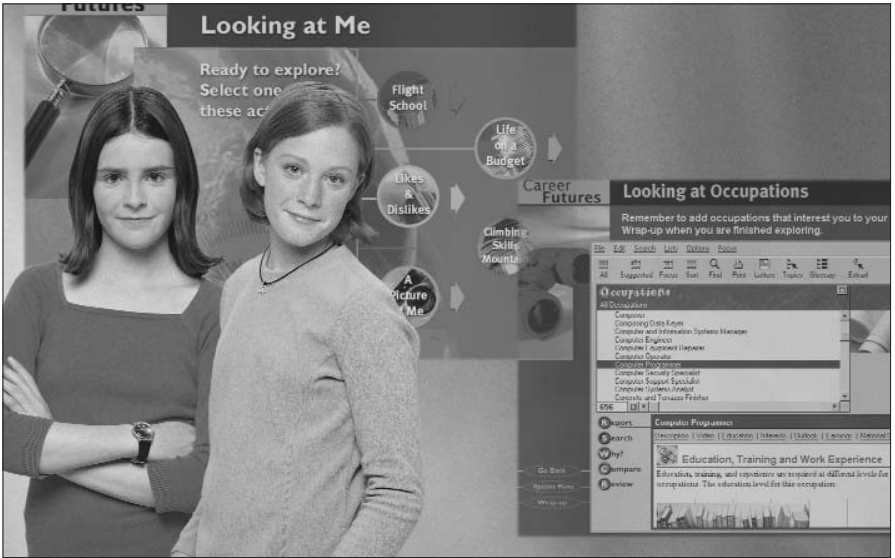


# 2004

## Career Futures™ Installation Guide

Explore • Plan • Apply



Windows™ and Macintosh™ versions  
Including tips for managing special features

**Please deliver this booklet to the site technician.**

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# I. About Career Futures

Give middle school students the tools they need to explore careers and build meaningful high school plans. *Career Futures* software guides students through engaging self-awareness activities, helping them make informed choices about high school.

## I-1 Getting Started

This documentation contains instructions for Windows and Macintosh versions of *Career Futures*.

## I-2 Optional Add-ons for Career Futures

### I-2-1 State and Region-Specific Data

During the installation of *Career Futures* you will be prompted to install the National or National and State Specific data for *Career Futures*. At the time of production, available state or regional information will be included on the National CD-ROM and the remaining state information will be located at:

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

Click Product Updates under the Support section.

In some areas, you may also be mailed state or regional information to add to the National database.

### I-2-2 Screen Reader Support

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

### I-2-3 Career Aptitude Survey (CAS) (Optional)

The Career Aptitude Survey (CAS) is an optional resource. The CAS multi-aptitude test battery gives individuals a snapshot of their potential for specific occupations. The CAS is fully integrated with *Career Futures*, and may only be accessed within the *Career Futures* program.

The CAS password is located in the Career Aptitude Survey (CAS) Installation Guide if purchased.

Please note that you should have your CAS password on hand, as you will be prompted to enter it. The CAS Administration Guide is also located online and accessible from the *Career Futures* Options screen.

## 1-2-4 Other Products

For more information about Bridges suite of products, please visit:

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

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

Click Products on the front page.

# 2. Windows and Macintosh Overview

## 2-1 Before You Begin

Before you begin installing *Career Futures 2004*, 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.

View the Tech Support pages on our Web site for technical and browser requirements:

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

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

Click Tech Support under the Support section.

### 2-1-2 Check 16-Bit Application Compatibility (Windows only)

Please ensure you are able to run 16-bit applications and that no policies prevent 16-bit applications from running.

### 2-1-3 Backing Up Data Before Installing *Career Futures 2004*

If you are installing *Career Futures 2004* over a previous version, please back up your data. For further information please see Section 2-2 of this installation manual.

### 2-1-4 Windows and Macintosh File Format – Interchanging

Windows and Macintosh session files are created in different formats and cannot be mixed.

### 2-1-5 Install on a Network Server or Standalone Workstation?

Decide if you want to install *Career Futures* on a network server or a workstation (standalone). It is strongly recommended that you install *Career Futures* on a server, and have all clients run *Career Futures* from that server.

If you can answer yes to any of the questions below, please complete a Server installation of *Career Futures*:

- Do you want to back up Session Files from one central location?
- Do you have multiple computers?
- Do you want to apply software updates to one central location?
- Do you want to customize items in *Career Futures* for all users?

If you answered yes to any of these questions, please complete a Server installation of *Career Futures*. See Section 3 of this manual for information about different Windows network types, or Section 13 for Macintosh network types. Some preliminary steps must be taken to prepare your server for *Career Futures* installation.

If you have any installation issues, please check our Web site's Tech Support pages for FAQs and troubleshooting tips.

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

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

Click Tech Support under the Support section.

## 2-1-6 After Installing Career Futures

Access any available software updates via *Career Futures*. Open the System Manager and select the Software Updates button. This will take you directly to the Bridges.com Web site where you can select the appropriate updates.

## 2-1-7 Resources Available Through Bridges.com

Many additional resources are available from the Bridges.com Web site:

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

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

Click Support on our Web site's front page.

The **Tech Support** link provides information for application tips, tech answers by product, Web browsers, and technical requirements.

Select **Training Options** for information about no-charge telephone training, on-site and regional training options.

Select **Teaching Tools** for resource materials, such as user guides, access reference cards for students, parents and educators, and lesson plans.

## 2-1-8 Passwords – Session File Passwords are Optional

When installing *Career Futures*, you will be given the option to disable the Session File Password feature. By default, *Career Futures* 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. If you do not want new sessions to be password protected, complete the following steps.

- From the *Career Futures* Start screen (Options) click File, then select System Manager.
- Enter the System Manager password (See Insert for more information).
- Select Setup Options.
- Uncheck the box that says 'Files require password.'

Note: Disabling this option will not remove password protection from session files that already have passwords.

## 2-1-9 System Manager Password

System Manager access requires a password. See Section 7-2 for more information.

### **2-1-10 Change the Location of the Saved Sessions files.**

After you have installed *Career Futures* and before you begin creating Sessions, you can decide where you would like the Session files saved. Complete the following steps:

- From the *Career Futures* Start screen click File, then select System Manager.
- Enter the System Manager password.
- Select Setup Options.
- In the section 'Choose directory for *Career Futures* files' click Browse and chose the directory in which you would like the Sessions files to reside.

Note: to use *Career Futures*, users will need read and write access to this folder.

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

Before you begin installing *Career Futures* 2004, please read the Installation Guide and visit our Web site for the latest resource materials.

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

Click Teaching Tools under the Support section. Click Resources Materials for Your Product then click *Career Futures* in the Middle Schools product list.

It is important that your network supervisor or administrator assist you with installing and configuring *Career Futures*. If you have any questions, please see your technician or contact our Customer Support team at 1-800-281-1168, or by e-mail at [tech-support@bridges.com](mailto:tech-support@bridges.com).

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

Please BACK-UP ANY SAVED SESSION FILES (located by default in the SESSIONS subfolder of the folder in which *Career Futures* 2003 resides) before starting to install *Career Futures* 2004.

If you have customized *Career Futures*, please print these changes and BACK UP the ENTIRE CAREER FUTURES Folder. This provides access to your saved information should any problems arise during the installation of *Career Futures* 2004 and the migration of data from *Career Futures* 2003. If you have any questions regarding this process, please contact our Customer Support team at 1-800-281-1168.

*Career Futures* 2003 allowed you to make modifications to the occupations, local resources, Extras, Career Pathways HTML files and letters. This information from *Career Futures* 2003 will be retained but only if you install *Career Futures* 2004 into the same folder as your *Career*

*Futures* 2003. You will be prompted to retain *Career Futures* 2003 customization and user session files (for Windows version only).

Before you begin your installation also 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 *Career Futures* you wish to install.

### **2-2-2 Select an Installation Type**

For MAC installations, please go to section 11-1 Macintosh.

For a Windows installation please select one of the following:

- For a Network Installation please see Section 3 for Windows Network Preparation.
- For a Workstation Installation please see Section 5 for a Workstation Installation.

## **3. Network Preparation – Windows**

There are various ways to install and run *Career Futures* 2004 from Windows Clients to a Windows File Server. Below are suggestions for the most common combinations – intended as a guide only.

*Career Futures* for Windows is installed using the InstallShield program found on the *Career Futures* Installation CD. This program installs *Career Futures* to the necessary folders on your hard drive and copies the files from the *Career Futures* CD-ROM to these folders. Please read the “Before you begin”, notice in section 2-1, to assist you with the following selections. Before proceeding with installing *Career Futures*, ensure you are logged into Windows with an Administrator account.

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

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

Creating Shared Install folder on Server

- On the server create a “*Career Futures*” folder.
- Right-click the “*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 that have 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 *Career Futures* folder. Click Properties. Select the Security tab. By default Everyone group has Full 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 Full Control access.
- Click Add and add the “Low Level Access User Group.”
- Check “Read & Execute” access for the “Low Level Access User Group.” The other two will auto-select. Click OK.

### **3-1-3 Create Mapping (On Windows Clients)**

*Career Futures* and the installer program do not support the Universal Naming Convention (UNC). Therefore, you need to use a drive letter to run *Career Futures* or the installer. See Section 4-2 Mapping to Network Drive.

NOW INSTALL THE CAREER FUTURES 2004 PRODUCT TO THE SHARE. This can be done from a client through the mapped drive to a server using the “Server” install method, or locally at the server. Once installed, the remaining client workstations can have a shortcut created on their desktop.

Note: If the client is Windows XP please refer to section 4-1. You must install to the server from the XP client using the “Server” method as detailed section 4-1.

### **3-1-4 Giving Full Access to the Sessions Folder.**

- Right-click the Sessions folder and select the Security tab.
- Select “Low Level Access User Group” and check Full access.

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

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

- On the server create a “*Career Futures*” folder.
- Right-click the “*Career Futures*” folder and select Properties. Select the Sharing tab.
- Select Shared As: then click Permissions.

By default the Everyone group has Full control. Everyone group is only users that have accounts created on the server.

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

- Within Windows Explorer right-click the “*Career Futures*” folder and click Properties. Once open, click the Security tab. By default, the Everyone group has Full access. Click Permissions.
- Remove the Default Everyone group.
- Uncheck the Replace Permissions on Subdirectories.
- Click Add and select the Administrators group. 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, as this will affect all subdirectories.”
- Click OK.

### **3-2-3 Create Mapping (On Windows Clients)**

*Career Futures* and the installer program do not support the Universal Naming Convention (UNC). Therefore, you need to use a drive letter in order to run *Career Futures* or the installer. See Section 4-2 Mapping to Network Drive.

NOW INSTALL THE CAREER FUTURES 2004 PRODUCT TO THE SHARE. This can be done from a client through the mapped drive to a server using the “Server” install method, or locally at the server. Once installed, the remaining client workstations can have a shortcut created on their desktop.

### **3-2-4 Giving Full Access to the Sessions Folder.**

- Right click the Sessions folder and select the Security tab.
- Select “Low Level Access User Group” and select Permissions. Select Full Control access from the Type of Access pulldown list. Click OK to finish.

## **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**

On the server create a “*Career Futures*” folder.

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

- Right-click the “*Career Futures*” folder and select Properties. Select the NetWare Rights tab.
- Check Read and Execute rights for the “Low Level Access User Group.”

### **3-3-3 Create Mapping (On Windows Clients)**

*Career Futures* and the installer program do not support the Universal Naming Convention (UNC). Therefore, you need to use a drive letter in order to run *Career Futures* or the installer. See Section 4-2 Mapping to Network Drive

NOW INSTALL THE CAREER FUTURES 2004 PRODUCT TO THE SHARE. This can be done from a client through the mapped drive to a server using the “Server” install method. Once installed, the remaining client workstations can have a shortcut created on their desktop.

## 3-4 Post Installation of Career Futures

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

- 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 pulldown list. Click OK to finish.

### 3-4-2 Giving Full Access to the Session Folder (Novell Based)

- From the Novell Client workstation, right-click the Sessions folder and select the Netware Rights tab.
- For NetWare 3.xx and higher, select “Low Level Access User Group” and give full rights [R,W, C, E, M, F] (Read, Write, Create, Erase, Modify, File Scan).

## 4. Running Career Futures 2004 - Windows

### 4-1 Windows XP Professional Clients Connecting to Windows-Based Servers

On the Windows XP Client, log in as Administrator with the same login credentials as the Windows Server Administrator account. The following steps are only required the first time *Career Futures* 2004 is installed onto the server. Once installed, all remaining Windows XP clients can have a shortcut created on their desktop as described below.

### 4-2 Mapping to Network Drive

- Double-click My Computer.
- Select Map Network Drive from the Tools menu.
- Click Browse to locate the server's shared *Career Futures* folder. Click Finish. The network drive you have mapped should be visible in the My Computer list.

### 4-3 Windows 98 Clients and Windows Server

This assumes *Career Futures* 2004 has already been installed on a server and the folders have been installed and permissions set while logged on as a member of the “Low Level Access User Group.”

To create a shortcut on the workstation desktop:

- Double-click the Network Neighborhood icon on your desktop.
- Locate the Network server, which contains the shared *Career Futures* folder. Right-click the shared folder and select Map Network Drive.
- Select Reconnect at logon and click OK.

The network drive you have mapped should be visible in the My Computer list.

- Open Windows Explorer, open the mapped drive and navigate to the Wfutures.exe file inside the \Career Futures\Apps folder.
- Right-click Wfutures.exe and choose Desktop from the Send To list. A shortcut will be created on the desktop. Rename shortcut to *Career Futures*.
- Click Next. Change the desktop shortcut name from Wfutures to *Career Futures 2004*. Click Finish.

## 4-4 Windows 2000 Professional Clients and Windows Server

This assumes the *Career Futures 2004* has already been installed on a server and the folders have been installed and permissions set while logged on as a member of the “Low Level Access User Group.”

To create a shortcut on the workstation desktop:

- Open My Computer and open Tools. Click Map Network Drive. Select Browse.
- Navigate to the shared installation folder on the Windows Server. Click Finish.
- Open My Computer, right-click the local hard drive (C:) and choose Explore.
- Under “Documents and Settings” choose the User account (a member of the “Low Level Access User Group”) and then the desktop folder. Note: you can install the *Career Futures 2004* Shortcut on every user’s desktop by creating the shortcut in the “All Users” desktop folder.
- Now right-click the right-hand pane and select Shortcut from the New menu.
- Click Browse, then navigate to the mapped drive and find the Wfutures.exe file in the \Career Futures\Apps folder. Click OK.
- Click Next. Change the desktop shortcut name from Wfutures to *Career Futures 2004*. Click Finish.

## 4-5 Windows Clients Connecting Novell Netware – Based Servers

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

For a Windows XP Client, log in as Administrator with same login credentials as the Netware Server Administrator account.

### 4-5-1 Mapping to Network Drive

- Double-click My Network Places, then double-click Novell Connections.

- Double-click the server icon, double-click the volume on which the *Career Futures* folder resides.
- Right-click the *Career Futures* folder and then click Novell Map Network Drive...
- Select the drive letter. Ensure that “Make folder appear as the top-most level” and “Always map the drive letter when you start windows” are checked.

The network drive you have mapped should be visible in the My Computer list.

#### **4-5-2 Creating a Shortcut on the Workstation Desktop.**

- Open My Computer. Right-click the local hard drive (C:) and choose Explore.
- Under “Documents and Settings” choose the User account (a member of the “Low Level Access User Group”) and then the desktop folder. Note: you can install the *Career Futures* 2004 shortcut on every user’s desktop by creating the shortcut in the “All Users” desktop folder.
- Now right-click the right-hand pane and select Shortcut from the New menu.
- Click Browse and navigate to the mapped drive and find the Wfutures.exe file in the \Career Futures\Apps folder. Click OK.
- Click Next. Change the desktop shortcut name from Wfutures to *Career Futures* 2004. Click Finish.

#### **4-5-3 Windows 98 Clients and Netware Server**

To create a shortcut on the workstation desktop:

- Double-click the Network Neighborhood on your desktop.
- Find the Network server on which the *Career Futures* 2004 software is installed. Double-click to show shared folders available on the server.
- Right-click the shared *Career Futures* folder and select Map Network Drive.
- Select Reconnect at logon and click OK.
- The network drive you have mapped should be visible in the My Computer list.
- Open Windows Explorer, open the mapped drive and navigate to the Wfutures.exe file inside the \Career Futures\Apps folder.
- Right-click Wfutures.exe and choose Desktop from the Send To list. A shortcut will be created on the desktop.
- Click Next. Change the desktop shortcut name from Wfutures to *Career Futures* 2004. Click Finish.

#### 4-5-4 Windows 2000 Professional Clients and Netware Server

To create a shortcut on the workstation desktop:

- Open My Computer, select Tools and click Map Network Drive. Select Browse.
- Navigate to the shared installation folder on the Windows server. Click Finish.
- Open My Computer, right-click the local hard drive (C:) and choose Explore.
- Under “Documents and Settings” choose the User account (a member of the “Low Level Access User Group”) and then the desktop folder. Note: you can install the *Career Futures* 2004 shortcut on every user’s desktop by creating the shortcut in the “All Users” desktop folder.
- Right-click the right-hand pane and select Shortcut from the New menu.
- Click Browse, then navigate to the mapped drive and find the Wfutures.exe file in the \Career Futures\Apps folder. Click OK.
- Click Next. Change the desktop shortcut name from Wfutures to *Career Futures* 2004. Click Finish.

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

To complete a Workstation (Stand-Alone) or Server (Network) Installation, it is important that your network supervisor or administrator assist you with installing and configuring *Career Futures*. If you have any questions, please see your technician or contact our Customer Support team at 1-800-281-1168, or by e-mail at tech-support@bridges.com. Please ensure you have read Section 2-1 “Before you Begin”.

#### 5-1 To Install Career Futures from the CD-ROM

Insert the *Career Futures* 2004 Installation CD into your CD-ROM drive. If the installer does not start automatically, then proceed with the following instructions:

- Choose Run from the Start menu.
- Type x:\setup where “X” is the letter that corresponds to your CD-ROM drive. Click OK.
- Click Next on the *Career Futures* 2004 splash screen.
- The Bridges.com licensing agreement will appear. You can choose I Accept or I Do Not Accept. However, to continue with the installation, you must click I Accept.
- Enter the name of your school, organization or agency. This is the title, which will be displayed on all report headings. Click OK.

- You will be prompted to select whether you will be installing *Career Futures* to a Workstation or a Server. If you are installing to a workstation, the *Career Futures* 2004 Program Group and icons will automatically be created. If you are installing *Career Futures* to a server, please refer to section 4 for how to create a shortcut on the workstation desktop. Click Next. Follow the instructions on your screen. Be sure to select all the possible components.
- Follow the instructions on your screen.

## 5-2 Career Videos Installation

Career videos, previously a CD-ROM-based option for *Career Futures*, are now provided on the Web at no additional cost. Links to these online video clips will automatically be installed as part of your *Career Futures* software.

## 5-3 Career Aptitude Survey (CAS) Installation (Optional)

The Career Aptitude Survey (CAS) is an optional assessment, which can be added to *Career Futures* (if it has been purchased).

To add the CAS as an assessment in *Career Futures*, please select the *Career Aptitude Survey* when prompted during the *Career Futures* installation process. Refer to the Career Aptitude Survey (CAS) Installation Guide for the password and enter the password for the CAS when prompted.

# 6. Removing Career Futures

## 6-1 Removal of Career Futures 2003

Prior to removal, please make a back-up copy of any saved sessions you wish to keep (located by default in the SESSIONS subfolder of the folder where *Career Futures* 2003 resides) as well as any customized pages or modifications to occupations, local resources, Extras and Career Pathways HTML files and letters, you have created. This provides access to your saved information should any problems arise during the installation of *Career Futures* 2003 and the migration of data from *Career Futures* 2004.

*Career Futures* 2003 can be removed by installing *Career Futures* 2004 into the same folder where *Career Futures* 2003 is installed. This will overwrite your *Career Futures* 2003.

OR

1. Using Windows Explorer, locate the *Career Futures* folder on the drive on which it has been installed.
2. Select the *Career Futures* folder.
3. Choose Delete from the File menu.

## **6-2 Removal of Career Futures 2004**

Prior to removal, please make a back-up copy of any saved sessions you wish to keep (located by default in the SESSIONS subfolder of the folder where *Career Futures* 2004 resides) as well as any customized pages or modifications to occupations, local resources, Extras and Career Pathways HTML files and letters, which you have created. This provides access to your saved information should any problems arise.

1. Using Windows Explorer, locate the *Career Futures* folder on the drive on which it has been installed.
2. Select the *Career Futures* folder.
3. Choose Delete from the File menu.

## **7. System Manager (Career Futures Administration) - Windows**

### **7-1 About the System Manager**

The System Manager contains resources to customize *Career Futures*.

### **7-2 The System Manager Requires a Password**

The System Manager requires a password.

If the password has been changed please call Customer Support at 1-800-281-1168, or e-mail [tech-support@bridges.com](mailto:tech-support@bridges.com) for steps on how to override this password.

### **7-3 System Manager Change Setup Options – Windows**

#### **7-3-1 Change System Manager Password**

Allows you to change the password for the system manager.

#### **7-3-2 Session Files Master Password**

Allows you to change the master password for the session files.

#### **7-3-3 Setup Options**

Use Setup Options to change the default directory for the session files; change or enter a Site Name; and add or remove password protection of session files.

#### **7-3-4 Time Service Server**

Time Service Server allows you to select the server running the time service to get the current date.

#### **7-3-5 Search Topics and Options**

Choose the search topics available on the Occupation Search Topics list in the Career Futures database. Allow entry of the ASVAB scores and enable database searching.

### **7-3-6 Report Topics**

Choose topics to be displayed on the *Career Futures* reports. Choose Enable this list of report topics to use this list in *Career Futures*.

### **7-3-7 Create Sample Letters**

Allows you to create or edit the sample letters that users can personalize or print in *Career Futures*.

### **7-3-8 Edit Local Information**

Allows you to create or edit local information associated with items in the *Career Futures* databases, including the Local Resources database.

### **7-3-9 Edit Course Plans**

Allows you to change the four-year course plans shown in the *Career Futures* occupations reports.

### **7-3-10 Extras! Pages**

Allows you to change the Extras Pages for the occupations databases.

### **7-3-11 Software Updates**

Allows you to browse available software downloads for *Career Futures* on the Bridges.com Web site. To access this information directly go to:

U.S.	<a href="http://www.bridges.com/">http://www.bridges.com/</a>
Canada	<a href="http://www.bridges.com/canada/">http://www.bridges.com/canada/</a>

Click Product Updates under Support on our Web site's front page.

## **7-4 Other Customizations**

### **7-4-1 Report Topic Information**

Report Topic Information can be customized. Information for Suggested High School Subjects is available in the occupation reports. If these features are not active in your version of *Career Futures* 2004 and you would like to activate them, go to the System Manager (you will be prompted for the password) and select Report Topics. Scroll down the list and select the option(s) you require, then click OK.

### **7-4-2 Professional Manual**

The Professional Manual explains the rationale, theory, and philosophy behind *Career Futures*' development; provides an explanation of the topics and factors available and tips for their effective use; and provides access strategies for using and implementing *Career Futures*. To access the Professional Manual: on the *Career Futures* Options screen click Resource Materials and select Professional Manual.

## 7-5 Web Browser

### 7-5-1 Changing your Internet Browser / Modifying Internet Access\*

During the installation process, you were prompted to choose one of three Web browsers: the *Career Futures* built-in Web browser, Netscape Navigator, or Internet Explorer. It is recommended that you use Netscape Navigator or Internet Explorer to ensure compatibility with Web pages.

The following instructions will overwrite the setup for all users running *Career Futures* from the network, except for those who have changed the setup using the Select Web browser feature below. It is possible to reverse the original decision in one of two ways:

1. Locate the *Career Futures* folder on the drive on which it has been installed.
  2. Open the Common\config.ini file.
  3. In the file, locate the Web browser Information section.
  4. Edit WebBrowser= line using either 0 for the *Career Futures* built-in Web browser, 1 for Internet Explorer, or 2 for Netscape Navigator.
  5. Choose Save from the File menu.
- OR

Note: The following instructions will overwrite the setup for the current workstation.

1. Choose File from the *Career Futures* menubar.
2. Choose Select Web browser.
3. Enter your System Manager password.
4. Select the Web browser you wish to use.
5. Click OK.

\* For more information on our Internet features, please contact our Customer Support team at 1-800-281-1168 or by e-mail at tech-support@bridges.com.

## 8. Printable Resource Materials

For printable support and resource materials to help you use Career Futures please visit our Web site located at:

U.S.	<a href="http://www.bridges.com/">http://www.bridges.com/</a>
Canada	<a href="http://www.bridges.com/canada/">http://www.bridges.com/canada/</a>

Click Teaching Tools under the Support section. Click Resource Materials for Your Product then click *Career Futures* in the Middle Schools product list.

## 9. Installing Adobe Acrobat Reader – Windows

To download Adobe Acrobat go to: <http://www.adobe.com> and click Support>Downloads>Adobe Reader>Windows.

## 10. Running the Career Futures Application – Windows

### 10-1 How to Run the Career Futures Application-Options

- Click the *Career Futures* shortcut on your desktop.
- Click Start/Programs and select *Career Futures*.
- Open My Computer and open the *Career Futures/Apps* folder. Double-click the Wfutures.exe file.

### 10-2 Career Futures Session Files

*Career Futures* Session files will have the extension .CHS added automatically. By default the Session files will be saved to the *Career Futures/Sessions* folder. This path can be changed in the System Manager. Password protection of the *Career Futures* Session files can be turned on or off in the System Manager.

When saving, please remember that file names MUST NOT contain the following characters: /?<>:\*#”.

## 11. Macintosh

### 11-1 Before you begin

Please see Sections 1 and 2 for product information and installation information.

## 12. Important Data Transfer Information

Please make a back-up copy of any saved sessions (located by default in the SESSIONS subfolder of the folder where *Career Futures* 2003 resides) before starting to install *Career Futures* 2004.

Please note that research information, modifications to occupations, local resources, Extras and Career Pathways HTML files and letters entered in *Career Futures* 2003 that you may have saved, cannot be transferred. If you would like to retain this information for use in *Career Futures* 2004, please contact our Customer Support team at 1-800-281-1168 for instructions. *Career Futures* 2004 will be installed in a different folder than *Career Futures* 2003. To avoid possible confusion and to conserve disk space, we recommend that you remove *Career Futures* 2003 from your hard drive after saving any modifications noted in the previous paragraph.

## 13. Network Installation Notes – Macintosh

You can install and run *Career Futures* 2004 from Macintosh Clients to Windows Based Servers in various ways. Below are suggestions for the most common combinations – intended as a guide only.

## **13-1 Installation of Career Futures – Windows Server-Based**

### **13-1-1 Macintosh Clients on Window 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. Select Administrative Tools, then select Computer Management. Double-click Shared Folders, right-click Shares and select New File Share.
- Browse to the Application folder on your server's hard drive. Enter 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.

### **13-1-2 Macintosh Clients on Window 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.
- Click Start. Select Programs. Select Administrative Tools and select File Manager.
- Create a folder that will be the Share point for the Macintosh clients. Select the folder you want to share, then from the File Manager's menubar select MacFile and then Create Volume.
- The Create Macintosh-Accessible Volume box will appear. Click Permissions and click the "..." box by the Primary group input field to 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 in size. Click Yes as this problem only affects 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 Macintosh to see the share.

### 13-1-3 Running 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 to.
- Click the Apple icon in the top left corner of the menubar, then select Network Browser.
- The Windows server will be listed in the Network Browser window. Double-click this server icon to access the server.
- 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 *Career Futures* 2004 CD in the CD-ROM drive and the *Career Futures* 2004 installer will open. Double-click the *Career Futures* 2004 installer icon on the desktop to proceed with the installation.
- Once installation is complete, drag the *Career Futures* 2004 Installer to the "Trash Can". This will eject the CD from the CD-ROM drive.
- Double-click the Macintosh HD icon on the desktop.
- Double-click the *Career Futures* 2004 folder. All these files need to be copied to the Network shared folder.
- With the *Career Futures* 2004 folder open, select Edit menu then Select All. Drag all these files into the open Network shared folder.
- In the Network Server Shared Folder, select the *Career Futures* application icon and create an alias by holding down the Option and the Command key while dragging the icon to the desktop. Rename the alias icon from *Career Futures* to *Career Futures* 2004.
- Ensure that *Career Futures* runs from the Macintosh clients. All the remaining Macintosh clients can now connect to the Windows Server Macintosh Share and only an alias needs to be created on each Macintosh client.

### 13-1-4 Post Installation -- Server File Access Privileges

When *Career Futures* 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	See Files

\*If you do not want users to save their documents in the Sessions folder, you can change this option: go to the *Career Futures* System Manager, choose Setup Options and change the location of the Sessions folder.

### 13-1-5 Macintosh Client (Stand-Alone) Installation

1. Insert the *Career Futures* 2004 Installation CD into your CD-ROM drive. A *Career Futures* icon will appear on your desktop. Double-click the icon.
2. Double-click the *Career Futures* 2004 Installer icon.
3. Click Continue on the *Career Futures* 2004 splash screen.
4. The Bridges.com licensing agreement will now be displayed. You can choose to either Accept, 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 *Career Futures* 2004. Alternately, click on 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.
7. A message will appear: “Following installation, you will be prompted to supply your site name. Once you have entered this information, *Career Futures* will be ready for use.” Click Continue.
8. 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.
9. At the *Career Futures* Registration screen, enter your site name.

## 13-2 Adding Optional Products

### 13-2-1 Career Videos Component

Career videos, a suite of video career profiles, is now delivered from the Web. Links to these videos are installed with *Career Futures* by default.

### 13-2-2 Career Aptitude Survey Installation (CAS) (Optional)

See Section 13-1-5, Step 6.

## 14. Removing Career Futures

### 14-1 Removal of Career Futures 2004

Please be sure to make a back-up copy of any saved sessions you wish to keep (located by default in the Sessions subfolder of the folder where you installed *Career Futures* 2004). If you would like to keep any customized pages or modifications to occupations, local resources, Extras and Career Pathways HTML files, letters, and Planner files which you have created, please contact our Customer Support team at 1-800-281-1168 for instructions.

To remove all components:

1. Close the *Career Futures* 2004 folder.
2. Drag the *Career Futures* 2004 folder to the trash.
3. Choose Empty Trash from the Special menu.
4. Click OK if the remove dialog box is displayed.
5. *Career Futures* 2004 has now been removed from your hard disk.

## **15. System Manager (Career Futures Administration) - Macintosh**

### **15-1 About System Manager**

Many *Career Futures* 2004 features can be customized to suit your environment. Please read the detailed explanations of each of the features listed below.

To launch the System Manager from the *Career Futures* Start screen (Options) select *Career Futures* System Manager from the File menu, or browse your Macintosh hard drive and open the System Manager folder in the *Career Futures* folder. Next select System Manager.

### **15-2 System Manager requires a password**

Accessing the System Manager requires a password. **The initial password is “setup.”**-if the password has been changed please call Customer Support at 1-800-281-11687 or e-mail [tech-support@bridges.com](mailto:tech-support@bridges.com) for steps on how to override this password.

### **15-3 System Manager – Change Setup Options (Macintosh)**

#### **15-3-1 Change Setup Options**

Allows you to change the System Manager password; change session password settings; *Career Futures* preferences, change display, use sessions folder to save documents, enable Internet browser access, change default browser, display animation in report pane, display open session dialog at startup, enable help tips; set session folder location.

#### **15-3-2 Search Topics and Options**

Change the Search Topics displayed and enable or disable Search Options, such as the ASVAB scores in the Occupation Database.

#### **15-3-3 Report Topics**

Customize the Occupation Database by choosing which report topics are displayed in the Occupation information reports.

#### **15-3-4 Create Sample Letters**

Allows you to create or edit the sample letters that users can personalize or print in *Career Futures*.

### **15-3-5 Edit Local Information**

Allows you to edit the Local Information in the Occupations Database.

### **15-3-6 Edit Course Plans**

Allows you to change the four-year course plans shown in the *Career Futures* occupations reports. This section will edit the text listed in Course Plans (Career Pathways).

### **15-3-7 Extra! Pages**

Allows you to edit the Extras! Pages in the Occupations Database.

### **15-3-8 Software Updates**

Software Updates allows you to browse available software downloads for *Career Futures* on the Bridges.com Web site. To access this information directly go to:

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

Click Product Updates under Support on our Web site's front page.

## **16. Other Resources**

### **16-1 Installing Software Updates**

Software Updates allows you to see if any Product Updates are available on the Bridges.com Web site.

### **16-2 Bridges-to-Careers Lesson Plans (U.S. Only)**

Bridges-to-Careers offers flexible activities that feature career development concepts and integrate academic and vocational skill building. Grade-level lessons target self-assessment, career exploration and planning. This year you can access these activities through *Career Futures*.

To access the Bridges-to-Careers activities go to the *Career Futures* start screen (Options) and select Resource Materials. This will open a section where you can select and print the activities you would like to use with your students.

A **BTC** Reference Guide is also available to help you use Bridges-to-Careers. The guide shows how lessons align to National Career Development Guidelines and SCANS (Secretary's Commission on Achieving Necessary Skills) and other helpful information. To view the Bridges-to-Careers PDF files you need Adobe Acrobat Reader installed on your computer. If you do not have Adobe Acrobat Reader installed on your computer, refer to Section 9 for Windows or Section 17 for Macintosh.

### **16-3 Printable Resource Materials**

For printable support and resource materials to help you use *Career Futures* click on Resource Materials from the Options screen or visit our Web site:

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

Click Teaching Tools under the Support section. Click Resource Materials for Your Product then click *Career Futures* in the Middle Schools product list.

## **16-4 Bridges National Training Institute**

The Bridges National Training Institute provides a multitude of training options to suit your needs. We provide no-charge basic training for Bridges' products, and standards-based curriculum training – comprehensive on-site workshops to help you achieve your goals using our products.

Join the thousands of educators who increasingly turn to Bridges for all of their training needs. Visit the following link for pricing, schedules and registration details:

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

Click on Training Options under the Support section.

## **17. Installing Adobe Acrobat Reader (Macintosh)**

To download Adobe Acrobat go to: <http://www.adobe.com> and click Support>Downloads>Adobe Reader>Macintosh

## **18. Running the Career Futures Application (Macintosh)**

### **18-1 How to Run the Career Futures Application-Options**

- Click the *Career Futures* shortcut on your desktop
- Open the Macintosh Hard Drive and browse the *Career Futures* folder.
- Open the Apps folder and double-click the Career Futures file.

### **18-2 Career Futures Session Files**

*Career Futures* Session files will have the extension .CHS added automatically. By default the Session files will be saved to the *Career Futures/Sessions* folder. This path can be changed in the System Manager. Password protection of the *Career Futures* Session files can be turned on or off in the System Manager.

When saving, please remember that file names MUST NOT contain the following characters: `/?\<>:*#"`.



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