

Business Writing Installation Guide

Introduction

This document provides installation instructions for the following Clarity network program:

▪ **Business Writing**

A pdf copy of these instructions can be found at:

www.ClaritySupport.com

Click on Installation at the top of the panel labelled Technical. This link also directs you to installation information for the other Clarity programs.

Installation details

- Put the CD into the computer and follow the instructions. If the CD does not automatically run, from Start choose Run and type **D:\setup.exe** (where D is the CD drive letter).
- This will install a full copy of **Business Writing** running under a single-user licence.
- The program can be installed to your computer or a network folder. A network folder must be shared with access for learners. As a minimum, select the folder after installation and right-click to see **Sharing and security...** Then share this folder with **Change** and **Read** options for Everyone. There is more information on sharing folders on www.ClaritySupport.com.
- After a network installation you can make a shortcut on each computer by dragging **BusinessWriting.exe** as a shortcut (hold down the **Alt** key) from Windows Explorer to each desktop.
- The initial setting for **Business Writing** forces learners to register as a new user by typing their name to start. If you have Clarity's **Results Manager**, you can change this setting.
- Overwrite the installed licence with your own file. See below.

Licence details

Business Writing comes with a floppy disk which contains your licence file. After installation from the CD, please copy the contents of this file to the C:\Clarity\BusinessWriting folder (or where you installed). It should overwrite the existing licence file. Until you do this, your copy will work with a limited number of learners rather than the number you have actually purchased.

If you are unable to use a floppy disk, please contact Clarity (support@clarity.com.hk) requesting the licence file by email.

Support

Teacher support

Please also visit www.ClaritySupport.com for a range of teacher support materials relating to the use of ICT in general and to specific Clarity programs. These include:

- Transcripts of many of the interactive activities.
- Transcripts of many of the listening activities.
- Classwork activities in pdf format for printing and photocopying.
- Activities to help teachers get to know the programs quickly and easily.
- The syllabus.
- Background information on using ICT with your learners.

Some of these items are passworded to prevent learner access to these teacher support materials. There is a simple process for obtaining a password which is explained on the site itself.

Technical support

If at any time you have any queries, please do not hesitate to contact our Technical Support team:

Email: support@clarity.com.hk
Phone: Hong Kong +852 2791 1787
UK 0845 130 5627

