and Internet Tools window appears:



4. Click the **I accept the agreement** option and click the **Next** button. The Windows Update: Internet Explorer and Internet Tools dialog box appears.

5. Select the appropriate option. For RealLegal products, clicking the **Install Now – Typical Set of Components** option is sufficient.
6. Click the **Next** button.
7. Upon completion of the install, you are asked to restart your computer. After you restart your computer, the installation is complete.



Internet Explorer Install from the Web

You can also find the latest Internet Explorer on Microsoft's Web site:

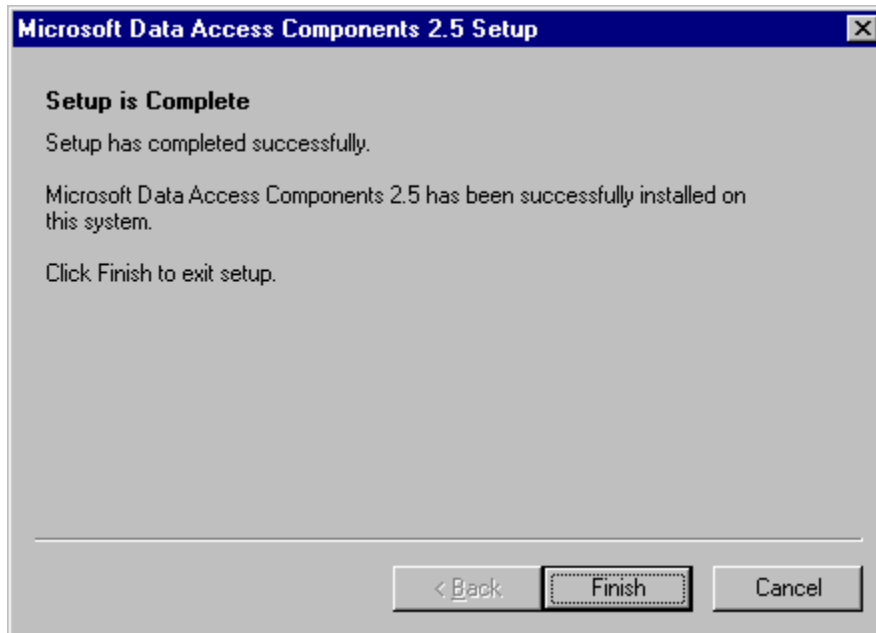
<http://www.microsoft.com/windows/ie/default.asp>

Installing MDAC 2.5

RealLegal Binder requires Microsoft Data Access Components (MDAC). The RealLegal Binder installation procedure includes the Setup for MDAC and, if necessary, automatically installs MDAC.

Use the following procedure to install MDAC:

1. When the End User License Agreement appears, read it, check the **Yes, I accept** option, and click the **Next** button. The Installing the Software dialog box appears.
2. Click the **Next** button to begin the installation. When the install is successfully completed, the following dialog box appears:



3. Click the **Finish** button.

Upon completion of the installation process, you may be asked to restart your computer. After you restart your computer, the installation is complete.

RealLegal Support

For more information regarding RealLegal Binder, contact our Technical Support department:

Phone: (888) 584-9988

Web: <http://www.reallegal.com/support.asp>

E-mail: support@reallegal.com