



Installation Guide

Version 7.0



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Minimum Hardware Requirements

The following hardware is recommended for RealLegal E-Transcript Manager.

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)
- Microsoft Windows 2000 (service pack 4 or later) or Windows XP (service pack 2 or later)

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
- 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 4.x or 5.x

Software Requirements

In order to make use of all RealLegal E-Transcript Manager features, the following software must be installed:

- Microsoft Internet Explorer 5.5 or greater (IE 6.0 Required for Reporter Edition Mailbox)
- Microsoft XML Parser

Note: If Setup does not detect this item, the installation program proceeds to install all the software required. For more information, refer to the “Installing Internet Explorer” topic on page 15.

Backing Up Your Data

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

Data Locations

RealLegal E-Transcript Manager 4.x

By default, RealLegal E-Transcript Manager 4.x transcript files are stored in C:\E-Transcript Files\. The current.hst file is stored in C:\Program Files\RealLegal E-Transcript 4.0\current\.

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\.

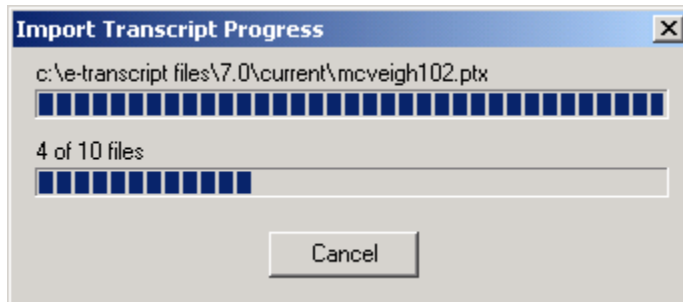
Upgrading RealLegal E-Transcript

RealLegal E-Transcript Manager 7.0 is able to upgrade the following versions:

- RealLegal E-Transcript Manager 4.x
- RealLegal E-Transcript Manager 5.x
- RealLegal E-Transcript Manager 6.0

Upgrading to E-Transcript Manager 7.0

1. Backup your data. For instructions, refer to the “Backing Up Your Data” topic above.
Note: RealLegal highly recommends that you make a backup copy of your history and archive files as well as your transcripts.
2. Install E-Transcript Manager 7.0.
Note: It is not necessary to uninstall prior versions of E-Transcript Manager.
3. Start and register E-Transcript Manager 7.0. Once registration is complete, the automatic upgrade process begins.

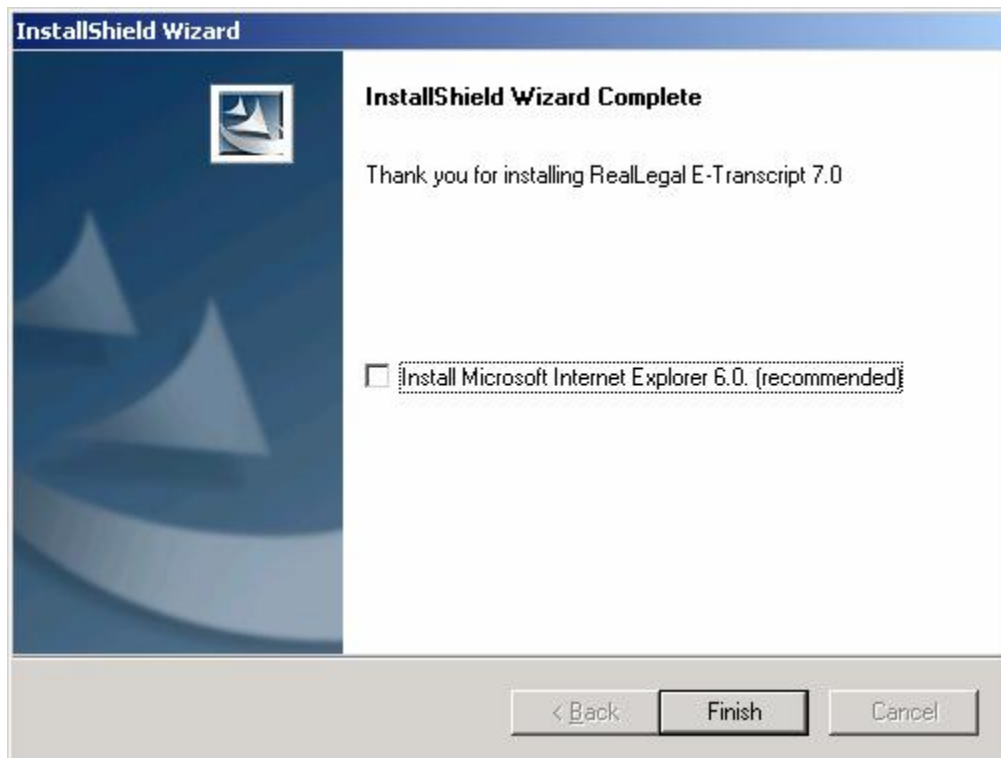


Single License Desktop Installation

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

1. Start the Installation.
 - If you downloaded RealLegal E-Transcript Manager, 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 choose 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.

Installing on a Network Server

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

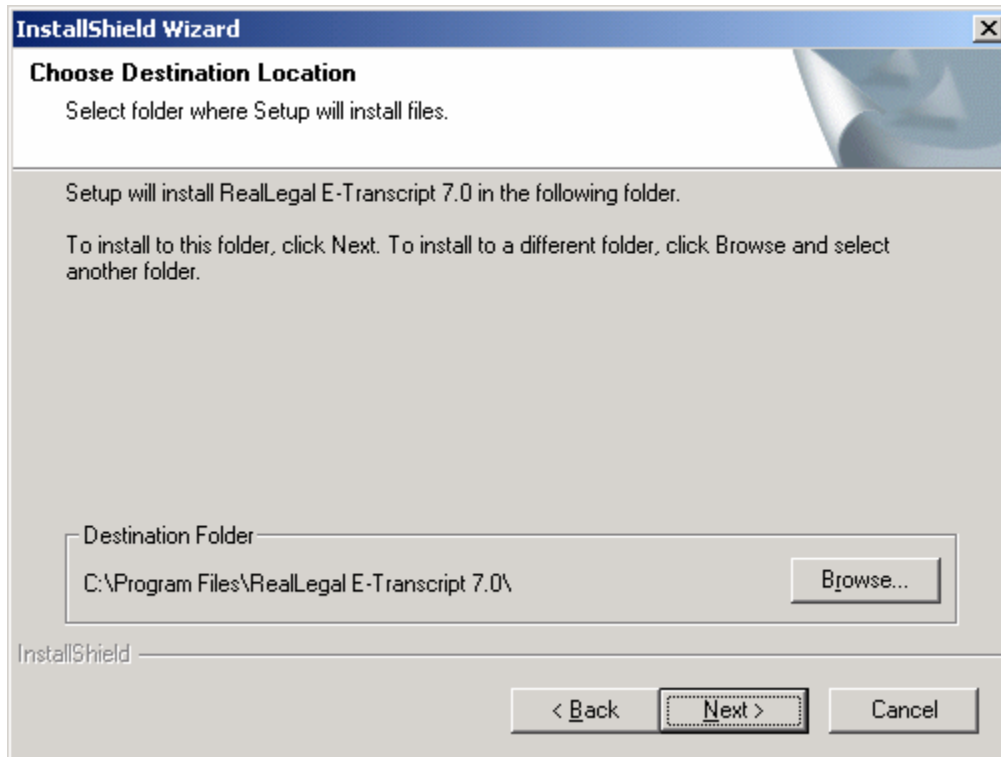
After Installation Register E-Transcript Manager from a Workstation

Register E-Transcript Manager from a workstation. After installation on the network server, do *not* start E-Transcript Manager. Instead, move to a workstation, start E-Transcript Manager, and register E-Transcript Manager from the workstation. Registering from a workstation preserves the network license.

Procedure for Installing E-Transcript Manager on a Network

Use the following procedure to install on the network:

1. Start the Installation.
 - If you downloaded RealLegal E-Transcript Manager, 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:



5. After you choose a folder for RealLegal E-Transcript Manager, 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. Click the **Finish** button. The RealLegal E-Transcript Manager server installation is complete.

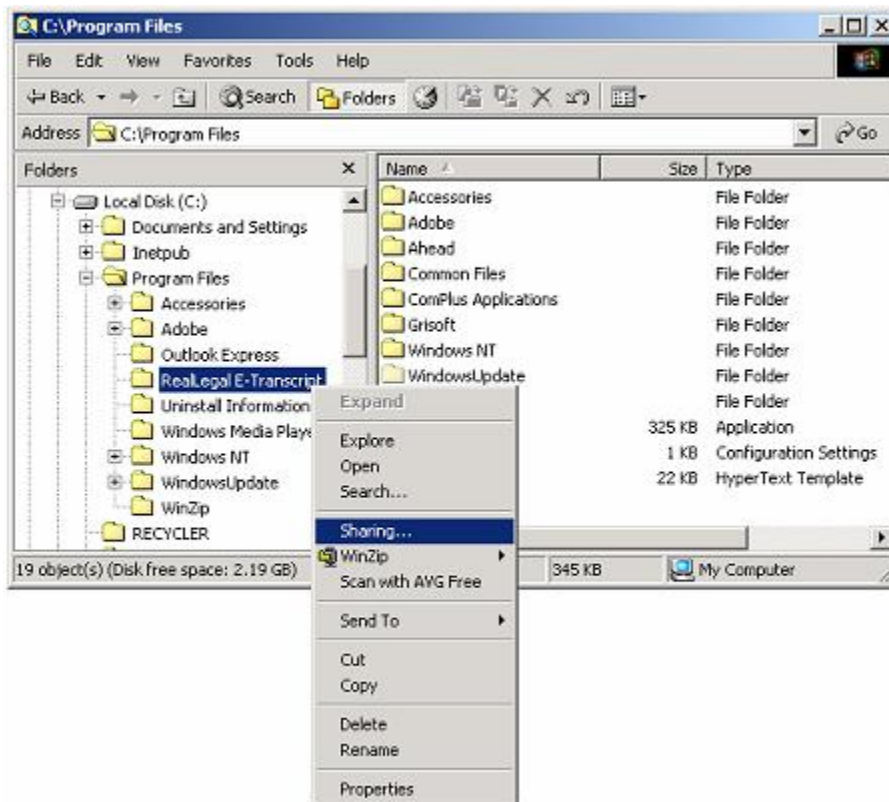
Note: To preserve the network server license, you must register E-Transcript Manager from a client workstation. Do *not* start E-Transcript Manager from the server. Register E-Transcript Manager from a client workstation. For instructions, refer to the “Network Client Setup” topic on page 11.

Sharing the RealLegal E-Transcript Manager Directory

To run RealLegal E-Transcript Manager from a network server, you must share the directory for the authorized users.

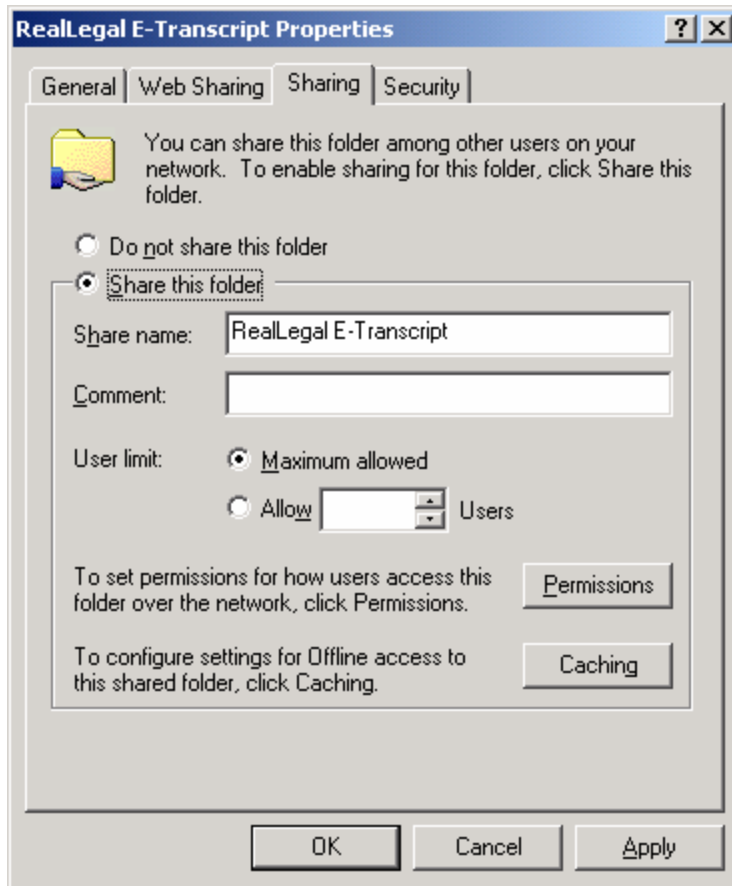
Use the following procedure:

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



The Program Files Properties dialog box appears.

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.

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

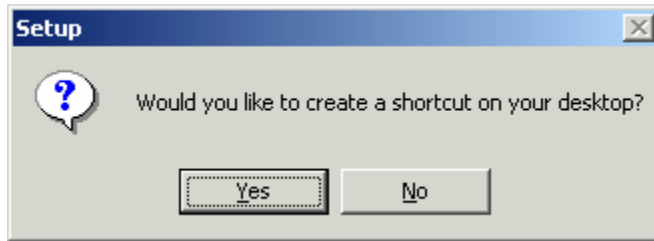
Network Client Setup

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

1. Start the Client Installation.

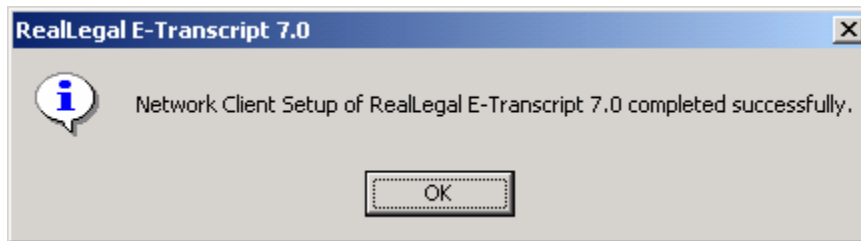
To install the shortcuts for RealLegal E-Transcript Manager on a client machine, run setup.exe from the network location where RealLegal E-Transcript Manager was installed (for example, \\Servername\RealLegal E-Transcript 7.0\Setup.exe).

2. The following message appears:



If you wish to have a desktop icon installed, click the **Yes** button.

3. The following message appears:



4. Click the **OK** button to finish the client setup installation.
5. Register E-Transcript Manager.

Registering RealLegal E-Transcript Manager Server Edition from Clients

To use RealLegal E-Transcript Manager on a server, you must register RealLegal E-Transcript Manager with multiple licenses from any client.

To register a copy of RealLegal E-Transcript Manager, select **Help** ⇒ **Register** from the menu bar. RealLegal E-Transcript Manager 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.

Novell Server Installation

You can use any client computer on the network to install RealLegal E-Transcript Manager 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 8.

Adding Archives to E-Transcript Manager 7.0

RealLegal E-Transcript Manager will now consolidate all your prior archives. The main benefit for consolidation is to utilize the new search feature in E-Transcript Manager.

To consolidate your archives to E-Transcript Manager, follow these steps:

1. Backup your data. For instructions, refer to the “Backing Up Your Data” topic above.
Note: RealLegal highly recommends that you make a backup copy of your archive files as well as your transcripts.
2. Open RealLegal E-Transcript 7.0. Select **File** ⇒ **Open Archive** and browse to the data location of your previous archive.hst file.
3. The archive will appear in the Archive level of the folder list. If you wish to change the name or location of the archive, you may do so by selecting the archive in the folder list and select **Edit** ⇒ **Archive Properties**.

Uninstalling RealLegal E-Transcript Manager

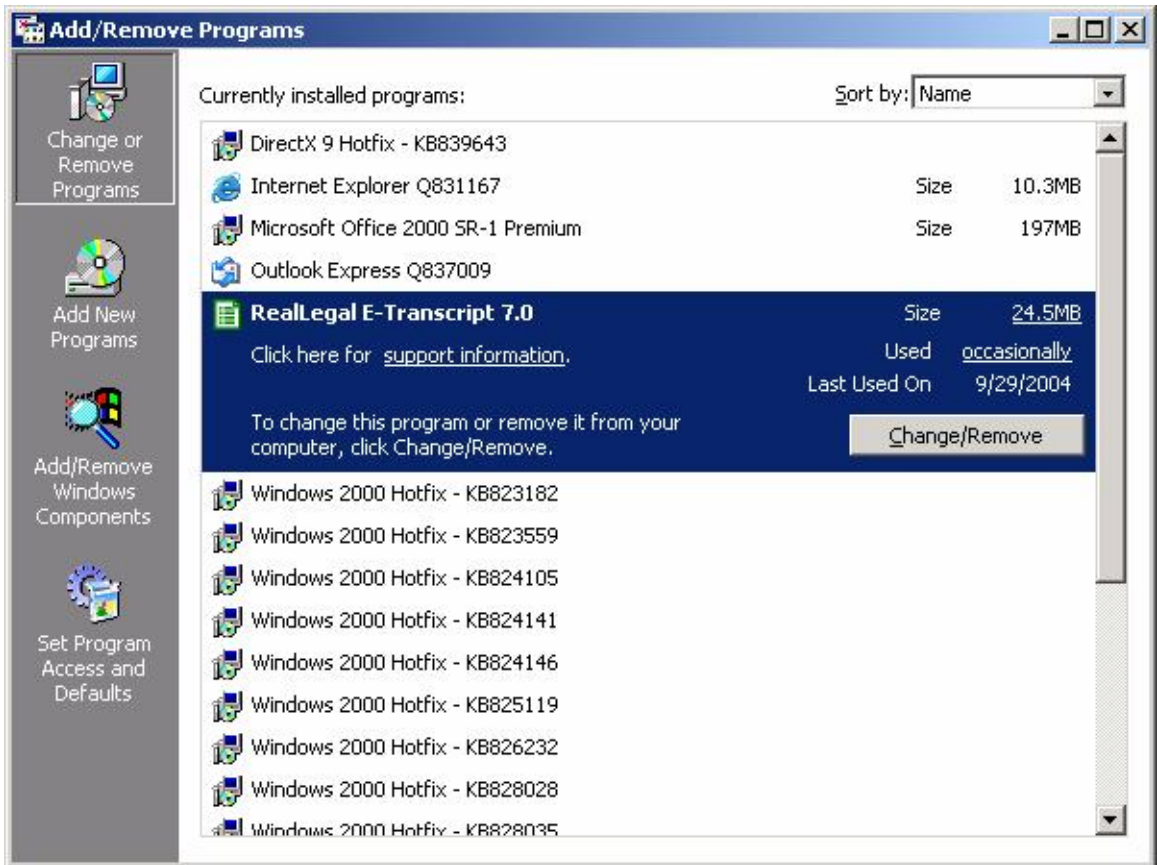
Use the following procedure to uninstall RealLegal E-Transcript Manager:

1. Start the uninstall procedure.
 - From Windows open Control Panel



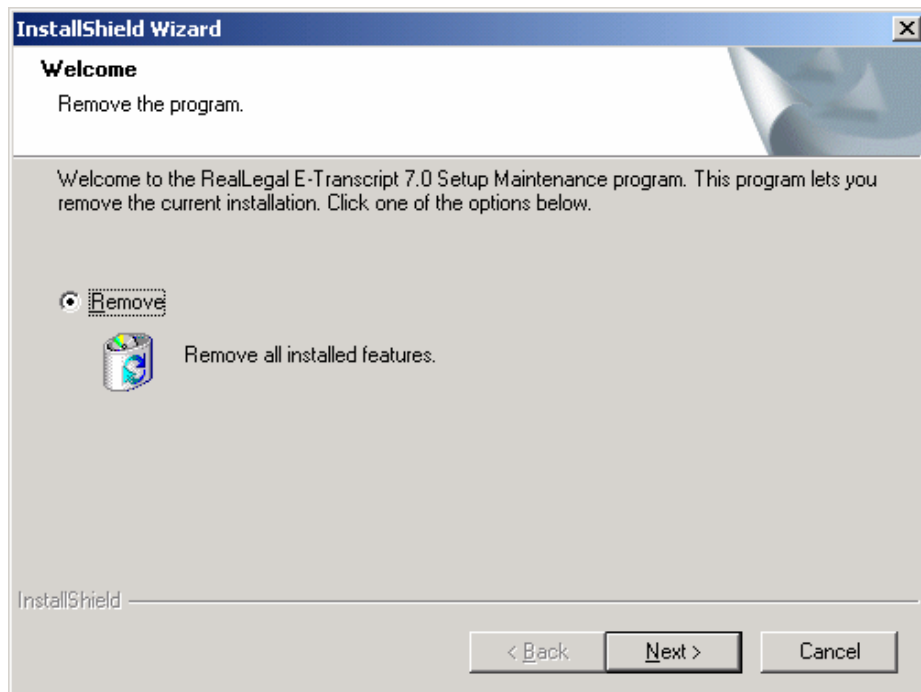
2. Double-click the **Add/Remove Programs** icon.

The Add/Remove Programs Properties dialog box appears:

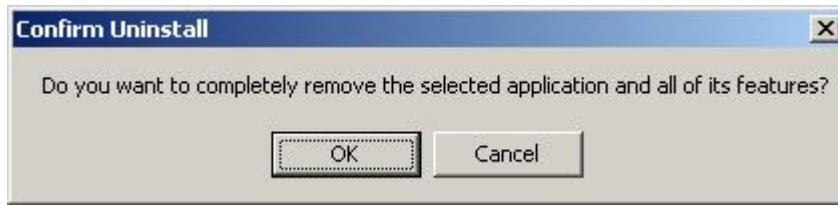


3. Select **RealLegal E-Transcript** entry and click the **Change/Remove** button.

The InstallShield wizard dialog box appears:



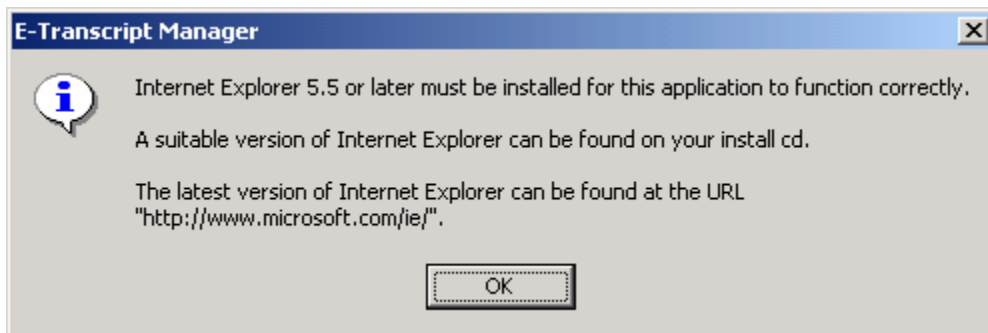
4. Click the **Next** button. The Confirm Uninstall message box appears:



5. Click the **OK** button.
The uninstall process begins. When completed, the InstallShield Wizard Maintenance Complete window appears.
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.

Installing Internet Explorer

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



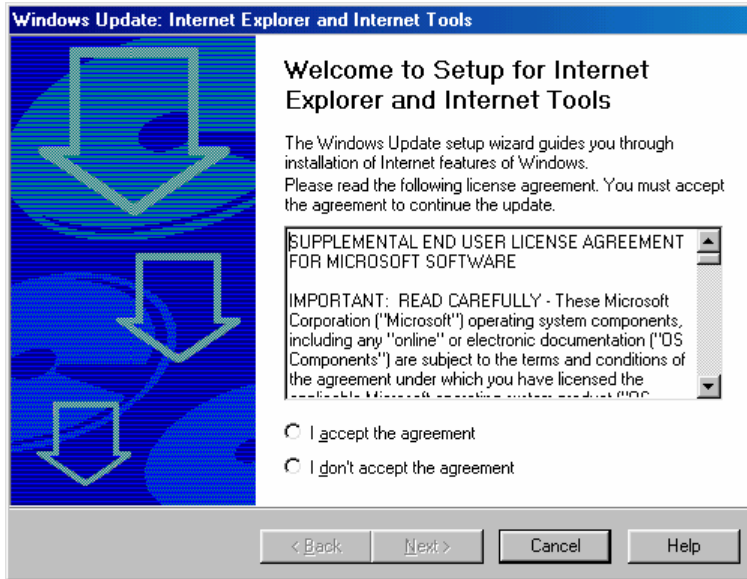
RealLegal recommends that you use Internet Explorer 5.5 or greater in order to use all the features of RealLegal E-Transcript Manager. Internet Explorer 6.0 is included on the RealLegal E-Transcript Manager CD.

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

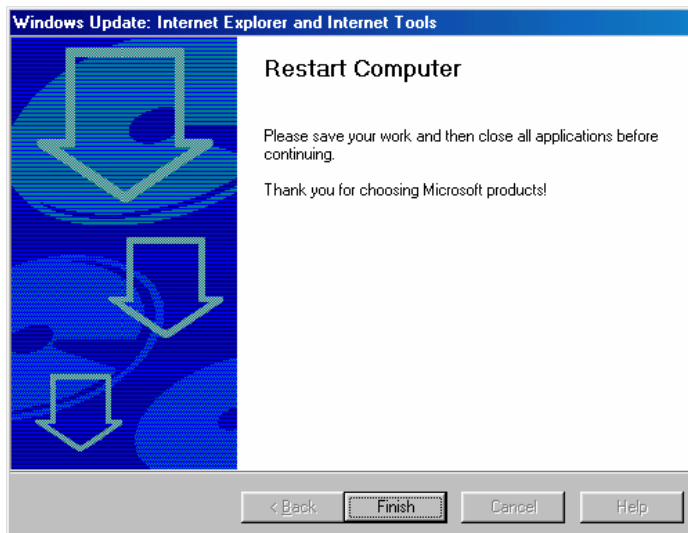
Starting the Internet Explorer Install from CD

To install Internet Explorer from the RealLegal E-Transcript Manager 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 Welcome 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. Choose the appropriate option. For RealLegal products, clicking the **Install Now – Typical Set of Components** option is sufficient.
6. Click the **Next** button.
 - 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 may also find the latest Internet Explorer on Microsoft's Web site:

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

RealLegal Support

For more information regarding RealLegal E-Transcript Manager, contact our Technical Support department:

Phone: (888) 584-9988

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

E-mail: support@reallegal.com