

Legal Library 2005 Installation Instructions

System Requirements - Prior to upgrading to Legal Library 2005

Please run Windows Update to ensure you have the latest Service packs, Patches and Hotfixes on your machine prior to installing Legal Library 2005. **Please check with your IT Administrator** if necessary to confirm the following updates can be applied to your system. Once confirmed, perform the **Windows Update**.

•Windows Update

Open your Internet Explorer browser and select Tools/Windows Update/Express. Select and install all **Service Packs, Patches and Hot Fixes** pertaining to the **Windows Operating System and Office 2003**.

NOTE: Update patches for **languages, media players and third party applications** are not necessary for Legal Library 2005.

At this point, print these instructions and have them handy for the installation process.

•Legal Library 2005 Download

Login to CBA's Member Site and follow the Legal Library 2005 links to download and install Legal Library 2005.

Or, open Internet Explorer and copy the following link in the address line:

<http://legallibrary.commercialmls.com/downloads/LegalLibrarySetup.exe>

NOTE: This file is 59mb and the download time will be determined by your Internet Connection speed.

When prompted to Run or Save, select Save, then select the 'My Documents' folder as the 'Save In' folder. When the download is complete, close your Internet Explorer browser.

•Legal Library 2005 Setup

Close all applications that are running on your computer, Word / Outlook and all other applications prior to running the following setup file. We recommend choosing the default setting for installation.

Open 'My Documents' and double click on the **LegalLibrarySetup.exe** file. Double click the **LegalLibrarySetup.exe** file to launch the installation. At the dialog box: 'Install Legal Library for 'Just Me', or for 'Everyone who uses this computer' **Select Everyone**. This will ensure a Multiple and Single user license install. Follow the default prompts for the installation.

Once the Installation is complete, Remove the CBA Legal Library 4.0 icon from your desktop if it is present.

If you ever need to uninstall Legal Library 2005, go to Start/Control Panel/Add Remove Programs/Legal Library 2005/Change Remove.

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● Launching Legal Library 2005 for the first time

The first time you launch Legal Library you will get a "**Legal Library Expiration**" dialog saying that **your license is expired**, click "**OK**".

After Word / Legal Library launches, you'll be presented with the "**Release Notes**" dialog. **Click OK** - if you no longer wish to see this dialog upon startup you can check the option to not show this again.

NOTE: The Release Notes dialog box will be used to inform users of new features and updates concerning Legal Library 2005 and will reappear as released.

When Legal Library completely starts up, you'll need to send us an **install code** so that we can provide you with a **valid license file**. You do this by clicking "**Help**" - "**About CBA Legal Library**" – Right click on the installation code and select "**email CBA**".

NOTE: Emails are sent using **Outlook Client** only. If you use **Outlook Express** you need to right click on the install code, select **Copy** then paste this code to the body of the email and send it to: support@commercialmls.com

A dialog will be displayed asking permission to send an email through your outlook mailbox. **Make sure your computer is connected to the Internet and Click "Yes"** and an email will be sent to CBA with the installation code. Close Legal Library / Word.

Once CBA receives the installation code we will generate a License File and email it to the address you sent the installation code from. Once you receive the License File you can continue with the installation process at section "**Importing the License file.**"

● Importing the License file.

Upon receiving the license file as an **email attachment**, you will need to **save this attachment to My Documents**. With the email message open, **right click** on **LegalLibrary.lic**, select **Save As**, select **My Documents** then click **Save**.

Launch Legal Library - Click **OK** on the Expiration Message - then click "**Help**" - "**About CBA Legal Library**" – Right Click on the installation code and select "**Import License File**". A "File Open" dialog will appear. Navigate to **My Documents** and select the **LegalLibrary.lic** file - and click "Open".

Legal Library will update the license and you will see the expiration date has updated to a "Valid License" state. You should exit Legal Library / Word and any applications running, then **restart Legal Library 2005** and you should no longer see the expiration message.

NOTE: Within 30 days of your Legal Library Expiration Date you will start receiving emails and warning messages. In order to continue the use of all the new features of the product, please take the time to renew your subscription prior to the expiration date.

Legal Library 2005 Installation Instructions

•Users Guide and FAQ's Page

Please download and save the User Guide and FAQ's page for reference by visiting CBA's Member Site and following Legal Library 2005 links to these pages.

Or, type into your address line of your browser:

<http://legallibrary.commercialmls.com/downloads/LLUserGuide.pdf>

<http://legallibrary.commercialmls.com/downloads/LLFAQs.pdf>

If you have any questions or need further assistance with any part of this process, or with the application after it is installed, please contact Legal Library 2005 Support at 800.275.2522 or Support@commercialmls.com