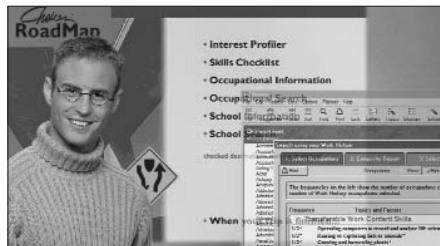
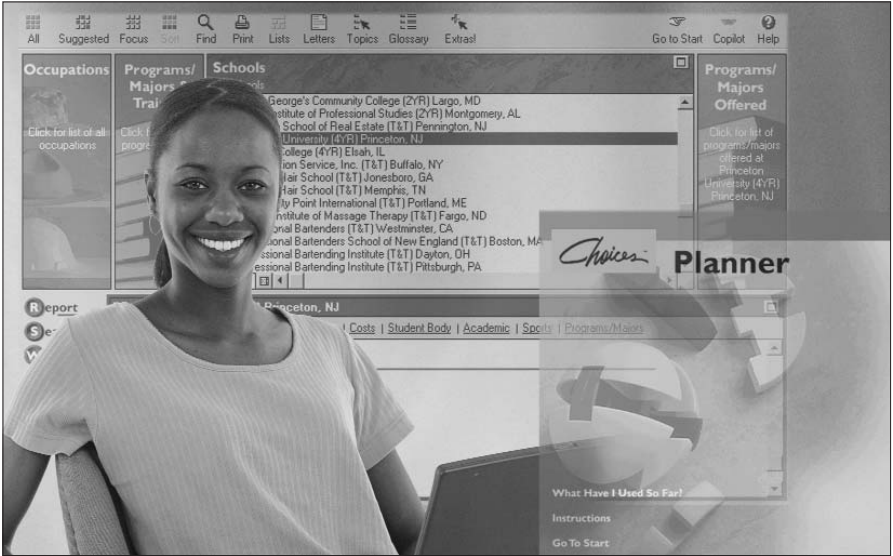


# 2004

## Choices® 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 Choices

*Choices* helps students and career center clients implement education and career plans with connections to schools, job banks, tools for writing resumes, practicing for interviews, and planning a career search.

Users get comprehensive and easy-to-use databases for occupations, colleges, and financial aid resources. Validated assessments support self-directed exploration and planning.

## I-1 Getting Started

This documentation contains instructions for using Windows and Macintosh versions of *Choices*.

## I-2 Optional Add-Ons for Choices

eChoices and the Career Aptitude Survey (CAS) component are optional products purchased separately. If you have a license for the CAS component, you can install it from the *Choices* CD-ROM. If you have an account for eChoices, you may use *Choices* to import and export sessions to and from eChoices.

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

When installing *Choices* you will be prompted to install the National or National and State Specific data for *Choices*. 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.	<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 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

*Choices* supports third-party screen reader applications (such as JAWS) for the visually impaired. When installing *Choices*, at the Select Program Folder screen you will notice a checkbox option to “Include shortcuts to *Choices* & Roadmap for screen readers.” If you wish to include shortcuts to *Choices* and Roadmap applications designed for screen readers, please select this option. If you have JAWS installed, after copying the *Choices* 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 *Choices* program. If you choose to install these files, you will then 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 battery gives individuals a snapshot of their potential for specific occupations. The CAS is fully integrated with *Choices*, and may only be accessed within the *Choices* program.

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

Please note that you should have your CAS password on-hand as you will be prompted to enter it. The Career Aptitude Survey (CAS) Installation Guide is only sent if you have purchased this component.

### **1-2-4 eChoices (Optional and Internet based)**

eChoices is an Internet-based version of *Choices*, which is purchased separately. You can easily connect eChoices with your PC version of *Choices* to save work and share information between *Choices* and eChoices. If you have purchased eChoices you will receive a welcome letter by fax or e-mail containing your login information for eChoices.

### **1-2-5 Other Products**

For more information about other 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 *Choices* 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 Please Ensure You Are Able to Run 16-Bit Applications (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 Back Up Your Data Before Installing Choices 2004**

If you are installing *Choices* 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-Based and Macintosh-Based File Format — Interchanging**

Windows and Macintosh session files are created in different formats and

cannot be mixed. If you wish to transfer sessions between these two platforms, you can use the export to *eChoices* option found under the File menu in *Choices* (if *eChoices* has been purchased). Once the session has been exported to *eChoices*, you may import it from *eChoices* on the other platform, using the import from *eChoices* option found under the File menu in *Choices*.

### **2-1-5 Should You Install Choices on a Network Server or Standalone Workstation?**

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

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

- Do you have multiple computers?
- Do you want Accountability Reports compiled from one central location at your school?
- Do you want to backup session files from one central location?
- Do you want to apply software updates to one central location?
- Do you want to customize items in *Choices* for all users, such as items listed on the *Choices* Start screen?

See Section 3 of this guide for information about different Windows network types, or Section 12 for Macintosh network types. Some preliminary steps must be taken to prepare your server for *Choices* 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 Choices**

Access any available software updates from within *Choices*. Open the System Manager and click Software Updates. This will take you directly to the Bridges.com Web site where you can select the appropriate updates.

### **2-1-7 Resources Available From [www.bridges.com](http://www.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 free 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 Before You Begin Using Choices**

Decide how you want *Choices* to work best for you. Several settings can be customized to suit your specific needs.

## **2-1-9 Passwords – Session File Passwords are Optional**

When installing *Choices*, you will be given the option to disable the Session File Password feature. By default, *Choices* 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.

1. From the *Choices* Start screen, select System Manager.
2. Enter the System Manager password (See Section 7-2 for more information).
3. Select Change Setup Options.
4. Select Setup Options.
5. Uncheck the box that says 'Files require password.'

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

## **2-1-10 System Manager Password**

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

## **2-1-11 Change The Location of the Saved Session files.**

After you have installed *Choices* and before you begin creating Sessions, you can decide where you would like Session files saved.

1. From the *Choices* Start screen, select System Manager.
2. Enter the System Manager password.
3. Select Change Setup Options.
4. Select Setup Options.
5. In the section "Choose directory for *Choices* files" click Browse and choose the directory in which you would like the Sessions files to reside.

**Note:** Users will need read and write access to this folder to use *Choices*.

## **2-1-12 Change Location of Choices OnTrack Database**

The OnTrack database contains your Accountability Reports. To change the location of this database:

1. From the *Choices* Start screen, select System Manager.
2. Enter the System Manager password.
3. Select Change Setup Options.
4. Select Setup Options.

5. In the section “Choose a directory for the *Choices* OnTrack database” click Browse and choose the directory in which you would like the OnTrack database to reside.
6. Move the ontrack.bin file to this new location.

Note: Users will need read and write access to this folder to use *Choices*.

## 2-2 Before Installing Choices

Before you begin installing *Choices* 2004, please see the Bridges.com Web page for the most up-to-date installation instructions:

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 *Choices* in any of the product lists.

It is important that your network supervisor or administrator assist you with installing and configuring *Choices*. 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 where *Choices* 2003 resides) before starting to install *Choices* 2004.

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

*Choices* 2003 allowed you to make modifications to the occupations, post-secondary schools, local resources, Extras and Career Pathways HTML files, letters, bulletins, and Planner files. This information from *Choices* 2003 will be retained but only if you install *Choices* 2004 into the same folder as your *Choices* 2003. You will be prompted to retain *Choices* 2003 customization and user session files (Windows version only).

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 *Choices* you wish to install.

### 2-2-2 Select One of the Following Installation Types

For Macintosh installations, please go to Section 11 Macintosh.

For a Windows installation please select one of the following:

- For Server 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 *Choices* 2004 from Windows Clients to a Windows File Server. Below are suggestions for the most common combinations – intended as a guide only.

*Choices* for Windows is installed using the InstallShield program found on the *Choices* Installation CD-ROM. This program installs *Choices* to the necessary folders on your hard drive and copies the files from the *Choices* CD-ROM to these folders. Please read the “Before you begin” to assist you with the following selections. Before proceeding with installing *Choices*, 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 “*Choices*” folder.
- Right-click the “*Choices*” 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* folder, click properties. Once open, click the Security tab. Again by default, the 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 to give Full Control access.
- Now click Add and add the “Low Level Access User Group.”
- Just check Read & Execute access for the “Low Level Access User Group.” The other two items will auto-check. Click OK.

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

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

NOW INSTALL THE *CHOICES* 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 running Windows XP please refer to section 4-1. You must install to the server from the client using the “Server” method as detailed section 4-1.

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

- Open the *Choices* folder.
- Right click the OnTrack Folder and select the Security tab.
- Select “Low Level Access User Group” and give Full access.
- Do the same with the Sessions folder.

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

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

- On the server create a “*Choices*” folder.
- Right-click the *Choices* folder and select properties. Select the Sharing tab.
- Select Shared As: 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.

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

- Within Windows Explorer right-click the *Choices* folder and click properties. Once open, click the Security tab. By default, the Everyone group has Full 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.
- 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.

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

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

INSTALL CHOICES 2004 TO THE SHARED FOLDER. This can be done from a client 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 OnTrack and Sessions Folder.**

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

## **3-4 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.

### **3-4-1 Creating a Shared folder for the Installation**

Creating Shared Install folder on Server

- On the server create a “*Choices*” folder.

### **3-4-2 Assigning File/Folder Permissions to the Shared Install Folder**

- Right-click the *Choices* folder and select properties. Select the NetWare Rights tab.
- Give Read and Execute rights for the “Low Level Access User Group.”

### **3-4-3 Create Mapping (On Windows Clients)**

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

INSTALL CHOICES 2004 TO THE SHARED FOLDER. This can be done from a client 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.

## **3-5 Post-Installation of Choices**

### **3-5-1 Giving Full Access to the OnTrack and Sessions Folder. (Windows-Based)**

- 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.
- Do the same with the Sessions folder.

### **3-5-2 Giving Full Access to the OnTrack and Sessions folder. (Novell-Based)**

- 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).
- Do the same with the Sessions folder.

## 4. Running *Choices 2004* from a server – Windows

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

On the Windows XP client, log in as Administrator with same login credentials as the Windows Server Administrator account. The following steps are only required the first time *Choices 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 on the Windows desktop.
- From the Tools menu select Map Network Drive.
- Click Browse to locate the server's shared *Choices* 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 *Choices 2004* has already been installed on a server, 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 Network Neighborhood on your desktop.
- Locate the network server containing the shared *Choices* 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 `wchoices.exe` file inside the `\Choices\Apps` folder.
- Right-click `wchoices.exe`, select Send To and choose Desktop. A shortcut will be created on the desktop.
- Change the shortcut name to *Choices 2004*

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

This assumes *Choices 2004* has already been installed on a server, 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 My Computer on the Windows desktop. From the Tools menu select Map Network Drive.

- Click Browse to locate the server's shared *Choices* folder. Click Finish. The network drive you have mapped should be visible in the My Computer list.
- Open My Computer on the Windows desktop. 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 *Choices* 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 New then choose Shortcut.
- Click Browse, then browse to mapped drive and find the wchoices file in the \Choices\Apps folder. Click OK.
- Click Next. Change the desktop shortcut name from wchoices.exe to *Choices* 2004. Click Finish.

## 4-5 Windows Clients Connecting Novell Network-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, double-click Novell Connections.
- Double-click the server icon, double-click the volume containing the *Choices* folder.
- Right-click the *Choices* 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 select the desktop folder. Note: you can install the *Choices* 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 New, then select Shortcut.
- Click Browse and navigate to your mapped drive. Locate the wchoices.exe file in the \Choices\Apps folder. Click OK
- Click Next. Change the desktop shortcut name to *Choices* 2004. Click Finish.

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

Creating a shortcut on the workstation desktop.

- Double-click Network Neighborhood on your desktop.
- Find the Network server in which the *Choices* 2004 software is installed. Double-click to show the shared folders available on the server.
- Right-click the Shared *Choices* 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 browse to the *wchoices.exe* file inside the *\Choices\Apps* folder.
- Right-click *wchoices.exe*, then choose Send To and select Desktop. A shortcut will be created on the desktop.
- Change the shortcut name to *Choices* 2004

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

Creating a shortcut on the workstation desktop.

- Open My Computer. Choose the Tools menu and click Map Network Drive. Select Browse.
- Browse to the shared install folder on the Windows Server, then 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 *Choices* 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 New, then select Shortcut.
- Click Browse, then browse to mapped drive and find the *wchoices.exe* file in the *\Choices\Apps* folder. Click OK.
- Click Next. Change the desktop shortcut name from *wchoices* to *Choices* 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/administrator assist you with installing and configuring *Choices*. 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). **Please read Section 2-1 Before you Begin.**

### 5-1 To Install *Choices* from the CD-ROM

Insert the *Choices* 2004 Installation CD into your CD-ROM drive. If the installer does not start automatically, then 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* 2004 welcome screen.
- d. The Bridges.com 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. You will be prompted to select whether you will be installing *Choices* to a Workstation or a Server. If you are installing to a workstation, the *Choices* 2004 Program Group and icons will automatically be created. If you are installing *Choices* to a server, please refer to Section 4 for information on creating a shortcut on the workstation desktop. Click Next.
- f. Click the *Choices* button.
- g. You may choose one of two initial configurations for *Choices* either High School Student or Adult/Post-Secondary Student. Click Next.
- h. Follow the instructions on your screen.

## 5-2 Career Videos Installation

Career videos are now Internet-based and will be automatically installed with your *Choices* software.

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

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

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

# 6. Removing Choices

## 6-1 Removal of Choices 2003

Prior to removing *Choices* 2003, 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 *Choices* 2003 resides). Also make back-up copies of any customized pages or modifications to occupations, post-secondary schools, local resources, Extras and Career Pathways HTML files, letters, bulletins, and Planner files you have created. This provides access to your saved information should any problems arise during the installation of *Choices* 2004 and the carrying-over of data from *Choices* 2003.

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

OR

1. Go to Windows Explorer.
2. Locate the *Choices* folder on the drive where it has been installed.
3. Select the *Choices* folder.
4. Choose Delete from the File menu.

## 6-2 Removal of *Choices* 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 *Choices* 2004 resides) as well as any customized pages or modifications to occupations, post-secondary schools, local resources, Extras and Career Pathways HTML files, letters, bulletins, and Planner files which you have created. This provides access to your saved information should any problems arise.

1. Go to Windows Explorer.
2. Locate the *Choices* folder on the drive where it has been installed.
3. Select the *Choices* folder.
4. Choose Delete from the File menu.

## 7. System Manager (*Choices* Administration) – Windows

### 7-1 About the System Manager

The System Manager contains resources to customize *Choices* and view accountability reports. To launch the System Manager, click on System Manager from the *Choices* Start screen.

### 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 Setup Options

Change Setup Options allows you to: change the System Manager password; change the Session Files Master Password; change the default directory for the Session Files; change or enter a Site Name; and select the server running the time service to get the current date.

#### 7-3-2 Customize the Databases

Customize the Databases allows you to choose the topics that are available for searching the *Choices* databases or disable the search function; choose the topics displayed on the *Choices* information reports.

#### 7-3-3 Customize the Start Screen

Customize the Start Screen allows you to add or remove items from the *Choices* start screen.

### **7-3-4 Customize the Planner**

Customize the Planner allows you to customize the Planner menu to offer the appropriate modules to users; change the suggested activities in the Post-secondary Plans module; customize the topics in the Challenges module.

### **7-3-5 Create Sample Letters**

Create Sample Letters allows you to create or edit the sample letters that users can personalize or print in *Choices*.

### **7-3-6 Edit Local Information**

Edit Local Information allows you to create or edit local information associated with items in the *Choices* databases, including the Local Resources database.

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

Edit Course Plans allows you to change the four-year course plans shown in the *Choices* occupations reports.

### **7-3-8 Extras! Pages**

Extras! Pages allows you to change the Extras Pages for any of the databases: Post-Secondary Schools, Financial Aid, Graduate Schools or Occupations.

### **7-3-9 Accountability Reports**

Accountability Reports allows you to track *Choices* usage for individuals or groups of users using OnTrack.

### **7-3-10 Choices News Pages**

*Choices* News Pages section allows you disable or edit the front or back News Page.

When *Choices* 2004 launches, you will see a news bulletin on your screen. This bulletin contains information on the updates that have been made to the *Choices* program. You can edit this text to display information relevant to your site or you can shut off the feature entirely.

To change the bulletin messages back to their original format, delete the existing openbull.htm or closbull.htm files. Then rename either the openbull.bkp or closbull.bkp file to openbull.htm or closbull.htm. These files are found in the *Choices/Common* subfolder.

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

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

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

Click Product Updates under the Support section.

## 7-4 Other Customizations

### 7-4-1 Planner Logo

When you print the Personal Information module of the Planner, a Bridges.com logo appears on the cover page. You can replace this logo with your own artwork or logo. The file to replace is called PERSLOGO.BMP and is located in the CHOICES folder in the COMMON subfolder.

The file you use in its place must have the following attributes: width = 305 pixels, height = 150 pixels, depth = any depth, and type = BMP file. Simply rename your file, matching the above requirements, to PERSLOGO.BMP and save it into the COMMON subfolder, replacing the existing file. We suggest that you keep a copy of the original file should you wish to return to the original logo.

### 7-4-2 Report Topic Information

Report Topic Information can be customized. Information for Suggested High School Subjects and Regional or Provincial Graduation Requirements (for Canada only) is available in the occupation reports. If these features are not active in your version of *Choices* 2004 and you would like to activate them, go to the System Manager (you will be prompted for the password) and select Customize the Databases. Click Report Topics and choose Occupations database. Scroll down the list and select the option(s) you require, then click OK.

### 7-4-3 Career Area Interest Checklist (CAIC)

To enable the Career Area Interest Checklist on the Start screen, go to the System Manager and select Customize the Start Screen. Select Career Area Checklist and click OK.

*Choices* is shipped with the Career Areas occupation search and report topics disabled. If you wish to enable the topic, go to the System Manager and select Customize the Database. Select Search Topic and Options, then Occupations, select Career Areas, and click OK. Now select Report Topics, then Occupations, select Career Areas and GOE, and click OK.

### 7-4-4 Work Preference Checklist (Canada Only):

*Choices* is shipped with the Work Preferences occupation search and report topics disabled. If you wish to enable the topic, go to the System Manager, select Customize the Databases. Select Search Topic and Options, then Occupations, select Work Preferences, and click OK. Now select Report Topics, then Occupations, select Work Preferences, and click OK.

## 7-5 Web Browser and Internet Features

### 7-5-1 E-mail Access

*Choices* allows users to e-mail letters directly to post-secondary or graduate schools from the program. In order to do this, the config.ini file in the COMMON subfolder must be modified to include your mail server address. If you are unsure of this address, please contact your Internet/network

technician or your Internet provider. To edit your mail server address:

1. Locate the **Choices** folder on the drive where it has been installed.
2. Open the **Common\config.ini** file.
3. In the file, locate the [Mail] section and enter your mail server out address in the **Server=** line.

If you are unsure how to complete this procedure, please contact your site administrator or our Customer Support team at 1-800-281-1168.

## **7-5-2 Changing your Internet Browser/Modifying Internet Access**

During the installation process, you were prompted to choose one of three Web browsers: the **Choices** 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 **Choices** 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 **Choices** folder on the drive where it has been installed.
2. Open the **Common\config.ini** file.
3. In the file, locate Web browser Information section.
4. Edit **WebBrowser=** line using either 0 for the **Choices** built-in Web browser, 1 for Internet Explorer, or 2 for Netscape Navigator.
5. Choose Save from the File menu.

OR

\*The following instructions will overwrite the setup for the current workstation.

1. Choose File on the **Choices** menu bar.
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](mailto:tech-support@bridges.com).

## **8. Installing Adobe Acrobat Reader – Windows**

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

## **9. Running the Choices Application – Windows**

### **9-1 How to Run the Choices Application**

- Click the **Choices** short cut on your desktop, or
- Click Start, choose Programs and select **Choices 2004**, or
- Open My Computer, locate the **Choices/Apps** folder, and double-click the **wChoices.exe** file.

## 9-2 Choices Session Files

*Choices* Session files will have the extension CHS added automatically. By default the Session files will be saved to the *Choices/Sessions* folder. This path can be changed in the System Manager. Password protection of the *Choices* 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: /? \<> : \* # " .

## 10. Macintosh

### 10-1 Before you begin

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

### 10-2 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 *Choices* 2003 resides) before starting to install *Choices* 2004.

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

## 11. Network Installation Notes – Macintosh

There are varying combinations of installing and running *Choices* 2004 from Macintosh Clients to Windows Based Servers. The following suggestions for the most common combinations are intended as a guide only.

### 11-1 Installation of *Choices* – Windows Server–Based

#### 11-1-1 Macintosh Clients on Windows 2000 Server

Configuring Macintosh Sharing Rights and File/Folder Permissions

- Log on to the server as administrator and ensure the Macintosh Services for Windows have been installed.
- Go to Start, 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 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.

### **11-1-2 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, 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 to 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.

### **11-1-3 Running Choices 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.

- Select the Apple logo in the screen's top left corner, and choose Network Browser.
- Listed in the Network Browser window will be the Window 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 *Choices* 2004 CD-ROM in the CD-ROM drive and the *Choices* 2004 installer will start. Double-click the *Choices* 2004 installer icon on the desktop to proceed with the installation.
- Once installation is complete, drag the *Choices* 2004 Installer to the “Trash Can” – this will eject the CD-ROM.
- Double-click the Macintosh HD on the desktop.
- Double-click the *Choices* 2004 Folder.
- All these files need to be copied to the Network shared folder.
- With the *Choices* 2004 folder open, choose Select All from the Edit menu. Drag all these files into the open Network shared folder.
- 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, drag the icon to the desktop. Rename the alias icon from *Choices* to *Choices* 2004.
- 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 alias (see above) on each Macintosh desktop.

### 11-1-4 Post-Installation — Server File Access Privileges

When *Choices* 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

\* If you do not want users to save their session files in the Sessions subfolder, you can change this option: go to the *Choices System Manager*, choose Change Setup Options. Choose Set Session Folder Location.

### 11-1-5 Macintosh Workstation (Stand Alone) Installation

1. Insert the *Choices* 2004 Installation CD into your CD-ROM drive. A *Choices* disk icon will appear on your desktop. Double-click the icon.
2. Double-click the *Choices* 2004 Installer icon.
3. Click Continue on the *Choices* 2004 splash screen.
4. The Bridges.com 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 *Choices* 2004. 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.
7. A pop-up box will appear: “Which initial *Choices* configuration would you like to install?” Choose either Adult or High School.
8. You will be given the option to disable password protection on new session files, click Disable or Continue
9. Another message will appear: “Following installation, you will be prompted to supply your site name. Once you have entered this information, *Choices* will be ready for use.” Click Continue.
10. At the *Choices* Registration screen, enter your site name.

## **I 1-2 Adding Optional Products**

### **I 1-2-1 Career Videos Component**

Career videos are now Internet-based and will be automatically installed with your *Choices* software.

### **I 1-2-2 Career Aptitude Survey Installation (CAS) (Optional)**

The Career Aptitude Survey (CAS) is an optional component that can be added to *Choices* if it has been purchased. For installation instructions, refer to the CAS Installation Guide. It is only shipped if you have purchased this component.

## **I 2. Removing Choices**

### **I 2-1 Removal of Choices 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 *Choices* 2004). If you would like to keep any customized pages or modifications to occupations, post-secondary schools, local resources, Extras and Career Pathways HTML files, letters, bulletins, and Planner files which you have created, please contact our Customer Support team at 1-800-281-1168 for the necessary instructions.

To remove all components:

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

## **13. System Manager (Choices Administration) - Macintosh**

### **13-1 About System Manager**

*Choices* 2004 has many features, which can be customized to suit your environment. Please read the detailed explanations of each of the features listed below.

To launch the System Manager:

- Select the System Manager from the Start Screen or
- Browse your Macintosh hard drive and open the System Manager sub folder in the *Choices* folder. Next select System Manager.

### **13-2 System Manager requires a password**

The System Manager requires a password. The initial password is “setup”. If the password has been changed please call our Customer Support team 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.

### **13-3 System Manager – Change Setup Options - Macintosh**

#### **13-3-1 Change Setup Options**

Change Setup Options allows you to: change the System Manager password; change session password settings, *Choices* 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 up e-mail ; set session folder location; and change OnTrack database settings.

#### **13-3-2 Customize the Databases**

Customize the Databases allows you to edit the search topics and report topics used in information reports.

#### **13-3-3 Customize the Start Screen**

Customize the Start Screen allows you to add or remove items displayed on the *Choices* Start Screen.

#### **13-3-4 Customize the Planner**

Customize the Planner allows you to edit the Modules on the Planner Menu; Edit the Post-Secondary Plans Module and the Challenge Module or change the text displayed in these areas.

#### **13-3-5 Create Sample Letters**

Create Sample Letters allows you to create or edit the sample letters that users can personalize or print in *Choices*.

### **13-3-6 Edit Local Information**

Edit the Local Information section in the following Databases: Occupations, Post Secondary School, Graduate Schools, Financial Aid or Local Resources.

### **13-3-7 Edit Course Plans**

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

### **13-3-8 Extra! Pages**

Extra Resource allows you to edit the Extras! Pages for any of the databases: Post-Secondary Schools, Financial Aid, Graduate Schools or Occupations.

### **13-3-9 Accountability Reports**

Accountability Reports allows you to track *Choices* usage for individuals or groups of users using OnTrack.

### **13-3-10 Create News Pages**

*Choices* News Pages section allows you disable or edit the front or back News Page.

When *Choices* 2004 launches, you will see a news bulletin on your screen. This bulletin contains information on the updates that have been made to the *Choices* program. You can edit this text to display information relevant to your site or you can shut off the feature entirely.

### **13-3-11 Software Updates**

Software Updates allows you to browse available software downloads for *Choices* on the Bridges.com Web site. To access this information 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.

## **14. Other Resources – Windows & Macintosh**

### **14-1 Installing Software Updates**

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

### **14-2 Accountability Reports**

Accountability Reports allows you to create Accountability Reports for *Choices* usage for individuals and groups of users.

### **14-3 Bridges To Career Lesson Plans (BTC) (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 *Choices*.

To access the Bridges-to-Careers activities, click **Support and Resource Materials** on the *Choices* start screen. Click on **Bridges-to-Careers Lessons** to open a Web page where you can select and print the activities of your choice.

A User 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 8 for Windows or Section 17 for Macintosh for instructions on how to install it from your *Choices* Installation CD.

## **I4-4 Printable Resource Materials**

For printable resource materials to help you use *Choices*, click on **Support and Resource Materials** on the *Choices* Start screen or visit [www.bridges.com](http://www.bridges.com):

U.S.      <http://www.bridges.com/>

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

Click Support>Teaching Tools>Resource Materials for your product. Click on *Choices* from any of the lists. Bookmark this URL for future reference.

## **I4-5 Bridges National Training Institute**

The Bridges National Training Institute provides a range of options to help you achieve your goals using our products. These include no-charge teleconference sessions, comprehensive on-site workshops and standards-based curriculum training.

Join the thousands of educators from across North America who take part in Bridges training sessions. For more information visit:

U.S.      <http://www.bridges.com/>

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

Click Training Options under the Support section.

## **I4-6 Professional Manual**

The Professional Manual: explains the rationale, theory, and philosophy behind the development of *Choices*; provides an explanation of the topics and factors available and tips for their effective use; and provides access strategies for using and implementing *Choices*. To access the Professional Manual click Support and Resource Material on the *Choices* Start screen then click Complete Professional Manual.

## **15. Installing Adobe Acrobat Reader – Macintosh**

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

## **16. Running the *Choices* Application - Macintosh**

### **16-1 How to Run the *Choices* Application**

Open the Macintosh hard drive and browse the *Choices* 2004 folder, and double-click the *Choices* file.

### **16-2 *Choices* Session Files**

By default the Session files will be saved to the *Choices/Sessions* folder. This path can be changed in the System Manager. Password protection of the *Choices* 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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