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ENCYCLOPÆDIA

Britannica[®] 2003

ULTIMATE REFERENCE SUITE

INSTALLATION GUIDE



THE COMPLETE REFERENCE LIBRARY FOR ALL AGES

Britannica 2003 Installation Guide

Welcome to Britannica 2003

This booklet provides instructions for installing and using the Encyclopædia Britannica 2003 Ultimate Reference Suite CD-ROM, on Windows or Macintosh platforms. Please follow the instructions appropriate to your platform where indicated.

Additional information and assistance is provided in the Britannica 2003 Help system. After installing the product, access the Help system from the program's menu bar when you need more information.

System Requirements

Windows Requirements

- Microsoft® Windows® 98, 2000, Windows Me, XP, or Windows NT® 4.0 with Service Pack 5
- Pentium II® 266 MHz or faster processor; 350 MHz recommended
- 128 MB RAM minimum; 256 MB recommended
- 400 MB free hard-drive space
- CD or DVD drive
- 800 x 600 resolution, 16-bit colour
- Mouse or pointing device
- Sound card and speakers recommended
- Printer optional
- Internet access recommended

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Macintosh Requirements

- Macintosh OS 10.1 or higher
- iMac or G3 350 MHz or faster processor
- 128 MB RAM physical memory minimum; 256 MB recommended
- 400 MB free hard-drive space
- CD or DVD drive
- 800 x 600 resolution, millions of colours
- Sound card and speakers recommended
- Mouse or pointing device
- Printer optional
- Internet access recommended

Software Requirements

The following third-party components are provided with the Britannica 2003 installation, and are installed only if they are not found on your system:

- Sun Microsystems Java Runtimes
- QuickTime for Java

Installation Types

Britannica 2003 Ultimate Reference Suite offers three installation choices. Choose an installation type that will fit comfortably on your hard drive and will best suit your research needs.

Minimal

The Minimal setup installs the program and a few data files on your hard drive. While running Britannica 2003, you will need a CD-ROM disc in your drive, and you will need to switch discs, depending on the application content you're using. This setup requires 400 MB of free hard-drive space.

Custom

The Custom installation type installs the program and additional data components of your choosing on your hard drive. The following are the data components that can be installed: Articles & Thumbnail Images (approx. 650 MB), Images (approx. 500 MB), Atlases (approx. 160 MB), and Multimedia (approx. 650 MB). Depending on the which data components you install, some disc switching will be required.

Full

The Full setup installs the program and all data files on your hard drive. During the installation, you will replace the Installation Disc with data discs as prompted until all of the data is copied. A Full setup allows you to run Britannica 2003 without using any discs after installation. This setup requires 2.4 GB of free hard-drive space.

Note: More or less hard-drive space may be required depending on your particular system and hard drive. Be sure to leave extra free space after the Britannica 2003 installation.

Before You Begin

1. Compare your system to the System Requirements.

Windows: On your Desktop, right-click on My Computer and select Properties. Check your operating system version, system processor, and amount of memory (RAM), then close the window.

Macintosh: From your desktop, open the Apple Menu and choose About This Mac. Make sure you are running

OS 10.1 or higher and that the processor type and memory are sufficient.

2. Make sure you have at least 400 MB of free space on your hard drive.

Windows: Double-click My Computer, then right-click on the hard drive that you plan to use for installation and select Properties.

Macintosh: Control-click (or right-click) on your Macintosh Hard Drive and select Show Info.

Note: If you have additional free space, you can choose to install more data as described in Installation Types above.

3. Check your Display Settings.

Windows: Choose Start on the Windows Taskbar and select Settings > Control Panel. Double-click the Display icon, then choose the Settings tab. Make sure that your screen area is set to 800x600 or higher and that colour is set to 16-bit colour or better.

Macintosh: Check your Monitors & Sound Control Panel to make sure that colours are set to millions and

that resolution is set to 800x600 or higher.

4. **Uninstall previous versions of Britannica software.**

Windows: From the Control Panel, double-click on Add/Remove Programs, select the Britannica software, and click Change/Remove.
Macintosh: Uninstall previous versions of Britannica software by dragging the folder to the trash.

5. **Restart your computer.**

6. **Turn off virus-scanning software.** Follow the instructions provided by the virus scanner manufacturer.

7. **Close all running tasks.**

Windows: Right-click on icons in your System Tray (at the right side of the Windows Taskbar at the bottom of your Desktop) and select Close.

Macintosh: Use the "Dock" to close any running applications. These will be denoted by the presence of a small black triangle underneath the icon.

Installing Britannica 2003

1. **Startup:** Load the Installation CD into your CD/DVD drive.

Windows: If the Britannica 2003 setup program does not automatically start, choose Start and Run from the Windows Taskbar. Use the Browse button to find and select *Setup.exe* from the disc.

Macintosh: If the Britannica 2003 setup program does not automatically start, double-click on the Britannica icon on your Desktop and choose Install Britannica.

2. **Introduction:** Click Next to continue.

3. **Serial Number:** Type the 16-digit serial number provided on the back of your disc jewel case. Click Next.

4. **Readme:** When you are prompted to enter your serial number, the Readme file will also be displayed. This file contains notes about the program, troubleshooting tips, etc. You will be given the option to print or close the Readme file. Even if you choose to close the file, it will be accessible later via the Britannica 2003 program folder.

5. **Choose Install Folder:** Accept the default location by clicking Next. Or, click *Choose* to select a different location.

6. **Choose Product Features:**

Choose one of the three Installation Types described previously and click Next.

7. **Pre-Installation Summary:** Verify that the information displayed is correct. Click Next.

8. **Installation:** Wait as Britannica 2003 files are installed. If you chose the Full or Custom installation, you will be prompted to replace the Installation Disc in your CD-ROM drive with the data discs. When prompted again, return the Installation Disc to the CD-ROM drive and complete the setup.

Note: A Full installation may take up to 45 minutes to finish.

9. **Finish:** If you are prompted to restart your computer, select Yes and click Finish. If the Readme checkbox is marked, the Readme file is displayed when the setup is finished. To print the Readme, open its File menu and choose Print; to close the Readme, click the [x] button in the corner of the window.

10. **After installing Britannica 2003,** please remove and safely store the Installation and Data Discs.

11. **When the program starts** for the first time, be sure to Register your product and download any available Content Updates.

Note: If you cancel the installation procedure at any time, some files may be left on your system. You must remove these files if you wish to reinstall the application. Please see the next section for more information.

Uninstalling Britannica 2003

Uninstalling Britannica 2003 will allow you to completely remove the application from your computer. You may do this if you no longer plan on using the program, or if a previous installation attempt failed.

Windows: From the Britannica folder on the Start Menu, click on Uninstall. If there is no Uninstall icon, then you may need to manually remove the Britannica 2003 folder from your Program Files directory. Click Start and Run from the Windows Taskbar and type 'explore'. When Windows Explorer loads, open the Program Files folder and drag Britannica 2003 to the Recycle Bin on your Desktop.

Macintosh: Open your Macintosh HD and drag the Britannica 2003 folder to the Trash on your desktop.

Note: If you wish to keep any projects or notes that you have created in the Research Organiser, you will need to copy the Research folder to another location. When the program is installed, the Research folder is located inside of the existing Britannica 2003 program folder.

Registration

It is recommended that you register online following the installation procedure; however, you can register at any time. Registration gives you access to updates and special offers.

To register online:

1. Connect to the Internet.
2. Open the File menu and select Register.
3. Select the Register Online option from the menu. A separate Web browser window opens to the Britannica product registration page.
4. Complete and submit the online registration form.

To register by post:

1. Connect a printer to your computer and turn it on.
2. Open the File menu and select Register.
3. Select the Register by Mail option from the menu. A registration form will print.
4. Fill in the printed form and post it to the address provided on the form.

Start Britannica 2003

1. Remove the Installation Disc and store it safely for future use.
2. Insert the appropriate Britannica 2003 data disc, if necessary:
If you have a Minimal or Custom installation, insert the appropriate data disc in your CD/DVD-ROM drive.
If you have a Full installation, you don't need any of the discs in your CD-ROM drive to run the program.
3. Double-click the *Britannica 2003* icon on your Desktop. An introductory panel appears. Wait while the program loads. For more help, refer to the *Britannica 2003 Quick Start* guide or to the Help system within the program.

Updating

You can download new articles and program updates periodically from the Internet. Updates keep your Libraries current by providing new and revised articles. You must be connected to the Internet to receive updates.

To check for updates:

1. Connect to the Internet.
2. Make sure you have registered Britannica 2003.
3. Click the Free Encyclopedia Updates! link on the Welcome Screen, or open the Tools menu and select Update Center.
4. Your Web browser opens the Britannica Technical Support site, where you can download the latest updates.
5. Look for a download link for *Encyclopædia Britannica 2003 Ultimate Reference Suite* designated for your computer platform.

To download updates:

An update may include program enhancements or new content for one or more of your Libraries. The size and approximate download time of each

update packet is noted on the Updates page.

1. Click the link to download the update. Save it to a location that you can easily find on your hard drive.
2. Close your Britannica 2003 program, then double-click the downloaded file to run the update program.
3. Restart Britannica 2003. Program enhancements, updated articles, and new articles are now included.

Questions

- Q *Do I have to be connected to the Internet to use Britannica 2003?*
- A No, Britannica 2003 provides a complete reference set for your personal computer. However, you will not be able to use the Online Content button in the Search Results to link to related Web sites, magazine articles, and video unless you have an Internet connection.
- Q *Where can I get more help?*
- A The Help system accessible from the program's menu bar explains in more depth how things work. If you are still having technical difficulties, contact Britannica Customer Support.

Customer Support

If your questions are not answered by the supplied documentation or Help system, contact Britannica Customer Support.

- Check the Technical Support Web site <http://cdsupport.britannica.co.uk> for online technical support.
- Email us at support@britannica.co.uk
- Call us at 0906 7510101 from within the United Kingdom, or +44 1179 760260 from outside the United Kingdom, Monday - Friday from 10.30am to 4.30pm UK time.

Please note: Calls are charged at 75p per minute (British Telecom rate) calls from mobiles and payphones may cost more.

In order for Britannica Customer Support to assist you better, please be prepared to provide the following information:

- Your name.
- Your address and email address.
- Your serial number, which can be found on the back of your jewel case (this identifies your product).
- Include any error messages and the steps taken to reproduce them.
- Information about your computer:
 - Type of operating system (example, Windows 98)
 - Processor speed (example, 500 MHz)
 - Amount of memory
 - Amount free hard disk space (for example, 4Gb)

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