

Installing and Starting the

Martindale-Hubbell® LAW DIRECTORY ON CD-ROM™

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Installing the *Martindale-Hubbell Law Directory* on CD-ROM

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The *Martindale-Hubbell Law Directory* provides a simple installation process. Individual users may install the directory in under five minutes on most computer systems by running a setup program and entering basic information (such as where the directory should be installed). Also included is a network version of the install. Network installs allow companies to share a single copy of the directory with a limited number of people. Both the individual and network installs begin with the same setup program; instructions for completing both installation types are included in this section.

System Requirements

To successfully use the *Martindale-Hubbell Law Directory*, your computer system should meet or exceed the following requirements:

Minimum Requirements	Recommended
Pentium 133 MHz or faster	Pentium III 600 MHz or faster
64 MB RAM	128 MB RAM
IBM VGA display compatibility	
Windows 98	Windows 2000/XP
30 MB hard disk space	
16x CD-ROM drive	32x CD-ROM drive (or faster)
Keyboard & Mouse (or other pointing device)	

Starting the Installation

The specific steps that you follow as you start the installation are dependent on the operating system you are currently using. The *Martindale-Hubbell Law Directory* may be installed to a personal computer with a 486+ processor (Pentium® recommended), 10 MB minimum Hard Drive space (no graphics filters or dictionary); 28 MB for full install, VGA or higher-resolution (SVGA 256-color recommended) Microsoft Windows 98™ or Microsoft Windows NT®.

1 Insert the *Martindale-Hubbell Law Directory International & Corporate Lawyers* disc into your CD-ROM drive.

2 Choose **Run from the **Start** button.**

- The Run dialog appears.

3 Type **D:\SETUP.EXE.**

- Use the appropriate drive letter for your CD-ROM drive (for example, D: or E:).

4 Click on **OK.**

- The installation process begins and the Welcome screen appears.

5 Continue to the next phase of the installation Entering User Information.

Entering User Information

Regardless of the installation type you choose, there is a base set of information you must enter. Details on this information are contained in this section.

To have reached this point, you should have started the installation process and the Welcome screen should be displayed on the screen. The steps for doing this are outlined above in Starting the Installation.

1 Choose **Next to advance beyond the Welcome screen.**

- The User Information Screen appears.

- Note that you may choose **Back** at any time during the installation process to return to the previous screen.

2 Enter your name and organization and choose **Next.**

- For example, **James A. Mosher, Esq.** and **Martin, Kronig, & Mosher**.

- The name and organization may be filled in for you, based on information stored on your computer system.

- The Software License Agreement screen appears.

3 Read the license agreement, enter your initials into the box at the bottom of the screen, and choose **Accept.**

- Your initials represent your electronic signature and signifies that you have read the license agreement and that you will abide by its terms. You cannot continue the installation until you enter your initials and choose **Accept**.

- If you choose **Accept**, the Network / Single User install screen appears.

- If you choose **Decline**, the installation process stops.

4 Select either **Single User or **Network Install**.**

- Use **Single User** to install the *Martindale-Hubbell Law Directory* to a single computer.

- Use **Network Install** to place the necessary files on a network volume. Users may then run a separate workstation install in order to access the *Martindale-Hubbell Law Directory* from the network.

5 Continue to the next phase of the installation.

- See Single User Install or Network Install below for more information.

Single User Install

To reach this point, you should have chosen Single User from the Network / Single User install dialog. If you have not yet done so, start the installation, enter all basic user information, and choose **Single User** when prompted to do so. These steps are outlined above in Starting the Installation and Entering User Information.

1 Choose the directory where the *Martindale-Hubbell Law Directory* should be installed.

- The default directory is **C:\MHLAW40**.
- To change the directory, choose **Browse**.
- We do not recommend installing the 4.x version of the *Martindale-Hubbell Law Directory* in the same directory as a 3.x version. Doing so could cause one or both of the versions to stop working correctly.
- You are encouraged to install updates to the *Martindale-Hubbell Law Directory* in the same directory as earlier 4.x versions.
- Note that all versions after October, 1998 are 4.x versions.

2 Choose **Next** to start copying the necessary application files to the specified drive.

- Note that only application files are copied to the drive. The data files that make up the *Martindale-Hubbell Law Directory* remain on the CD-ROM.

3 When the files are finished copying, you are prompted to view the Read Me file.

- Click the checkbox next to **Yes** and then click **Finish** to view the Read Me file.
- If you wish to view the Read Me file later, it is stored in the same directory as the application files (the default location is **C:\MHLAW40\Readme.txt**).

Network Install

To reach this point, you should have chosen **Network Install** from the Network / Single User install dialog. If you have not yet done so, start the installation, enter all basic user information, and choose **Network Install** when prompted to do so. These steps are outlined in Starting the Installation and Entering User Information.

The Network Install places files on a network drive. Individual users may then run a workstation setup program from the network drive. The workstation setup installs all necessary files to the users' systems, allowing them to access the *Martindale-Hubbell Law Directory* from the network.

Installing the Files to the Network

Installing files to a network allows other users to install all necessary files to run the *Martindale-Hubbell Law Directory* from the network.

1 Enter a correct password for the Network install.

- The password is located on the back of the CD-ROM case.
- If you need to upgrade your license from a single user to a network license, or if you need to increase the number of users, please contact technical support.

2 Choose the directory where the *Martindale-Hubbell Law Directory* administrator files should be installed.

- The default directory is **C:\MHADMIN**. You may change this to point to a shared network drive.
- To change the directory, choose **Browse**.

3 Choose **Next** to start copying the necessary application files to the specified drive.

- Note that only application files are copied to the drive. The data files that make up the *Martindale-Hubbell Law Directory* remain on the CD-ROM.
- The CD-ROM may not be copied to a hard disk or any other re-writeable media. The directory will not run if this is done.

4 When the files are installed, you are prompted to view the Read Me file.

- Click the checkbox next to **Yes** and then click **Finish** to view the Read Me file.
- If you wish to view the Read Me file later, it is stored in the same directory as the application files (the default location is **C:\MHADMIN\Readme.txt**).

Once the install is completed, individual users may then set up their workstations from the network. The workstation install is located in the **\\MHADMIN\CLIENT** directory. System administrators will need to inform users where the setup program is located on the network. For the workstation installs to work correctly, both the US Lawyer and International & Corporate Lawyers CDs should be mounted on the network (users will not be able to switch CDs on their own computers, so both must be available to the user on the network).

Setting Up Workstations

The workstation setup allows individual users to install all necessary files to access the *Martindale-Hubbell Law Directory* from the network.

1 Find out where the workstation setup is located on the network.

- You may need to get this information from your network administrator.
- Or, search for the **\\MHADMIN\CLIENT** directory on your network.

2 Use the Windows Explorer or the File Manager to browse the directory where the workstation setup is located.

3 Double-click on **setup.exe**.

- The workstation setup begins and the Welcome dialog appears.

4 Choose **Next** to advance beyond the Welcome screen.

- The User Information Screen appears.
- Note that you may choose **Back** at any time during the installation process to return to the previous screen.

5 Enter your name and organization and choose **Next**.

- For example, **James A. Mosher, Esq.** and **Martin, Kronig, & Mosher**.
- The name and organization may be filled in for you, based on information stored on your computer system.
- The Software License Agreement screen appears.

6 Read the license agreement, enter your initials into the box at the bottom of the screen, and choose **Accept**.

- Your initials represent your electronic signature and signifies that you have read the license agreement and that you will abide by its terms. You cannot continue the installation until you enter your initials and choose **Accept**.
- If you choose **Accept**, the Choose Destination Location screen appears.
- If you choose **Decline**, the installation process stops.

7 Choose the directory where the *Martindale-Hubbell Law Directory* should be installed.

- The default directory is **C:\MHLAW40**.
- To change the directory, choose **Browse**.
- We do not recommend installing the 4.x version of the *Martindale-Hubbell Law Directory* in the same directory as a 3.x version. Doing so could cause one or both of the versions to stop working correctly.
- You are encouraged to install updates to the *Martindale-Hubbell Law Directory* in the same directory as earlier 4.x versions.
- Note that all versions after October, 1998 are 4.x versions.

8 Choose **Next** to start copying the necessary application files to the specified drive.

- Note that only application files are copied to the drive. The data files which make up the *Martindale-Hubbell Law Directory* remain on the CD-ROM.

9 When the files are finished copying, you are prompted to view the Read Me file.

- Click the checkbox next to **Yes** and then click **Finish** to view the Read Me file.
- If you wish to view the Read Me file later, it is stored in the same directory as the application files (the default location is **C:\MHLAW40\Readme.txt**).

Starting the *Martindale-Hubbell Law Directory on CD-ROM*

Starting the Martindale-Hubbell Law Directory
Closing the Martindale-Hubbell Law Directory

The *Martindale-Hubbell Law Directory* installation creates folders and icons on your desktop. To start the Law Directory, locate the proper icon.

Starting the *Martindale-Hubbell Law Directory*



1 Double-click the **Law Directory on CD-ROM** icon on your desktop.

•The *Martindale-Hubbell Law Directory on CD-ROM* should open.

or

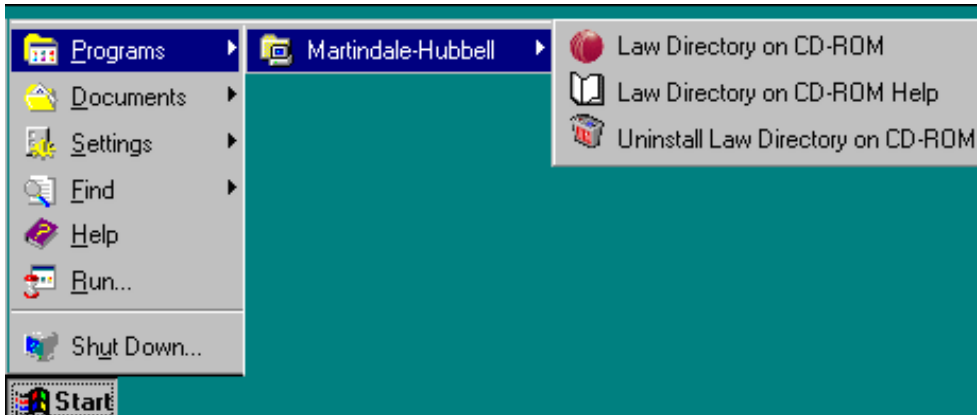
1 Click the **Start** menu (usually at the bottom left corner of the screen).

2 Choose **Program Files** and then **Martindale-Hubbell**.

•Martindale-Hubbell is the default folder name created by the install. If you changed this name during the installation process, then you will need to locate the folder you specified.

3 Choose **Law Directory on CD-ROM**.

•The *Martindale-Hubbell Law Directory on CD-ROM* should open.



Closing the *Martindale-Hubbell Law Directory*

1 Choose **Exit** from the **File** menu.



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