



*Choices*  
CD EDITION

2009 INSTALL GUIDE

## CHOICES CD EDITION & CAREER FUTURES

Look Inside For...

Choices and Career Futures Overview

Windows™ Overview


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to the site technician.**

  
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# 1. About This Guide

This guide provides you with detailed instructions on how to install the Canadian versions of Choices or Career Futures.

After installing Choices or Career Futures, please visit the Support section of our website at [www.bridges.ca](http://www.bridges.ca) for additional resources to help you get started. Practitioners can find product usage guides, including the Quick Reference Guide and other resource materials, beneath Resource Materials.

Attention technicians: Be sure to check the Support section to download the latest product updates and enhancements for your Choices or Career Futures product.

## 1-1 Optional Add-Ons for Choices

The Ability Profiler is an optional assessment purchased separately. If you have a subscription for the Ability Profiler component, you can install it from the Choices CD-ROM. For installation instructions, refer to the Ability Profiler Installation Guide, which will be included in this package. The Ability Profiler can only be added to Choices. It is not normed for middle school students so will not be available for Career Futures customers.

## 1- 3 Screen Reader Support

Choices and Career Futures support third-party screen reader applications (such as JAWS) for the visually impaired. When installing the CD-ROM, at the Select Program Folder screen you will notice a checkbox option to “Include shortcuts to Choices or Career Futures & Roadmap for screen readers.” If you wish to include shortcuts to Choices or Career Futures and Roadmap applications designed for screen readers, please select this option. If you have JAWS installed, after copying the program files the installer will ask if you would like to install the JAWS script files. These script files aid the JAWS program in interpreting the programs. If you choose to install these files, you will then be asked to locate the folder in which JAWS is installed.

## **2.Windows Overview**

### **2-1 Before You Begin**

Before you begin installing Choices and/or Career Futures 2009, consider the following information:

#### **2-1-1 View Online Technical and Browser Requirements**

For information on technical and Internet browser requirements, please view our online technical support site.

[www.bridges.ca](http://www.bridges.ca)

Click Technical Support under the Support section.

#### **2-1-2 Minimum Software and System Requirements**

- Quicktime 6 is optional, but must be set up in order to view career videos.
- Adobe Acrobat Reader is optional, but must be installed in order to read PDF documents.

#### **2-1-3 Back Up Your Data Before Installing Choices and/or Career Futures 2009**

If you are installing Choices or Career Futures 2009 over a previous version, please back up your data. For further information refer to section 2-2 of this guide.

Note: Choices and Career Futures applications cannot be merged. They are unique applications and cannot be installed in the same folder. That means Choices cannot be installed into a Career Futures folder and vice versa.

#### **2-1-4 Should You Install Choices and/or Career Futures on a Network Server or Stand-Alone Workstation?**

Decide if you want to install the CD-ROM on a network server or a workstation (stand-alone). It is strongly recommended that you install the CD-ROM on a server and have all clients run the program from that server. If you can answer yes to any of the questions below, please complete a server installation of Choices and/or Career Futures:

- Do you want Choices Accountability Reports compiled from one central location at your site?
- Do you want to back up session files from one central location?
- Do you want to apply software updates to one central location?
- Do you want to customize items for all users?

See Section 3 of this guide for information about different Windows network types. Some preliminary steps must be taken to prepare your server for installation.

If you have any installation issues, please check our website's Tech Support pages for FAQs and troubleshooting tips or call Customer Support at 1-800-281-1168.

[www.bridges.ca](http://www.bridges.ca)

Click Technical Support under the Support section.

## **2-1-5 Passwords – Session File Passwords are Optional**

When installing Choices and/or Career Futures, you will be given the option to disable the session file password feature. By default, the program session files will require passwords to be set up when creating a new session; however, you may turn this option on or off at any time (within the System Manager).

## **2-2 Before Installing Choices or Career Futures**

### **2-2-1 Important Data Transfer Information**

Please BACK UP ANY SAVED SESSION FILES (located by default in the SESSIONS subfolder of the folder where Choices or Career Futures 2008 resides) as well as the OnTrack folder before starting to install the program.

If you have customized the program, please print these changes and BACK UP the ENTIRE CHOICES or CAREER FUTURES folder. This provides access to your saved information should any problems arise during the installation of the 2008 CD-ROM and the migration of data from Choices or Career Futures 2008. If you have any questions regarding this process, please contact our Customer Support team at 1-800-281-1168.

*For Windows* -- The 2008 program allowed you to make modifications to the occupations, post-secondary schools, local resources, Extras and Career Pathways HTML files, letters, bulletins and Planning Tools files. This information will be retained, but only if you install the 2009 program into the same folder as the 2008 files. You will be prompted to retain 2008 customization and user session files.

### **2-2-2 Installation Type Selection**

For a Windows installation, please select one of the following:

- For server installation, refer to Section 3 for Windows Network Preparation.
- For a workstation installation, refer to Section 4.

### **3. Network Preparation -- Windows**

There are various ways to install Choices or Career Futures 2009 from Windows clients to a Windows file server. Below are suggestions for the most common combinations – intended as a guide only. Choices and Career Futures for Windows are installed using the InstallShield program found on the Installation CD-ROM. This program installs the program to the necessary folders on your hard drive and copies the files from the CD-ROM to these folders. Please read the “Before you begin” section to assist you with the following selections. Before proceeding with installing the program, ensure you are logged into Windows with an administrator account.

#### **3-1 Windows 2000/2003 Server**

##### **3-1-1 Creating a Shared Folder for the Installation**

Creating Shared Install Folder on Server:

- On the server, create a Choices or Career Futures folder.
- Right-click the Choices or Career Futures folder and select Properties. Select the Sharing tab.
- Click “Share this folder,” then click Permissions.
- By default, the Everyone group has Full Control. Only users with accounts created on the server can access via the Everyone group.

##### **3-1-2 Assigning File/Folder Permissions to the Shared Install Folder**

- Open Windows Explorer and right-click the Choices or Career Futures folder and click Properties. Once open, click the Security tab. Again by default, the Everyone group has Full Control access.
- Uncheck “Allow inheritable permissions from parent to propagate to this object.” Click Remove in the security warning box.
- Click Add and select the Administrators group. Click OK.
- Check to give Full Control access.
- Now click Add and add the Low Level Access User Group.
- Check Read & Execute access for the Low Level Access User Group.

## **3-2 Windows NT4 Server**

### **3-2-1 Creating a Shared Folder for the Installation**

- On the server, create a Choices or Career Futures folder.
- Right-click the Choices or Career Futures folder and select Properties. Select the Sharing tab.
- Select Shared As:, then click Permissions.
- By default, the Everyone group has Full Control access. Only users with accounts created on the server can access via the Everyone group.

### **3-2-2 Assigning File/Folder Permissions to the Shared Install**

Open Windows Explorer, right-click the Choices or Career Futures folder and click Properties. Once open, click the Security tab. By default, the Everyone group has Full Control access. Now click Permissions.

- Remove the Default Everyone group.
- Uncheck Replace Permissions on Subdirectories.
- Click Add and select the Administrators group, then click OK.
- Check Full Control access.
- Now click Add and add the Low Level Access User Group.
- Check Read access for the Low Level Access User Group. Click Yes to warning. This will affect all subdirectories.
- Click OK to complete access to the folder.

## **3-3 Novell Networks**

### **3-3-1 Creating a Shared Folder for the Installation**

- On the server, create a Choices or Career Futures folder.

### **3-3-2 Assigning File/Folder Permissions to the Shared Install Folder**

- Right-click the Choices or Career Futures folder and select Properties. Select the NetWare Rights tab.
- Give Read and Execute rights for the Low Level Access User Group.

## **3-4 Post-Installation of Choices and Career Futures**

### **3-4-1 Giving Full Access to the OnTrack and Sessions Folder (Windows-Based)**

#### *OnTrack – Choices only*

- Open the Choices folder.
- Right-click the OnTrack folder and select the Security tab.
- Select Low Level Access User Group and select Permissions. Click Full Control from the Type of Access dropdown list. Click OK to finish.

#### *Sessions Folder*

- Open the Choices or Career Futures folder.
- Right-click the Sessions folder and select the Security tab.
- Select Low Level Access User Group and select Permissions. Check Full Control access from the Type of Access drop-down list. Click OK to finish.

### **3-4-2 System Manager Administration Rights -- COMMON, HTML, and KERNEL/COURSES or FUTURES/COURSES folders**

- Open the program folder.
- Right-click on the COMMON folder and select the Security tab.
- Select user of System Manager and select Permissions.
- Click full control from the Type of Access drop-down list. Click OK to finish.

Repeat steps above for HTML (Choices and Career Futures), KERNEL/COURSES (Choices only) and FUTURES/COURSES (Career Futures only) folders.

### **3-4-3 Giving Full Access to the OnTrack and Sessions Folder (Novell-Based)**

#### *OnTrack – Choices only*

- From the Novell client workstation, right-click the OnTrack folder and select the Netware Rights tab.
- Select Low Level Access User Group and give full rights [R,W, C, E, M, F] (Read, Write, Create, Erase, Modify, File Scan).

#### *Sessions Folder*

- From the Novell client workstation, right-click the Sessions folder and select the Netware Rights tab.
- Select “Low Level Access User Group” and give full rights [R,W, C, E, M, F] (Read, Write, Create, Erase, Modify, File Scan).

## **System Manager Administration Rights -- COMMON, HTML, and KERNEL/COURSES or FUTURES/COURSES folders**

- From the Novell client workstation, right-click the COMMON folder and select the Network Rights tab.
- Select User group for System Manager and give full rights [R,W,C,E,M,F] (Read, Write, Create, Erase, Modify, and File Scan)

Repeat steps above for HTML (Choices and Career Futures), KERNEL/COURSES (Choices only) and FUTURES/COURSES (Career Futures only) folders.

## **4. Workstation (Stand-Alone) or Server (Network) Installation**

To complete a workstation (stand-alone) or server (network) installation, follow these instructions or contact our Customer Support team at 1-800-281-1168 (e-mail: support@bridges.ca). Please read Section 2-1 Before you Begin.

### **4.1 To Install Choices or Career Futures as a Download**

Follow these steps for fast and easy installation of your Choices or Career Futures software:

1. Refer to the software download instructions provided with your resource kit.
2. Go to [www.bridges.ca](http://www.bridges.ca) and select the Educator Sign In link. Enter your Site ID and Password, or select Create a New Professional Account if you subscribe to other Bridges products. Once you're on the Educator page, select Choices CD or Career Futures from the Your Tools box.
3. If you signed in with your Site ID and Password, you will be asked for your Professional Account Access Key to go to the download page. You'll find this in your Bridges Welcome Letter. If you are signed into your professional account, you will go right to the download page. Select the Windows installation.
4. Once the download is complete, refer to this installation guide for further instructions.

### **4-2 To Install Choices or Career Futures From the CD-ROM**

Insert the Choices or Career Futures 2009 Installation CD into your CD-ROM drive. If the installer does not start automatically, proceed with the following instructions.

1. Choose Run from the Start menu.

2. Type: x:\setup where “X” is the letter that corresponds to your CD-ROM drive. Click OK.
3. Click Next on the Choices 2009 welcome screen or Career Futures 2009 splash screen.
4. The Bridges Transitions Inc. license agreement will now be displayed. You can choose I Accept or I Do Not Accept. However, to continue with the installation, you must click I Accept.
5. Follow the instructions on your screen. Be sure to select all the possible components.
6. If you are installing to a workstation, the Choices or Career Futures 2009 Program Group and icons will automatically be created. If you are installing Choices or Career Futures to a server, you can use the setup application located in the WORK subfolder to create the Program Group. You can also create a shortcut on the workstation desktop that maps to the wchoices.exe (Choices) or wfutures.exe (Career Futures) file in the APPS subfolder.

## **5. System Manager (Administration) – Choices and Career Futures for Windows**

### **5-1 About the System Manager**

The System Manager contains resources to customize Choices and Career Futures and view OnTrack reports (Choices only). To launch the System Manager, use the System Manager icon or launch from within the program:

For Choices — Click on Professional Tools from the Choices Start screen. Scroll down and click System Manager.

For Career Futures — Click File on the Options menu, scroll down and click System Manager.

*Note:* The System Manager is intended for use by Choices or Career Futures administrators (educators and counselors) at your site. For more information on the full functionality of the System Manager, refer to the Quick Reference Guide or Professional Manual.

### **5-2 The System Manager Requires a Password**

The System Manager requires a password. The initial password is available from Customer Support at 1-800-281-1168 or by e-mail at support@bridges.ca.







Canada: Suite 200 – 1628 Dickson Ave. Kelowna, BC V1Y 9X1

**1-800-281-1168** [www.bridges.ca](http://www.bridges.ca) [support@bridges.ca](mailto:support@bridges.ca)

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