

2005

Choices® and Career Futures™ Installation Guide



Look Inside For...

Choices and Career Futures Overview
Windows™ and Macintosh™ Overview
Network Preparation - Windows™
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Please deliver this booklet to the site technician.


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**Bridges Transitions Inc.
Suite 200 – 1628 Dickson Ave.
Kelowna, BC V1Y 9X1**

**Bridges Transitions Co.
33637-B Hwy 97 North
Oroville, WA 98844**

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I. About This Guide

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

After installing your *Choices* or *Career Futures* CD-ROM, please visit the Support section of our website at www.bridges.com for additional resources to help you get started. Practitioners can find product usage guides, including the Quick Reference Guide and other resource materials, beneath Teaching Tools.

Attention Technicians: Be sure to check the Support section to download the latest product updates and enhancements for your *Choices* or *Career Futures* product. To ensure you are aware of the latest updates, notices will be included in our Customer Newsletter (monthly issues). Sign up by sending an e-mail request to: community@bridges.com.

I-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* CD. It is not normed for middle school students so will not be available for *Career Futures* customers.

I-2 Optional Add-Ons for Career Futures

For 2005, *Career Futures* customers who purchased and renewed the Career Aptitude Survey (CAS) will be able to install the CAS (not Ability Profiler) from the *Career Futures* CD-ROM. The CAS Installation Guide will be included with this package. The password to initiate CAS is noted in the CAS Installation Guide (included in your 2005 Software Kit).

I-3 State- and Region-Specific Data (U.S. version only)

When installing *Choices* or *Career Futures*, you will be prompted to install the National or National and StateSpecific data. At the time of production, all 50 states were included on the national CD-ROM. Any remaining state information or updates will be located at www.bridges.com. Click Product Updates under Support.

Note: For *Career Futures*, data is not available for every state.

1- 4 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 and Macintosh Overview

2-1 Before You Begin

Before you begin installing *Choices* and/or *Career Futures* 2005, 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.

U.S. <http://www.bridges.com/>

Canada <http://www.bridges.com/canada/>

Click Tech Support under the Support section.

2-1-2 Minimum Software and System Requirements

- Internet access is optional, but must be set up in order to access online resources such as career videos.
- Quicktime 5 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* 2005

If you are installing *Choices* or *Career Futures* 2005 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, or Section 5 for Macintosh 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.

U.S. <http://www.bridges.com/>

Canada <http://www.bridges.com/canada/>

Click Tech 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* 2004 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 2005 CD-ROM and the migration of data from *Choices* or *Career Futures* 2004. If you have any questions regarding this process, please contact our Customer Support team at 1-800-281-1168.

For Windows -- The 2004 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 2005 program into the same folder as the 2004 files. You will be prompted to retain 2004 customization and user session files.

For Macintosh -- The 2005 program installs to a 2005 folder. You cannot install over the 2004 program. You need to copy *Choices* 2004 or *Career Futures* 2004 program files to the 2005 program files to keep all customizations, session files and OnTrack records.

Before you begin your installation, have the following information available:

- The drive on which you want the program installed
- The name of the directory or folder in which you want the program installed
- The components of the program you wish to install

2-2-2 Installation Type Selection

For Macintosh installation, please go to Section 5.

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* 2005 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” 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 Folder

- Within 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

Note: Ensure the Novell client is at least: 4.83(SP1) for Windows NT/2000/XP and 3.32(SP1) for Windows 95/98/ME.

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

Creating Shared Install Folder on Server

- 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.
- Rightclick 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, rightclick the COMMON folder and select the Netware 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: tech-support@bridges.com). Please read Section 2-1 Before you Begin.

4-1 To Install *Choices* or *Career Futures* From the CD-ROM

Insert the *Choices* or *Career Futures* 2005 Installation CD into your CD-ROM drive. If the installer does not start automatically, proceed with the following instructions.

- a. Choose Run from the Start menu.

- b. Type: x:\setup where “X” is the letter that corresponds to your CD-ROM drive. Click OK.
- c. Click Next on the **Choices** 2005 welcome screen or **Career Futures** 2005 splash screen.
- d. 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.
- e. Follow the instructions on your screen. Be sure to select all the possible components.
- f. If you are installing to a workstation, the **Choices** or **Career Futures** 2005 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. Network Installation -- Macintosh

There are varying combinations of installing **Choices** 2005 and **Career Futures** 2005 from Macintosh clients to Windows-based servers. The following suggestions for the most common combinations are intended as a guide only.

5-1 Installation of Choices and Career Futures -- Windows Server-Based

5-1-1 Macintosh Clients on Windows 2000 Server

Configuring Macintosh Sharing Rights and File/Folder Permissions

- Log on to the server as an administrator and ensure the Macintosh Services for Windows have been installed.
- Go to Start and select Administrative Tools, then choose Computer Management. Double-click Shared Folders, right-click Shares folder and select New File Share.
- Browse to the Application folder on the server’s hard drive. Fill out the Share Name (Windows) and the Macintosh Share Name. Check Apple Macintosh client. Click Next.

- Select either “All users have full control for the share” or “Customize share and folder permissions depending on the site’s security.” Click Finish.
- Click No. Another share does not need to be created. Now go to the Macintosh to see the share.

5-1-2 Macintosh Clients on Windows NT4 Server

Configuring Macintosh Sharing Rights and File/Folder Permissions.

- Log on to the server as administrator and ensure the Macintosh Services for Windows has already been installed.
- Go to Start and select Programs. Select Administrative Tools, then choose File Manager.
- Create a folder that will be the share point for the Macintosh clients. Select the folder you want to share (from the toolbar). From within File Manager, select MacFile and then Create Volume.
- The Create Macintosh-Accessible Volume box will appear. Click Permissions. Click the “ ” box by the Primary group input field. This will open the Primary Group list of users. Select the Low Level Access User Group, then add the group as the Primary Group. Note: the owner is the Administrators group. Once the Low Level Access User Group has been selected, click OK.
- Give full share access permissions to the new Primary Group by checking See Files, See Folders and Make Changes. Click OK. Again, click OK. A warning message may appear, as the volume you are creating may be greater than 2 GB. Just click Yes, as this problem affects only older

Macintosh operating systems.

- Click OK to complete the procedure. The File and Folder permissions for Windows NT 4 can be configured depending on the site’s security. See Section 3-2.
- Now go to your Macintosh to see the share.

5-1-3 Installing *Choices* and/or *Career Futures* From a Macintosh Client Connected to a Windows-Based Server

Ensure on the Windows server that a shared folder has been created for the Macintosh client to connect with.

- Click the Apple logo in the top left corner of the menubar, and choose Network Browser.
- Listed in the Network Browser window will be the Windows server. Double-click this server icon to access.
- The server will prompt you for user authentication. Enter the account name and password that has already been created on the Windows server and log in.
- Double-click the listed server and the Windows Macintosh Shared folder created on the server will appear. Note: A network drive shared folder now appears on your desktop.
- Double-click the shared folder and the contents will be displayed. At present, the folder is empty.
- Insert the CD-ROM in the CD-ROM drive and the installer will start. Double-click the *Choices* 2005 or *Career Futures* 2005 installer icon on the desktop to proceed with the installation.
- Once installation is complete, drag the Installer to the trash can – this will eject the CD-ROM from the drive.
- Double-click the Macintosh HD on the desktop.
- Double-click the *Choices* 2005 or *Career Futures* 2005 folder.
- All these files need to be copied to the network shared folder.
- With the folder open, choose Select All from the Edit menu.
- Drag all these files into the open network shared folder.

For *Choices* only:

- From the network server shared folder, select the *Choices* application icon and create an alias to the desktop by holding down the Option and Command keys and dragging the icon to the desktop. Rename the alias icon from *Choices* to *Choices 2005*.
- Check to see that *Choices* runs from the Macintosh clients. All the remaining Macintosh clients can now connect to the Windows server Macintosh share by creating an alias (see above) on each Macintosh desktop.

For *Career Futures* only:

- In the network server shared folder, select the *Career Futures* application icon and create an alias by holding down the Option and the Command keys and dragging the icon to the desktop. Rename the alias icon from *Career Futures* to *Career Futures 2005*.
- Ensure that *Career Futures* runs from the Macintosh clients. All the remaining Macintosh clients can now connect to the Windows server Macintosh share by creating an alias on each Macintosh client.

5-1-4 Post-Installation — Server File Access Privileges

Once the program is installed on a network, the administrator must grant to users access privileges for the various folders. The minimum set of privileges is outlined below. Users may be granted more permission than they need as long as this minimum set is allowed.

<u>Folder</u>	<u>Administrator Needs</u>	<u>Users Need</u>
Common	See Files Make Changes	See Files
OnTrack	See Files Make Changes	See Files Make Changes
*Sessions	See Files Make Changes	See Files Make Changes

Choices or *Career Futures* Permissions Test

To confirm proper file permissions are assigned, you can run a utility that is included on the CD-ROM called *Choices* or *Career Futures* Permissions Test. This utility can be found on the CD-ROM within the Utilities folder. Copy the utility to the program folder and launch it. The utility will test all the folders and report on each test.

* If you do not want users to save their session files in the Sessions subfolder, you can change this option:

For *Choices* -- Go to System Manager, choose Change Setup Options and then Choose Set Session Folder Location.

For *Career Futures* — Go to System Manager, choose Setup Options and change the location of the Sessions folder.

5-1-5 Macintosh Workstation (Stand-Alone) Installation

1. Insert the *Choices* 2005 or *Career Futures* 2005 Installation CD into your CD-ROM drive. A *Choices* or *Career Futures* disk icon will appear on your desktop. Double-click the icon.
2. Double-click the Installer icon.
3. Click Continue on the splash screen.
4. The Bridges Transitions Inc. license agreement will now be displayed. You can choose to either Accept or Decline, or save the terms of the license agreement. However, to continue with the installation, you must click Accept.
5. The install Read Me notes will be displayed. Please read through all of the directions. You can also print these notes or save them to a file. Click Continue to proceed.
6. The Full National-Only dialog will appear. This will install all of the core components of the program. Alternately, click the arrow and choose Custom Install if you wish to include your state information or if you would like to remove some of the optional databases that are installed by default.

For *Choices* only:

- A pop-up box will appear: “Which initial *Choices* configuration would you like to install?” Choose either Adult or High School.
 - You will be given the option to disable password protection on new session files. Click Disable or Continue.
7. A message will appear: “Following installation, you will be prompted to supply your site name. Once you have entered this information, the program will be ready for use.” Click Continue.

For *Career Futures* only:

A final message will appear: “Installation was successful. If you are finished, click Quit to leave the Installer. If you wish to perform additional installations, click Continue.” Click Quit.

8. At the Registration screen, enter your site name.

6. System Manager (Administration) – Choices and Career Futures for Windows and Mac

6-1 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 (accessible from the CD-ROM).

6-2 The System Manager Requires a Password

The System Manager requires a password. The initial password is noted in the printed version of this document (available in your 2005 Software Kit). If the password has been changed, please call Customer Support at 1-800-281-1168 or e-mail tech-support@bridges.com for steps on how to override this password.



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

United States: 33637-B Hwy 97 North, Oroville, WA 98844

1-800-281-1168 www.bridges.com tech-support@bridges.com

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