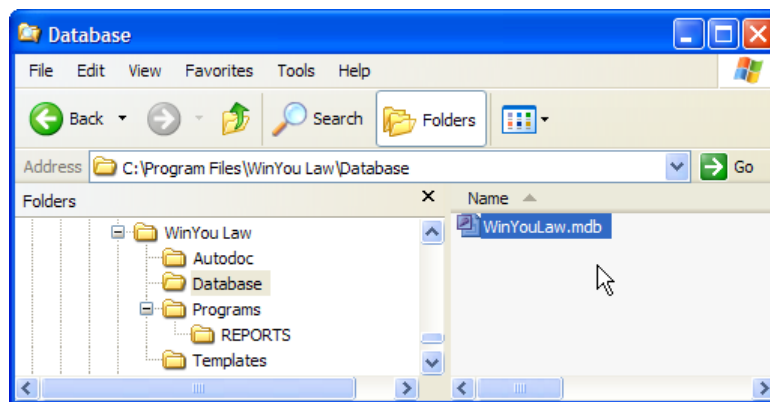


## A. Connect to a central database

1. If WinYou Law is not already installed, install WinYou Law on a client PC / Workstation and install the registry keys as described in Email.
2. Start WinYou Law once (to check that everything is working).  
Close WinYou Law
3. Open Windows Explorer. Take a look at the WinYou Law directory in Program Files:



If the Database Folder is not here, you will find it here:

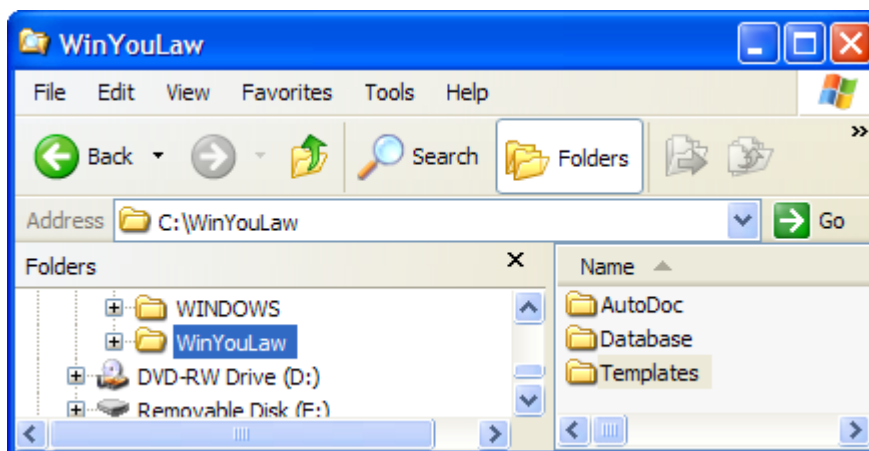
C:\Documents and Settings\[username]\Application Data\WinYou Law\Database  
or in Vista

C:\Users\[username]\AppData\Roaming\WinYou Law\Database

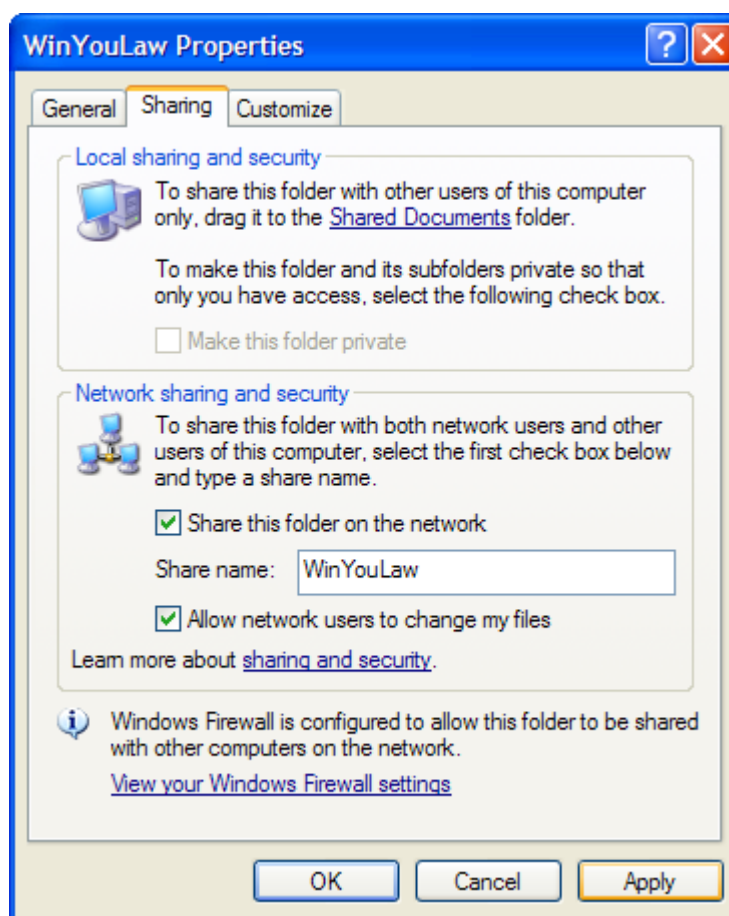
**WinYou Law 2010:** C:\Users\[username]\Documents\WinYou Law\Database

4.

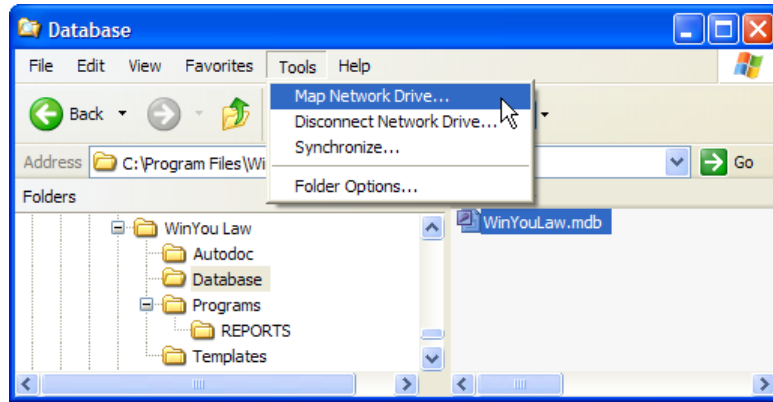
- On your **server** create a new folder (e.g. WinYouLaw)
- Add a subfolder called AutoDoc (all documents will automatically be saved here)
- Add a subfolder called Database
- Add a subfolder called Templates



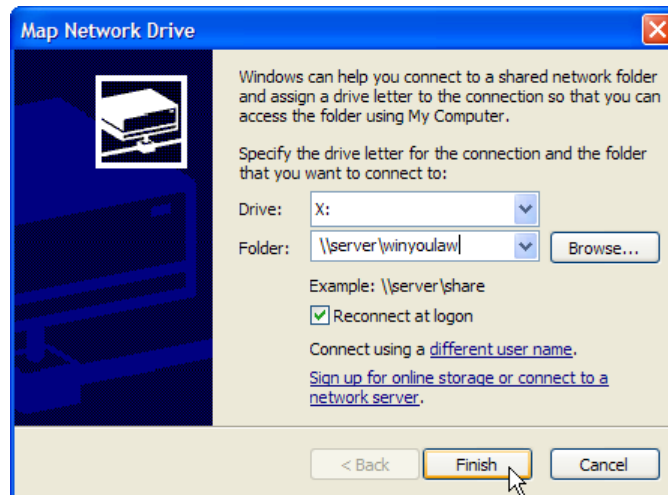
- Share this folder (WinYouLaw with subfolders) to the users (Rightclick on Folder WinYouLaw and select Sharing and Security... and allow network users to change the files)



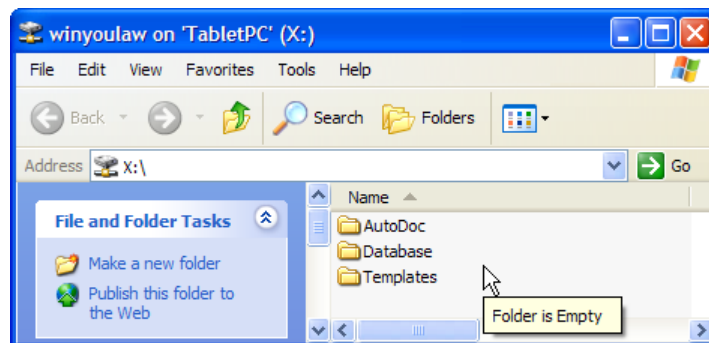
5. Back on your client PC or Workstation select Menu Tools / Map Network Drive... in Windows Explorer:



- 6.
- Enter your server name and folder (from step 4).
  - Select "Reconnect at logon" check box.



- After clicking on Finish you should see something like this:

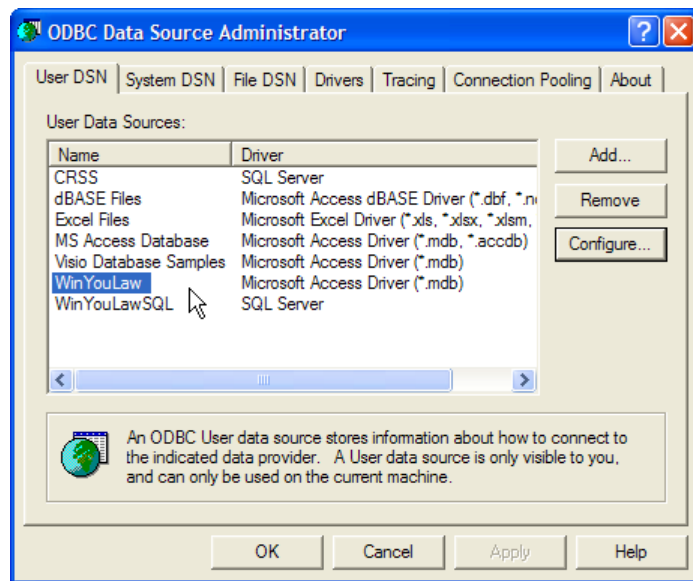


7.

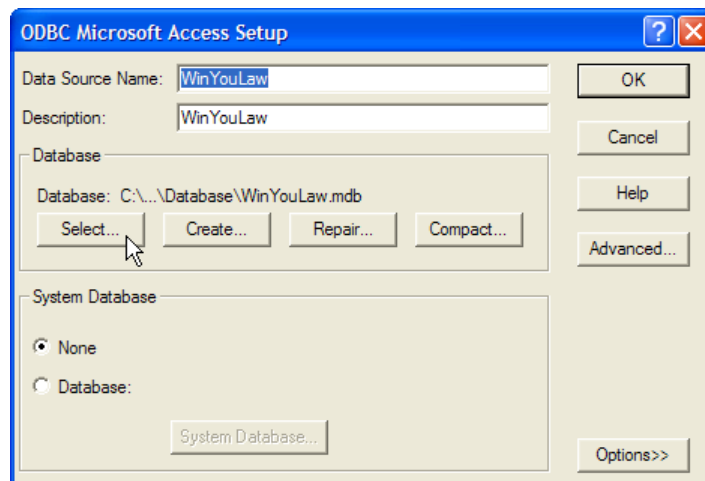
- Copy the WinYouLaw.mdb file in the database folder from the client PC to the server database folder
- Copy the contents (word templates) of the template folder from the client PC to the server template folder

8.

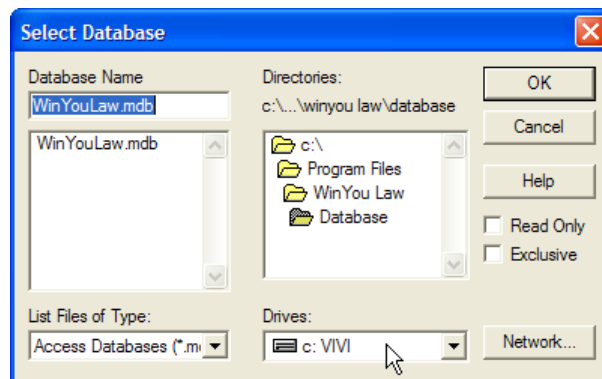
- On the client PC (where originally WinYou Law was installed) select Start / Control Panel.
- In the Control Panel select Administrative Tools.
- In Administrative Tools double-click "Data Sources ODBC"
- Select "WinYouLaw" and press Button "Configure"



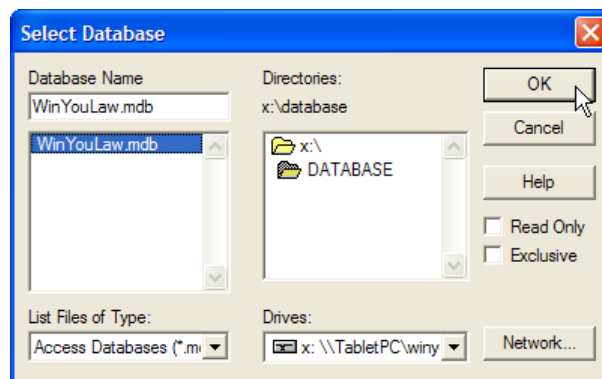
- Press Button "Select..."



- Select in Drives the previous mapped Drive from the Server (see step 6)
- Select folder Database
- Select WinYouLaw.mdb



- Press Button OK. Now the datasource WinYouLaw is connected to the server instead of the local installed database.



9.	Start WinYou Law in this PC to test the connection.
10.	<ul style="list-style-type: none"> <li>• On the other PC's install WinYou Law locally (using the setup.exe), then perform step 5, 6 and 8 for each PC.</li> <li>• After making a backup of the local database, move the local database (WinYouLaw.mdb in c:\Users\[username]\Documents\WinYou Law\Database) to a backup folder.</li> <li>• Test WinYou Law on each PC to check if it is starting properly</li> </ul>
11.	Congratulations: now all Client PC's are working with the same database.

## B. Installing Workgroup Edition – Next Steps

1.	Add Users with WinYou Law Administrator (WinYou Law Menu: Tools / Adminstrator)
2.	Change Template directory (where WinYou Law is getting the word-templates) with WinYou Law. Select the newly created server directory / subfolder Templates.
3.	Change AutoDoc Directory with WinYou Law Administrator to the Server / AutoDoc (here WinYou Law are saving the documents, email etc.)
4.	Test <ul style="list-style-type: none"><li>• Create a document with DocCenter (Document Control Center)<ul style="list-style-type: none"><li>○ Document should open in Word</li><li>○ Document has already been saved</li><li>○ Address and other information have been inserted</li></ul></li><li>• Close Document</li><li>• Double Click on the created Document Entry in the Project<ul style="list-style-type: none"><li>○ Saved document should open in Word</li></ul></li></ul>