

E-Transcript Manager Installation Guide

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Notes:

RealLegal E-Transcript Manager Installation Guide

This document lists hardware and software requirements and explains how to:

- Install E-Transcript Manager.
- Import old archives into the new version.
- Share network drives.
- Install E-Transcript Manager for network use.
- Upgrade a network installation.
- Install Internet Explorer 6.0, if necessary.
- Uninstall E-Transcript Manager.

Hardware and Software Requirements

The following hardware and software are recommended or required for RealLegal E-Transcript Manager.

Hardware Requirements

The following hardware is required and/or recommended, as noted:

Client

- A PC with a Pentium Processor running at a minimum 200 MHz.
- 64 MB RAM (128 MB recommended).
- A hard drive with 75 MB free space.
- Screen Resolution, 800 x 600 (1024 x 768 recommended).
- Screen Colors, 256 (16-bit recommended).

Server

For E-Transcript Manager Version 8, only the database resides on the server.

- A PC with a Pentium II Processor running at a minimum 500 MHz.
- 128 MB RAM (256 MB recommended).
- A hard drive with 100 MB free space.

System Requirements

Microsoft Windows 2000 (service pack 4 or later), Microsoft Windows XP (service pack 2), Microsoft Windows 2003 or Windows Vista (E-Transcript Manager 8.3 and Reporter Edition 4.0 only).

Backing Up Your Data

Before upgrading, RealLegal strongly recommends you back up all your data. This includes all RealLegal E-Transcript files (ptx and exe formats) as well as the history file (current.hst), any archive files (archive.hst), and the database file (MDB). In the unlikely event the upgrade process damages your data, you can easily replace all files.

Data Locations

The paragraphs below list the locations of data for E-Transcript Manager.

RealLegal E-Transcript Manager 5.x: By default, RealLegal E-Transcript Manager 5.x transcript files are stored in C:\E-Transcript Files\. The current.hst file is stored in C:\Program Files\RealLegal E-Transcript 5.0\current\.

RealLegal E-Transcript Manager 6.0: By default, RealLegal E-Transcript Manager 6.0 transcript files are stored in C:\E-Transcript Files\. The current.hst file is stored in C:\Program Files\RealLegal E-Transcript 6.0\current\.

RealLegal E-Transcript Manager 7.0: By default, RealLegal E-Transcript Manager transcript files are stored in C:\E-Transcript Files\. The history.mdb file is stored in C:\E-Transcript files\7.0.

RealLegal E-Transcript Manager 8.0 - 8.2: By default, RealLegal E-Transcript Manager 8.0-8.2 transcript files are stored in C:\E-Transcript Files. The history.mdb file is stored in C:\E-Transcript files\8.0. By default, RealLegal E-Transcript Manager 8.3 transcript files and the history .mdb file are stored in C:\Documents and Settings\All Users\Documents\RealLegal\ETXMgr\Files

Single License Desktop Installation

The procedure below explains how to install E-Transcript Manager 8.3.

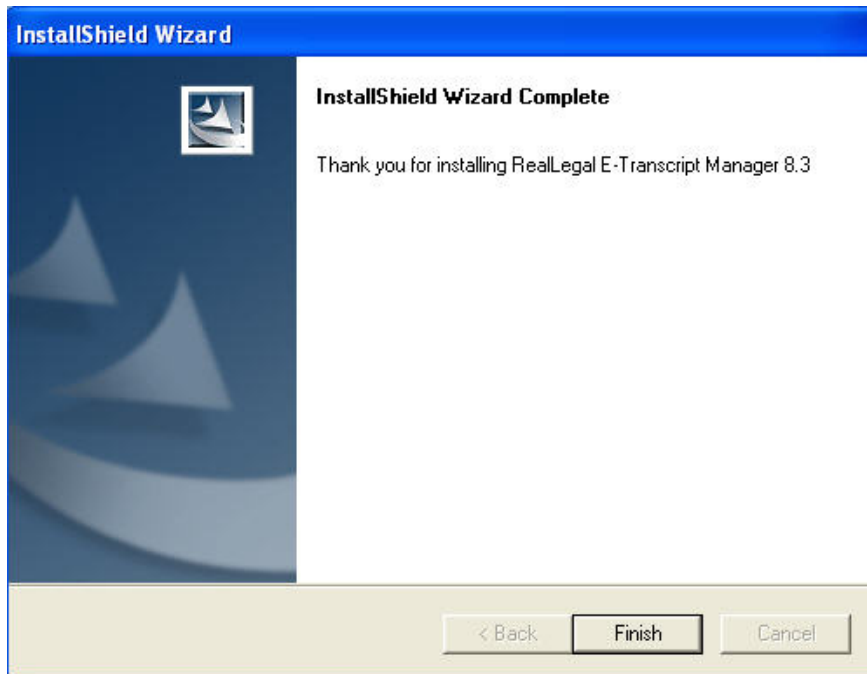
Note: You must have administrative rights on the computer where you install E-Transcript Manager. After installation, the user must have read/write/modify rights to C:\Documents and Settings\All Users\Documents\RealLegal\ETXMgr\Files and to the program folder where E-Transcript Manager resides, for example, C:\Program Files\RealLegal E-Transcript.

If you are upgrading, you must run the installer twice. The first installation removes the previous version; while the second installs version 8.3.

1. If you downloaded RealLegal E-Transcript Manager, double-click the file you downloaded. The InstallShield Wizard dialog box opens.
2. Click the **Next** button. The License Agreement dialog box opens.
3. Read the agreement and scroll to the bottom. Select **I Accept the License Agreement**, and then click **Next**. The Information dialog box displays the Release Notes.
4. Read the Release Notes and then click **Next**.
5. Click **Next** to accept the Destination Folder or click the **Browse** button to specify a different folder. If the folder you choose does not exist, the Setup program creates it. The Select Program Folder dialog box opens.

The E-Transcript Viewer installs automatically.

6. Click **Next**. The InstallShield Wizard Complete dialog box opens.



7. Click **Finish** to complete the installation.

Updating Previous Versions to E-Transcript Manager Version 8

RealLegal E-Transcript Manager 8.0 can upgrade the following versions:

- RealLegal E-Transcript Manager 5.x.
If you need any archives from Version 5, you will need to import them, as described below.
- RealLegal E-Transcript Manager 6.0.
If you upgraded from Version 6, then, after you register E-Transcript Manager Version 8, the application imports the Version 6 current archive into the Version 8 work area. If you need other history archives (HST files) from Version 6, you will need to import them, as described below.
- RealLegal E-Transcript Manager 7.0.
The installation procedure automatically imports all the archives from Version 7.

Use the following procedure to import a database:

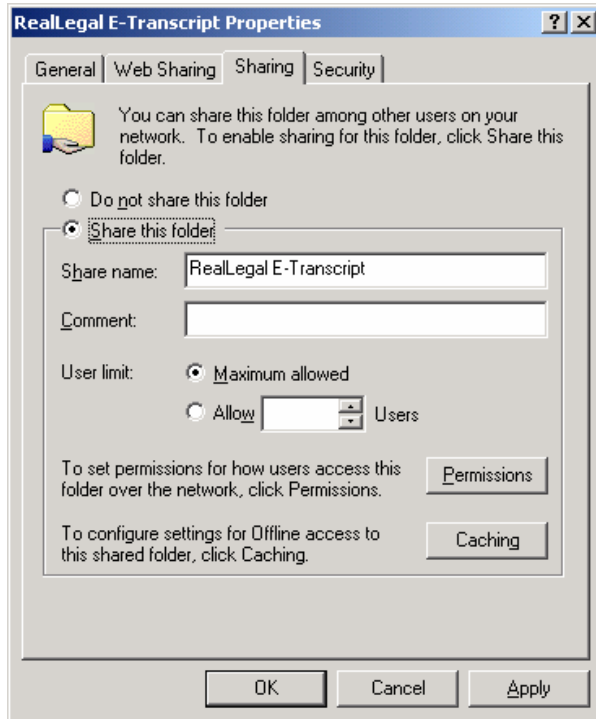
1. Open E-Transcript Manager.
2. Click the **Tools** menu, click **Advanced**, and then click **Import Database**.
3. Navigate to the location of the history files, click the name of the file (for example, a .HST file) and then click the **Open** button.

Sharing the RealLegal E-Transcript Manager Directory

You must share the network directory where the E-Transcript Manager database resides. Sharing the directory allows users to access it.

To share a network directory:

1. Open Windows Explorer.
2. Right-click on the **directory** where you plan to move the E-Transcript Manager database. The Program Files Properties dialog box opens.
3. Click the **Sharing** tab.



4. Select the **Share 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.

For more information, refer to <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 risk or responsibility for adjustments that you make to your Security tab. Visit www.microsoft.com for more information on sharing and security.

Installing E-Transcript Manager for Network Use, Moving the Database, and Connecting to the Database

You need to install E-Transcript Manager on each workstation, move the database to a network location, and then connect each workstation to the database.

Note: Do not start importing transcripts or otherwise working with transcripts until you have moved the database to its network location and connected all the workstations to the database.

Use the following procedure:

1. Install E-Transcript Manager on a workstation.
2. Open E-Transcript Manager at a workstation.
3. Click the **Tools** menu, click **Advanced**, and then click **Move Database**. The Move Database dialog box opens.
4. Navigate to the network directory where you want to save the database and then click the **Save** button.

To connect to the network database:

1. Install E-Transcript Manager on the other workstations.
2. At each workstation, open E-Transcript Manager, click the **Tools** menu, click **Advanced**, and then click **Connect Database**. The Connect Database dialog box opens.
3. Navigate to the location of the database, click the database **name**, and then click the **Open** button.

Upgrading a Network Installation

In the past, a network installation required installing E-Transcript Manager on a server. Now, however, a network installation of the application is no longer necessary or advised because:

- All connecting, moving, and importing of old databases is performed from workstations.
- Each installation of E-Transcript Manager requires a paid subscription. Placing a copy of the application on a server that no one is using is not an efficient use of resources.

To upgrade a network installation:

1. Use Add/Remove programs to remove any previous versions of E-Transcript Manager that are on the workstations.
2. Install E-Transcript Manager Version 8 on a workstation. Installing E-Transcript Manager on a workstation creates a database locally, for example:

```
C:\Documents and Settings\All Users\Documents\RealLegal\ETXMgr\Files
```

3. Share a network drive on the server and verify all users of E-Transcript Manager have access to it.

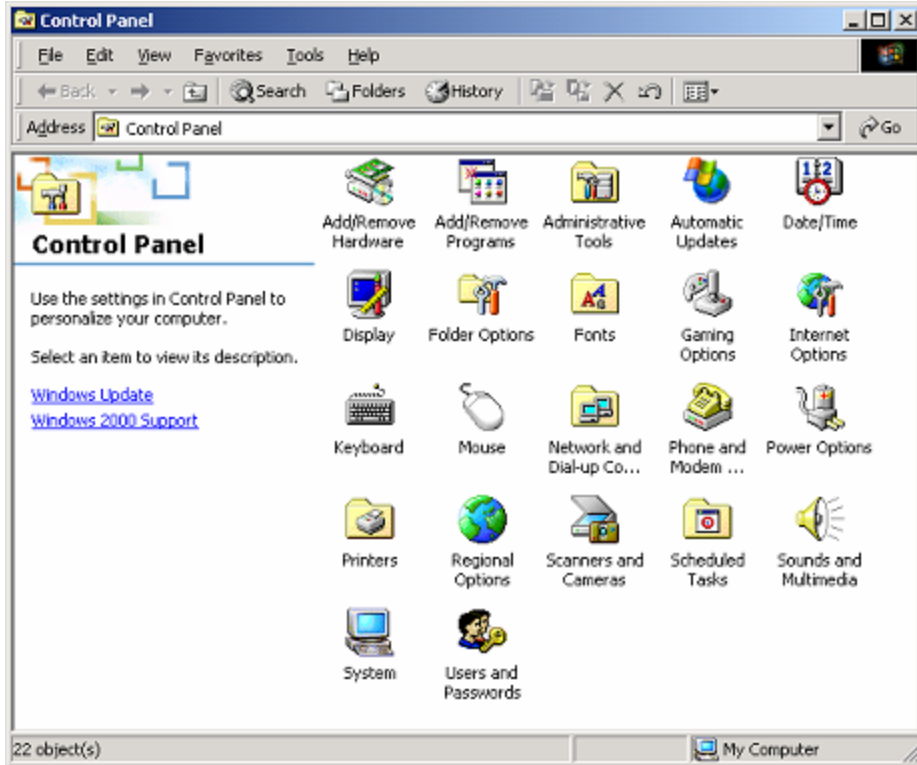
Note: It is recommended that you create a new shared folder for the Version 8 database.

4. At the Version 8 workstation, click the **Tools** menu, click **Advanced**, click **Move Database**, navigate to the shared drive where you want the Version 8 database to reside, and then click **Save**. This step moves the database from the workstation to the server.
5. At the Version 8 workstation, click the **Tools** menu, click **Advanced**, click **Import Database**, and then open the old database. E-Transcript Manager imports the old database into the Version 8 database on the server and performs a database upgrade.
6. Install E-Transcript Manager on the other workstations.
7. At each workstation, click the **Tools** menu, click **Advanced**, click **Connect Database**, navigate to the shared drive where the Version 8 database resides, and open the MDB file. Each workstation is now connected to and using the Version 8 database on the server.

Uninstalling RealLegal E-Transcript Manager

Use the following procedure to uninstall RealLegal E-Transcript Manager:

1. From Windows, open Control Panel.



2. Double-click the **Add/Remove Programs** icon. The Add/Remove Programs Properties dialog box opens.
3. Select **RealLegal E-Transcript** and then click the **Change/Remove** button. The InstallShield wizard dialog box opens.
4. Click the **Next** button. The Confirm Uninstall dialog box opens.
5. Click the **OK** button.

The uninstall process begins. When completed, the InstallShield Wizard Maintenance Complete window opens.

6. To complete the uninstall process, click the **Finish** button. After uninstalling, some files you created in the install directory will remain and must be removed manually.

Note: When you uninstall the current version of E-Transcript Manager, E-Transcript Viewer remains. You must use Add/Remove Programs to uninstall it.