Installation Guide

2020 Commercial Software

2020 Catalog Content

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Preface

Welcome to 2020 Commercial Software, the intelligent way to design, price and sell office designs. This software suite contains four main programs: *2020 Worksheet, 2020 Visual Impression, 2020 Cap and 2020 Giza.*

With 2020 Commercial Software, you acquire a state-of-the-art, intuitive, catalog-driven software environment that guides you through the entire process of selling office furniture.

Audience

This guide is aimed at new and experienced users of 2020 Commercial Software. The guide assumes that you are familiar with basic Windows concepts and techniques and that you have some experience in interior design.

About this guide

This guide is divided into seven sections that cover the following topics:

- Installing 2020 Commercial Software
    - Software installation on a local drive
- Network Deployment (Software)
    - Copy installation on network drive to install software from a network drive
- Installing Manufacturer Catalogs
    - Install catalogs in 2020 Commercial Software applications to a local hard drive
- Network Deployment (Manufacturer Catalogs)
    - Deploy manufacturer catalog installation to a network drive to install catalogs from a network drive
- Update, Modify or Remove Catalogs Installed
    - Add or remove catalogs installed, or update catalogs to a newer version
- Check for Software and Catalog Updates
    - Update software and catalogs with the latest software updates, catalog updates, security patches, software improvements, and important messages
- Frequently Asked Questions
    - Answers to questions frequently asked by users who install 2020 Commercial software and catalogs

Additional Resources

Please consult the following resources to discover the full potential of the software suite:

Online Help: You can access online help from each of the 2020 Commercial Software programs. The help contains full reference information on all aspects of software functionality, including a list of handy menu and command shortcuts that you can use to optimize your time.

2020 Website: Visit our website at www.2020spaces.com to find out about seminars, conferences or training—web-based or on site—to increase your proficiency with the product.

Typographic Conventions Used in this Guide

The following typographic conventions are used in this guide:

Example	Description
Save	**Bold** type identifies interface elements such as menus, dialogs, commands, icons, etc
Help, About 2020	**Bold** elements separated by a comma identify a menu sequence (this example is equivalent to "click on the **Help** menu, then click **About 2020**")
TAB	SMALL CAPS identify keyboard keys
CTRL+S	SMALL CAPS joined by a plus sign identify keyboard keys that you must press simultaneously
`140`	`Monospace` type identifies text that you must type exactly as shown: values, file names, sizes, etc
	Notes

About the Screenshots in this Guide

The screenshots in this guide are taken in Windows XP and could differ slightly from screens you might see when installing 2020 Commercial Software on a different Windows version.

Installing from Installation Disc versus Network Deployment

With both the 2020 Commercial Software and the 2020 Commercial Catalogs, you have the option to install from the installation discs directly to a local computer or to copy the installation files and required data to a network so that users can install from the network location without the discs. Note that the network deployment method does not automatically install software or catalogs, but rather copies the necessary files to a network location to make them more accessible to users.

Best Practices for Network Deployment

- It is best not to network deploy the software and catalogs into the same folder. Keep separate folders such as X:\2020 Data for the catalogs and X:\2020 Software for the software
- If you have clients who access the catalogs directly from the server folder, you will need to ensure that these users completely close all 2020 Commercial Software applications when you are updating the catalogs on the network. If they are using the program and accessing the content, it locks those files as they are in use and those catalog files will not be able to be overwritten to get updated.
- Clients should close all 2020 applications when installing any catalog or software updates.
- It is not required to network deploy the software in order to network deploy catalogs. Some choose to network deploy catalog content only.
- Laptop users or clients who may regularly disconnect from the network should install the content to the local hard drive. When setting up the network deployment, choose the client install method of "Ask User" or “Install Catalogs on User's Computer".
- The "Ask User" installation choice does require more space on the server as it must account for both client installation types. A full network deployment of content with all available content and textures uses considerable hard drive space so verify you have adequate storage when selecting your network location.

The Installation Menu

When you run either the 2020 Commercial Software or the 2020 Commercial Catalog installation, you will see an installation menu, shown in the figure below:

The choices in the installation menu are described as follows:

Install	Use to Install any commercial software product on your local hard drive.
Network Deployment	Use to copy the installation files to a network drive. Users will be able to install the software products from that network location without using the installation DVD. Go to the Network Deployment – Software section to continue. This option makes the installation available from your network; it does not actually install any software.
What's New	Use to access data or product updates, reports, and announcements. When done browsing through the What's New window, click the **Close** icon in the upper right corner to return to the menu.
Exit	Use to cancel the installation or close the window.

Installing 2020 Commercial Software

This section guides you through the installation of 2020 Commercial Software, which includes these programs: 2020 Worksheet, 2020 Cap, 2020 Giza and 2020 Visual Impression.

Before You Install

Before you install 2020 Commercial Software, make sure to follow these prerequisites:

Review System Requirements

View system requirements for 2020 Commercial Software products at www.2020spaces.com.

Install AutoCAD (for 2020 Cap)

Before installing 2020 Cap, install AutoCAD *and* launch it at least once.

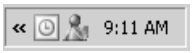
Connect Hardware Key(s)

2020 Commercial Software comes with one or more hardware keys. Connect the key(s) to your USB port(s) before installing the software. 2020 hardware keys are not supported on docking stations. For more information, go to http://www.safenet-inc.com.

Installing Software from the Installation Disc

To install the 2020 Commercial Software on a local hard drive from the installation disc, do the following:

At any point in the installation, you can click the **Cancel** button to cancel the installation. When it is possible to return to the previous screen to change your selections, you can click on the **Back** button.

1. Close all applications, including those in the System Tray 

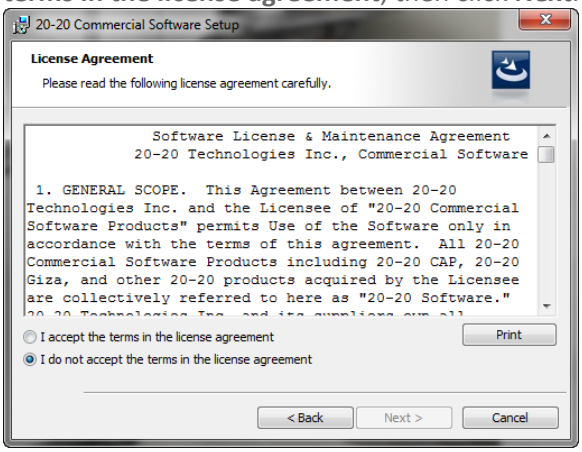
(next to the clock on the Windows taskbar).
2. Insert the 2020 Commercial Software DVD-ROM in the appropriate drive. An installation menu appears:

If the installation menu does not appear within a few seconds, click **Start, Run** from the Windows taskbar. In the **Run** dialog, type the letter corresponding to your DVD-ROM drive followed by `\autorun.exe` and click **OK**.

3. Click **Install** from the installation menu. A welcome screen appears to notify you that it is scanning your environment and preparing the InstallShield Wizard.

4. Click **Next**.

5. In the License Agreement window, read the contents of the screen and click **I accept the terms in the license agreement**, then click **Next**.



The **Next** button remains disabled until you accept the agreement.

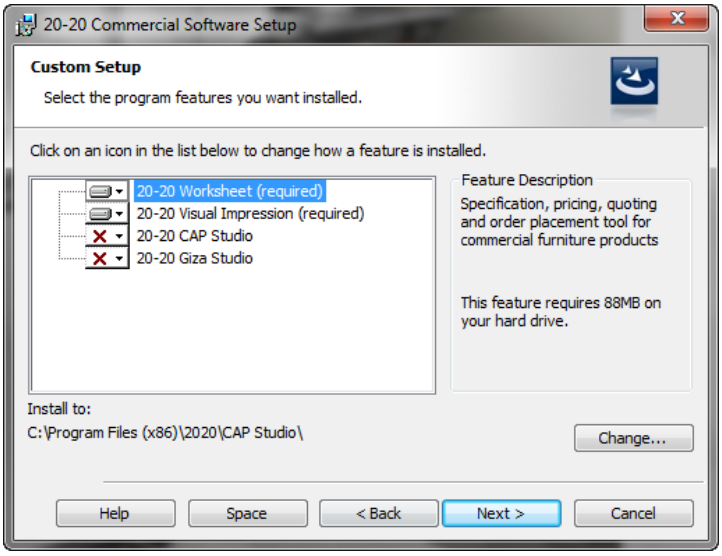
Scroll or use the PAGE DOWN key to view the remainder of the license agreement.

6. The InstallShield Wizard detects the software for which your security key is enabled and automatically selects the appropriate software to install.

   Alternatively, you can choose which programs you would like to install. 2020 Cap and 2020 Giza both include 2020 Worksheet and 2020 Visual Impression. A 2020 Worksheet and 2020 Visual Impression stand-alone installation is also available.

This icon represents that the software item will be installed to the local hard drive.

This icon indicates that the software application will not be installed.



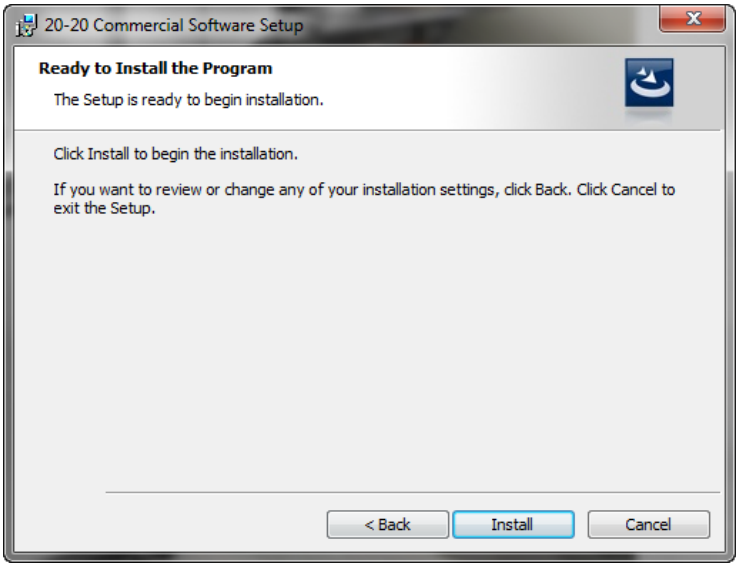
   Regardless of the settings on your hardware key, you can choose to install any of the commercial software products. Applications for which you do not have an enabled key will run in a time-limited trial mode.

   To change the location of the installed programs, first select the program in the list and then click **Change** to select the desired path.

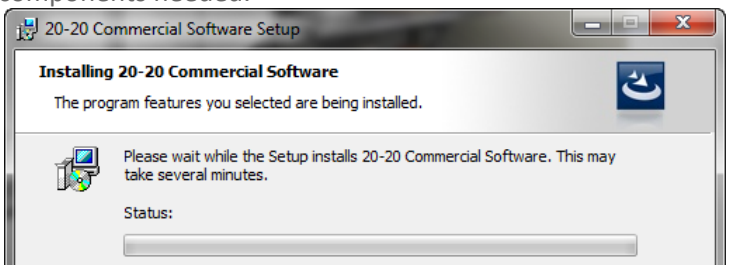
   Click **Space** to see how much space you have on your drive(s).

7. Click **Next** to continue.

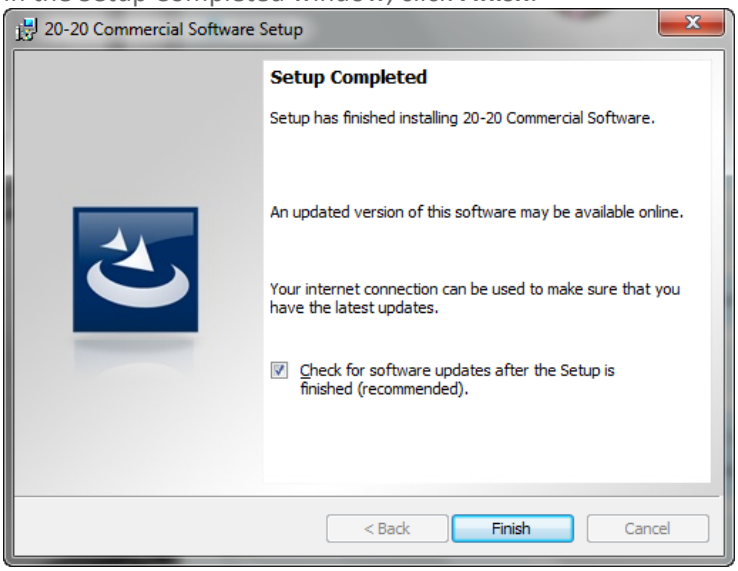
8. Click **Install** to begin the installation. The time required to install depends on your selection(s) and the speed of your computer.



A status bar provides a visual indication of installation completion as the various software components are installed. Other install dialogs or messages may appear depending on components needed.



9. In the Setup Completed window, click **Finish**.



The installed programs will be available from the **Start** menu and via desktop shortcuts.

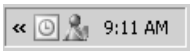
Because the 2020 Commercial Software installation only includes sample catalog content, you must use the separate set of data DVDs to install manufacturer-specific content for all commercial products.

Deploying Software Installation over a Network

This process copies installation files for the 2020 Commercial Software products on a network drive so that users can install from a network drive without using the installation DVD. This installation does not install any of the commercial software for use; it simply makes it all available for installation from your network.

At any point during installation, you can click the **Cancel** button to cancel the installation. When it is possible to return to the previous screen to change your selections, you can click on the **Back** button.

To copy the installation files to a network location, do the following:

1. Close all applications, including those in the System Tray 

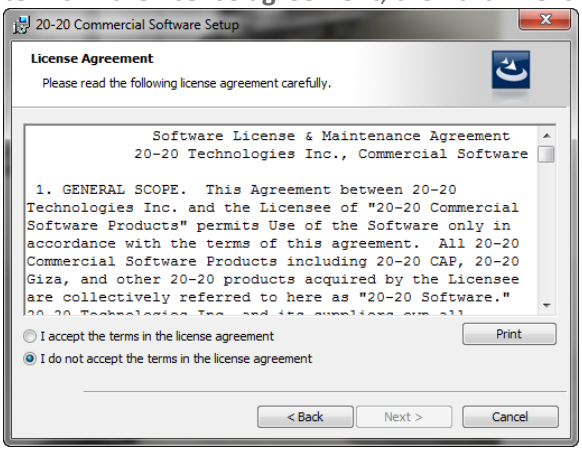
(next to the clock on the Windows taskbar).
2. Insert the 2020 Commercial Software DVD-ROM in the appropriate drive. An installation menu appears:

If the installation menu does not appear within a few seconds, click **Start, Run** from the Windows taskbar. In the **Run** dialog, type the letter corresponding to your DVD-ROM drive followed by `\autorun.exe` and click **OK**.

3. Click **Install** from the installation menu. A welcome screen appears to notify you that it is scanning your environment and preparing the InstallShield Wizard.

4. Click **Next**.

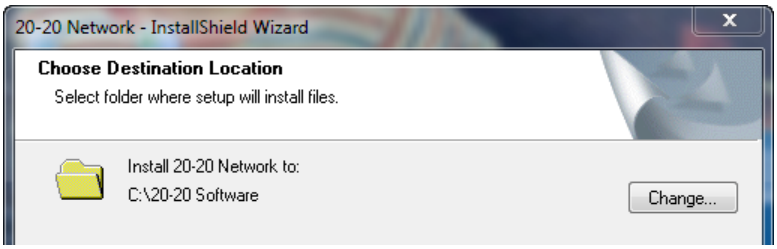
5. In the **License Agreement** window, read the contents of the screen and click **I accept the terms in the license agreement**, then click **Next**.



The **Next** button remains disabled until you accept the agreement.

Scroll or use the PAGE DOWN key to view the remainder of the license agreement.

6. In the **Choose Destination Location** window, click **Change**.

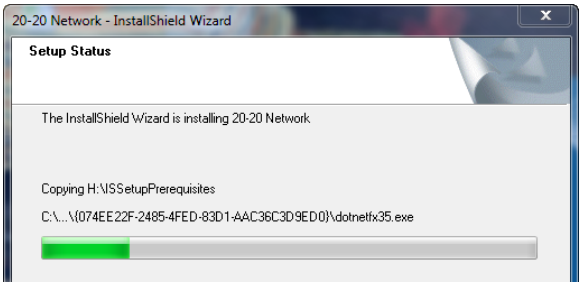


7. In the **Choose Folder** window, choose the network location to copy the network software. It is recommended to call the folder “2020 Software”.

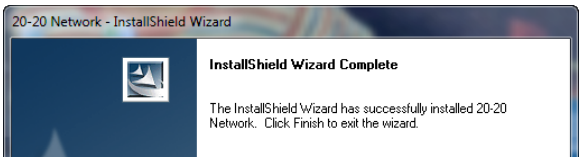
8. Click **OK.** You will return to the **Choose Destination Location** window.

9. Click Next to start copying the files.

   A status bar provides a visual indication of installation completion as the various software components are copied.



10. In the InstallShield Wizard Completion window, click **Finish**.



11. In the Installation menu, click **Exit**.

Installing 2020 Commercial Software from a Network (Client Install)

1. Browse to the network folder where the installation programs were copied.

2. Double-click on the **Setup.exe** file.

3. Follow the steps in Installing Software from the Installation Disc beginning with Step 3.

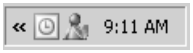
Installing Manufacturer Catalogs

Installing manufacturer catalogs gives you the manufacturer-specific content you need to use in all 2020 Commercial Software products. If you do not install any manufacturer catalogs, you will only see sample catalog content in your 2020 software products.

Installing Manufacturer Catalogs from the Installation Discs

To install manufacturer catalogs to a local computer using the installation discs, do the following:

At any point during the installation, you can click the **Cancel** button to cancel the installation. When it is possible to return to the previous screen to change your selections, you can click on the **Back** button.

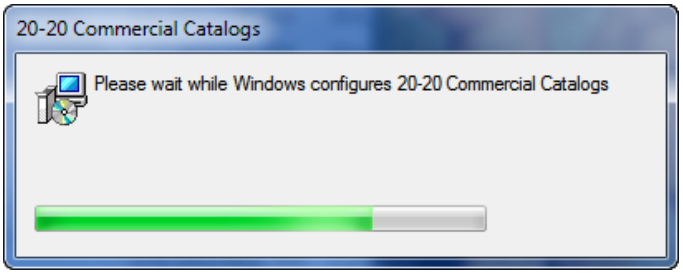
1. Close all applications, including those in the System Tray 

(next to the clock on the Windows taskbar).

2. Insert the first 2020 Commercial Catalog DVD-ROM in the appropriate drive. An installation menu appears:

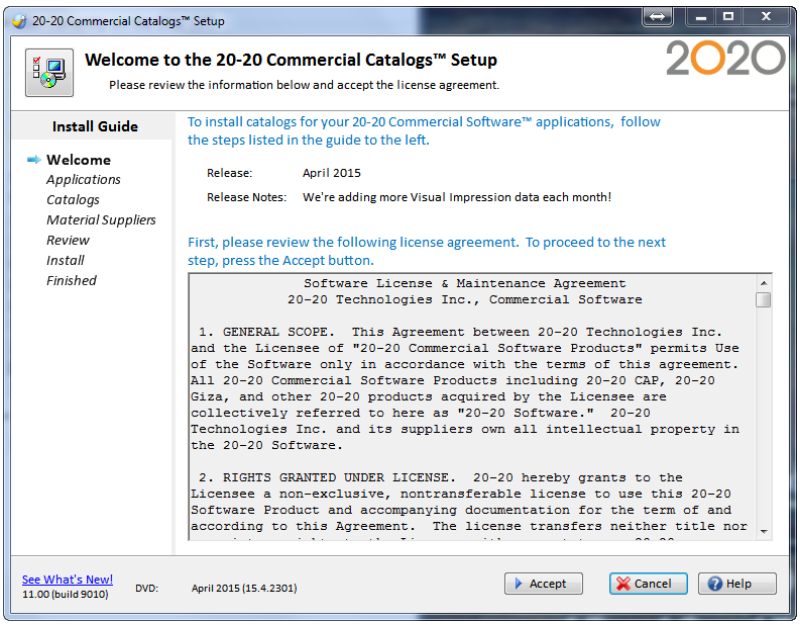
3. Click **Install**.
   Before catalogs are installed, certain files must exist on your computer. If they are not present, a screen will appear indicating what is required. Click **Install**.

   The setup program will go through some preparatory steps. Simply wait for it to finish.

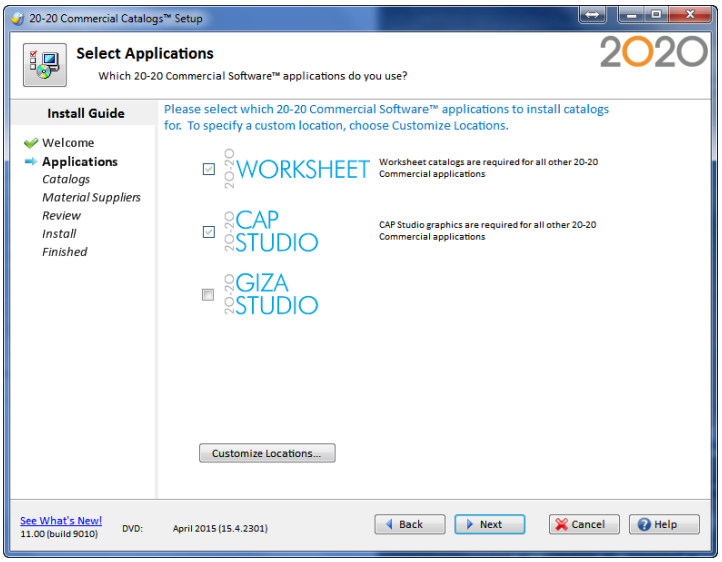


Windows may require a restart after the prerequisite files are installed. The setup will resume automatically once the computer restarts.

4. Read the contents of the Welcome screen. Scroll or use the PAGE DOWN key to view the remainder of the license agreement. Click **Accept**.

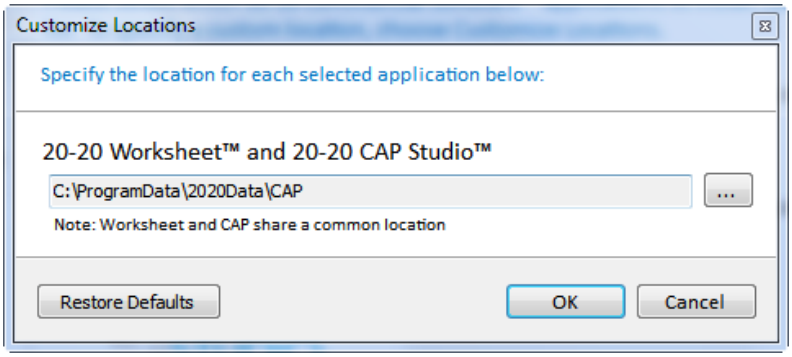


5. In the **Select Applications** window, check the 2020 Commercial Software for which you would like to install manufacturer catalogs. The installation process detects any 2020 software installed on your computer and automatically checks the appropriate applications.



6. Click **Customize Locations** to change the installation location.

   In the **Customize Locations** dialog, click [...] under the application name to change the folder where catalogs will be installed. Navigate to the desired location, then click **OK**



7. Back in the Select Applications window, click **Next** to continue.

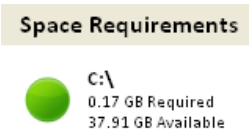
   In the Select Catalog window, click on the Standard Selection tab and place a check by each manufacturer that you would like to install. All of the catalogs for a manufacturer will be installed for all the applications you have selected. The required disk space for the selected manufacturer is displayed to the right of the manufacturer name.

   If you would like to customize your selections, click the **Advanced Selection** tab. For example, here you can specify to install manufacturer catalogs for only certain 2020 applications.

   For example, to install ***all*** manufacturers' catalogs for a specific application, click on the checkbox ***above*** the application logo, as shown in this figure:

For example, to install ***a specific*** manufacturer catalogs for an application, click on the checkbox ***under*** the application logo.

The total required disk space appears in the lower left part of the screen under Space Requirements.

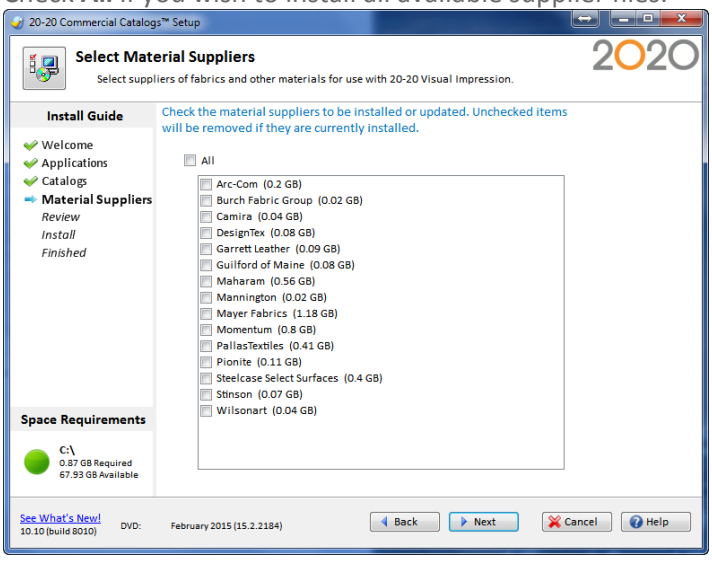


If there is not enough space on the drive(s), the text will appear in RED.

8. Click **Next**.

9. In the **Select Material Suppliers** window, select desired supplier files. Suppliers are used in 2020 Visual Impression to apply Visual Materials to items. Suppliers are not required for 2020 Visual Impression to function, but do take additional disc space when installed. Therefore, it may be desirable to only install those that will be useful to you.

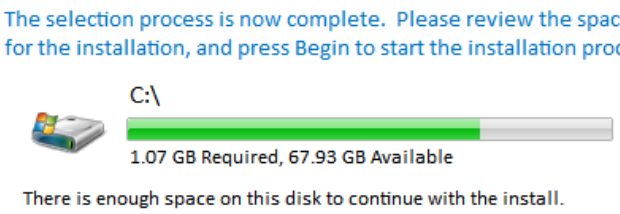
   Check **All** if you wish to install all available supplier files.



   The required disk space appears in the lower left part of the screen. If there is not enough space for the installation, the text will appear in RED.

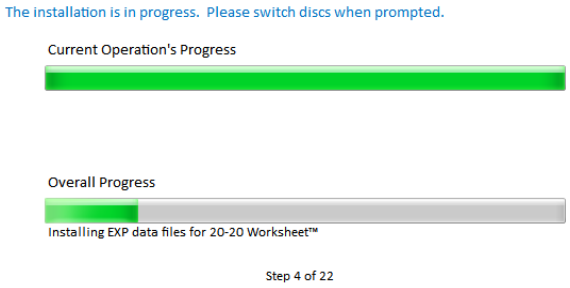
10. Click **Next**.

11. Review the disk space requirements for the installation. If there is not enough space on any of your drives, click **Back** to change your selections.



12. Click **Begin** or **Next**.

    During installation, you will see the progress of the current operation and the overall installation.

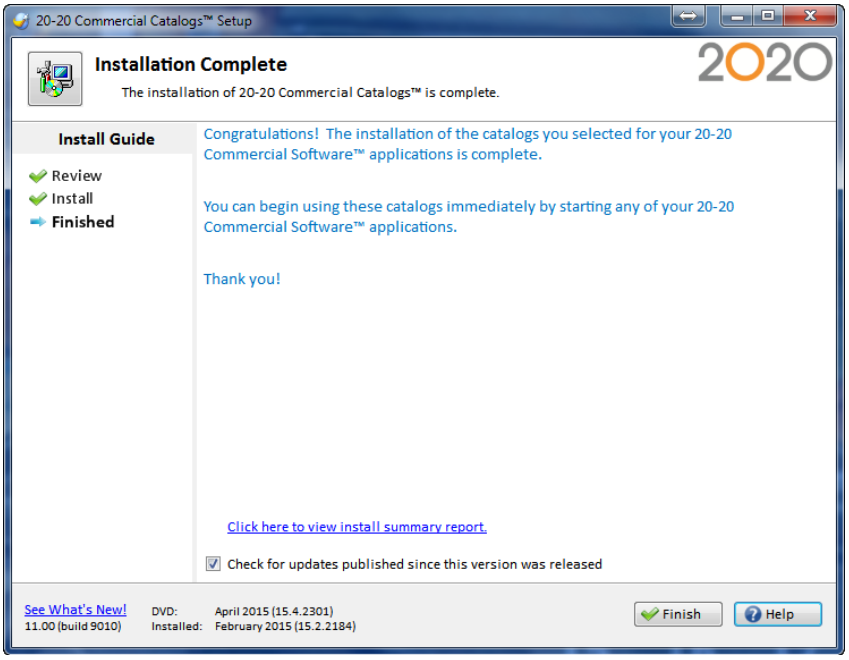


    If you are asked to insert another disc, insert the appropriate one. The installation automatically detects the disc and continues with the installation.

    The time required to install catalogs depends on your selections and the speed of your computer.

    If you click **Cancel**, all operations performed will be undone. However, any software installed as pre-requisites will not be removed if the overall setup is canceled.

13. The **Installation Complete** window will appear to indicate success! Choose **Check for Updates** If you want the 2020 Commercial Software application to automatically check for catalog updates in the future.



If you select **Check for updates**, the Software Manager appears right away to check if updates are available on the internet. Follow the instructions, then click **Finish**. The Software Manager checks if catalog fixes are available via the internet and downloads them to your system. For more information about the Software Manager, see **Check for Software and Catalog Updates**.

14. Click **Finish**.

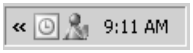
15. Click **Exit** to close the installation menu.

Deploying Manufacturer Catalog Installation over a Network

This process copies the 2020 catalog installation files and manufacturer catalogs to a network drive. Users can then install catalogs from that network location to their computer or access the catalogs directly from the network location.

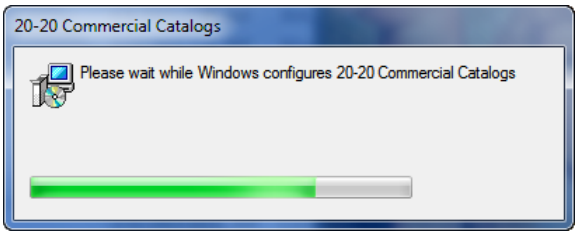
To copy to a network location, do the following:

At any point during the installation, you can click the **Cancel** button to cancel the installation. When it is possible to return to the previous screen to change your selections, you can click on the **Back** button.

1. Close all applications, including those in the System Tray  (next to the clock on the Windows taskbar).
2. Insert the first 2020 Commercial Catalog DVD-ROM in the appropriate drive. An installation menu appears:

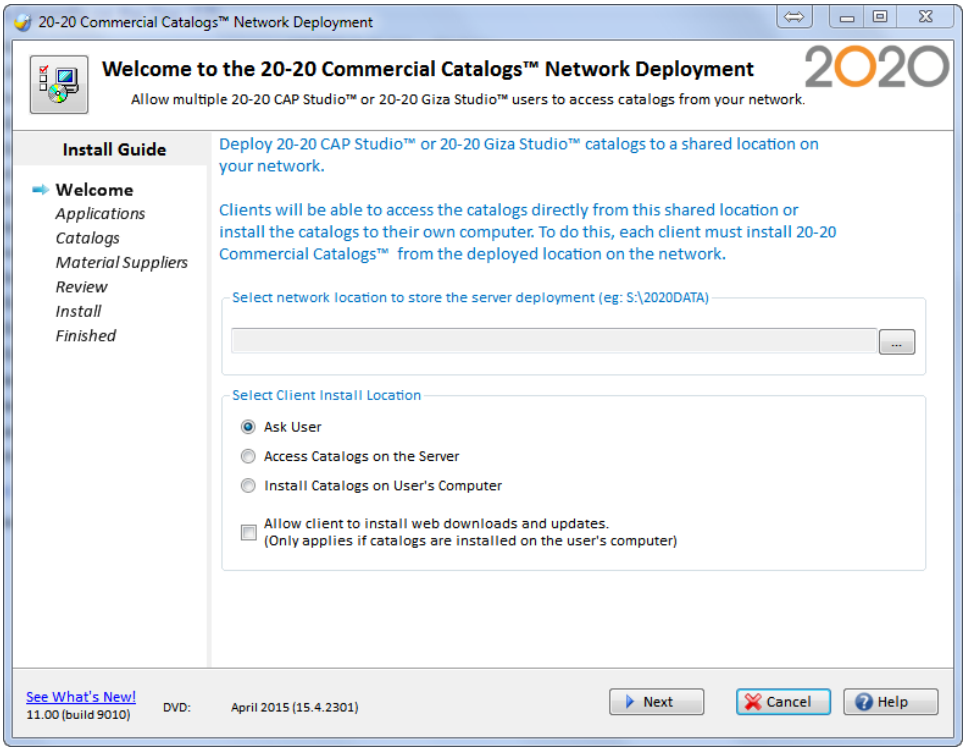
3. Click **Network Deployment**.
4. Before catalogs are installed, certain files must exist on your computer. If they are not present, a screen will appear indicating what is required. Click **Install**.

   The setup program will go through some preparatory steps. Simply wait for it to finish.



   Windows may require a restart after the prerequisite files are installed. The setup will resume automatically once the computer restarts.

5. Click … to choose a network location where the server deployment should be stored.



The three options for client installation are available for selection in this screen.

- **Ask User:** Asks the user at the time of client install to choose to install to a local hard drive or to access the files on the server.
- **Access Catalogs on the Server**: *Requires* users to access catalog files on the server.
- Install Catalogs on User's Computer: *Requires* users to install files locally (to the hard drive of the user's computer).

The checkbox below the three choices determines if a user can install web downloads and updates. As noted, this only applies if the catalogs are installed locally. For maximum flexibility, select **Ask User** and check the box to allow web downloads and updates.

If you are updating or modifying a network deployment from the same computer used in the previous month, the location will default to the path used the previous month. If you are updating or modifying a network deployment from a computer not used previously, this field will be empty.

6. Click **Next** to continue.

In the **Select Catalogs** window, select the manufacturer catalog(s) for 2020 Cap and 2020 Worksheet.

In the **Standard Selection** tab, check the manufacturer name. All the catalogs of that manufacturer will be installed for both 2020 Cap and 2020 Worksheet.

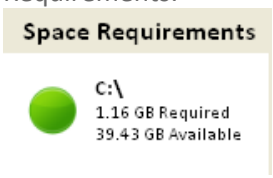
The required disk space for the selected manufacturer is displayed to the right of the manufacturer name.

Click on the Advanced Selection tab to customize your selections. Note that 2020 Worksheet catalogs are required for 2020 Cap.

For example, if you wish to install ***all*** manufacturers for 2020 Worksheet only, click on the checkbox ***above*** the application logo.

For example, if you wish to install ***a specific*** manufacturer for 2020 Worksheet only, click on the checkbox ***under*** the appropriate application logo.

7. The total required disk space appears in the lower left part of the screen under Space Requirements.

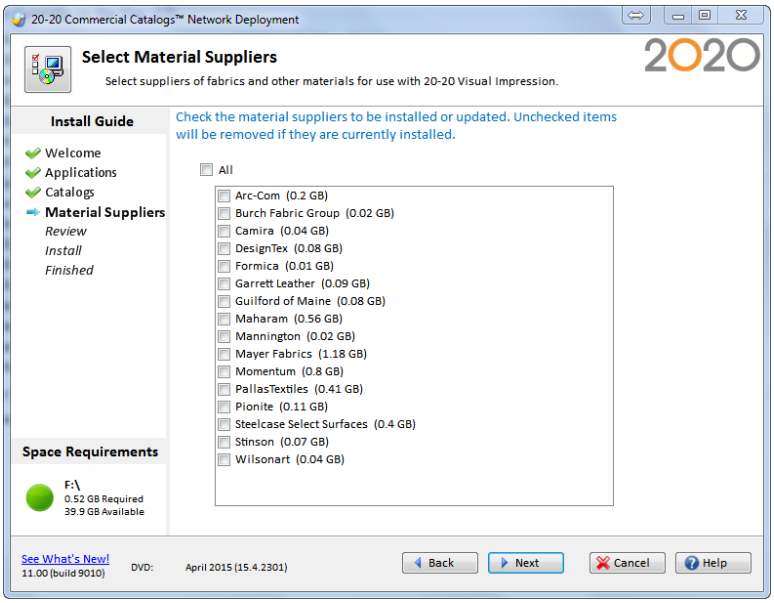


If there is not enough space on the drive(s), the text will appear in RED. If this is the case, you will have to free up some space before you can continue.

8. Click **Next**.

9. In the **Select Material Suppliers** window, select desired supplier files. Suppliers are used in 2020 Visual Impression to apply Visual Materials to items. Suppliers are not required for 2020 Visual Impression to function, but do take additional disc space when installed. Therefore, it may be desirable to only install those that will be useful to you.

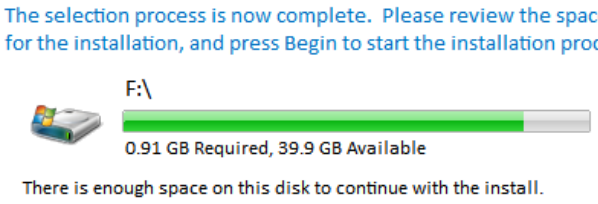
Check **All** if you wish to install all available supplier files.



The required disk space appears in the lower left part of the screen. If there is not enough space the text will appear in RED.

10. Click **Next**.

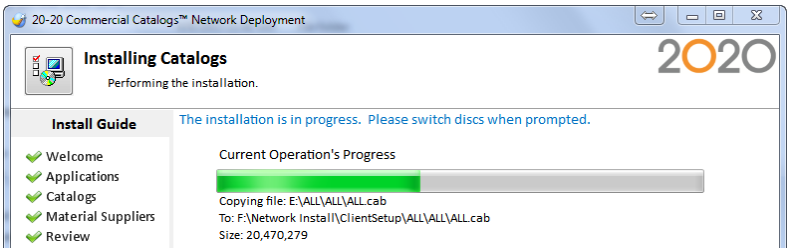
11. Review the disk space requirements for the installation.



If there is not enough space on a specific drive, click Back to change selections or free up space on the drive.

12. Click **Begin** or **Next**.

During the installation, you will see the progress of the current operation and the overall installation.

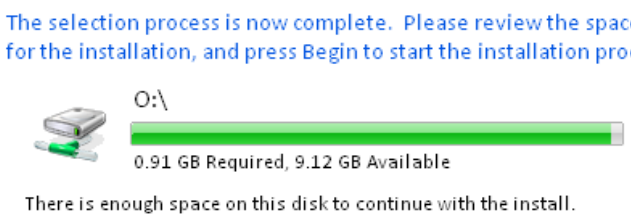


If you are asked to insert another disk, insert the appropriate one. The installation automatically detects the disk and continues with the installation.

The time required to copy catalogs depends on your selections and the speed of your computer.

If you click **Cancel**, all operations performed will be undone. However, any software installed as pre-requisites will not be removed if the overall setup is canceled.\

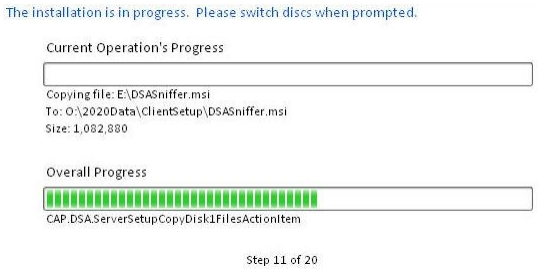
13. Review the disk space requirements for the installation.



If there is not enough space, click **Back** to change selections or free up space on the drive.

14. Click **Begin.**

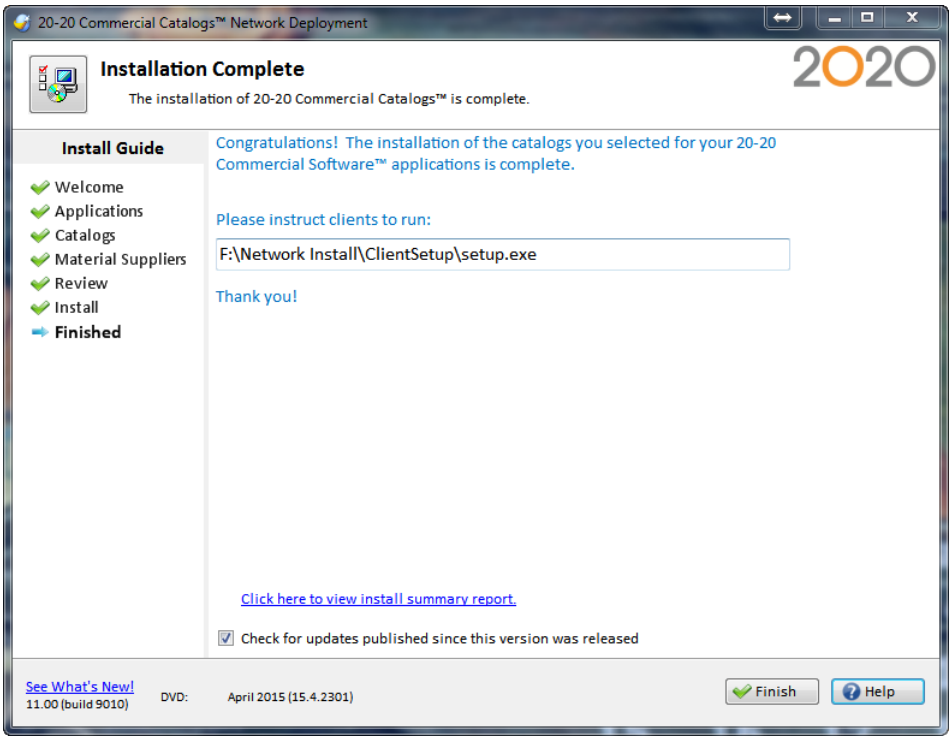
    During the installation, you will see the progress of the current operation and the overall installation.



    If you are asked to insert another disc, insert the appropriate one. The installation automatically detects the disc and continues with the installation.

    The time required to copy catalogs depends on your selections and the speed of your computer.

15. Congratulations! You have successfully deployed the 2020 Cap installation program and data to a network location.



    The path users can use to access the catalogs is shown in this screen.

16. Click **Finish**.

17. Click **Exit** to close the installation menu.

Each user must now go to the network location, go into the *Clientsetup* folder, then run *setup.exe*. From this program they will choose whether to install the catalogs on their computer or access catalogs from the network location. See Installing Manufacturer Catalogs from a Network (Client Install).

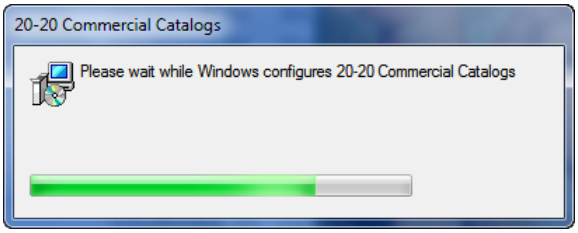
Installing Manufacturer Catalogs from a Network (Client Install)

1. Browse to the network folder where the manufacturer catalog installation programs were installed.

2. Open the *ClientSetup* folder, then double-click on *Setup.exe*.

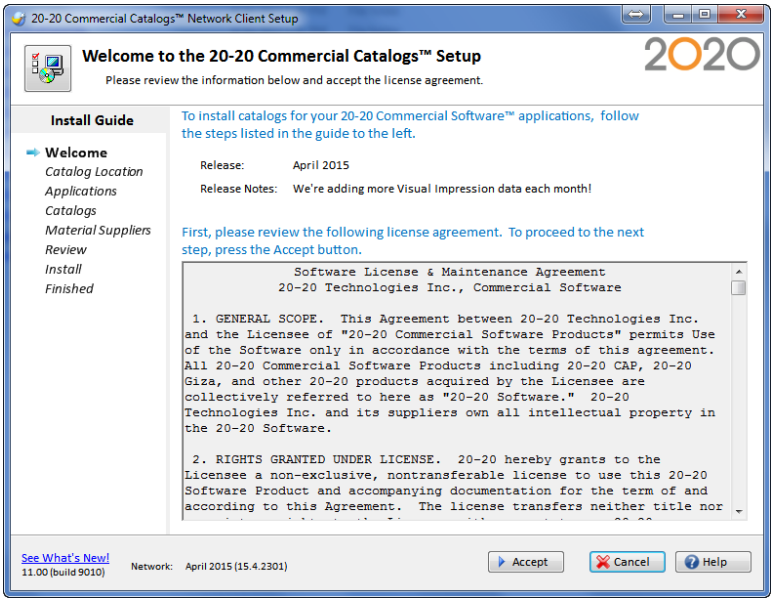
   Before catalogs are installed, certain files must exist on your computer. If they are not present, a screen will appear indicating what is required. Click **Install**.

   The setup program will go through some preparatory steps. Simply wait for it to finish.



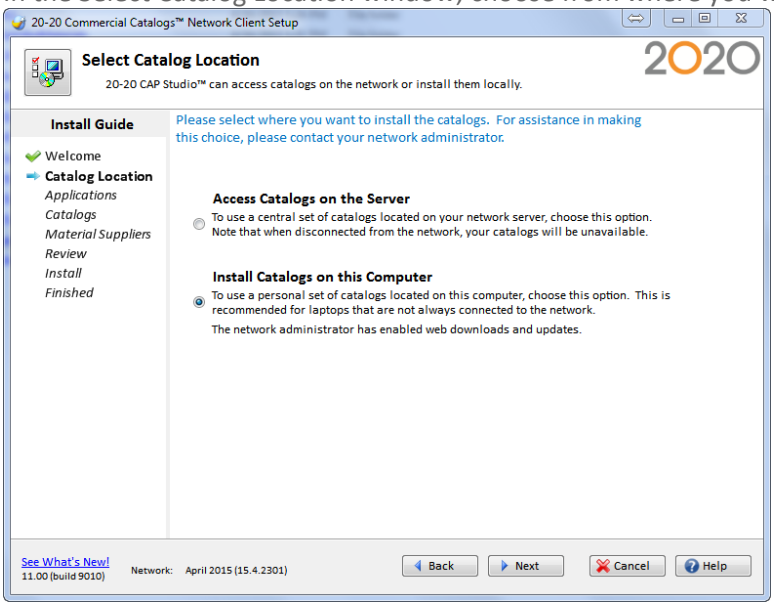
   Windows may require a restart after the prerequisite files are installed. The setup will resume automatically once the computer restarts.

3. Read the contents of the Welcome screen. Scroll or use the PAGE DOWN key to view the remainder of the license agreement.



4. Click **Accept**.

5. In the Select Catalog Location window, choose from where you want to access catalogs:



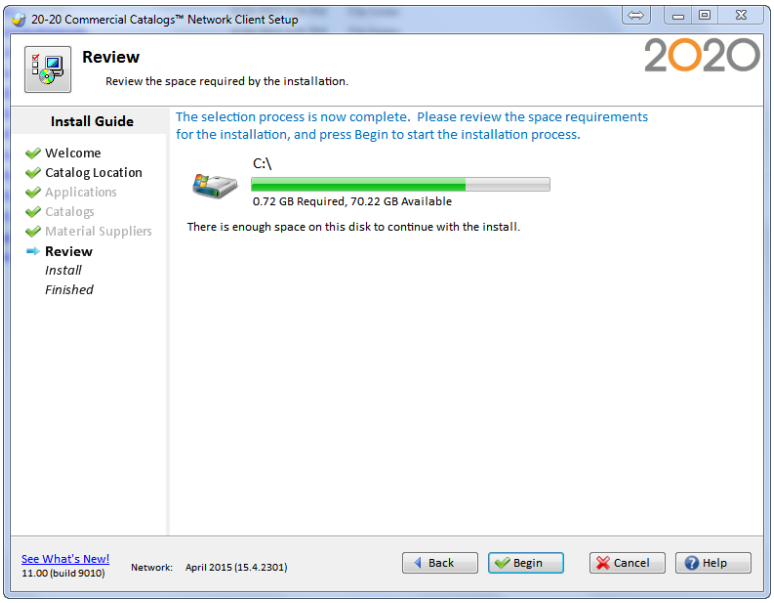
Access Catalogs on the Server: When you select Access Catalogs on the Server, you will not be able to select which manufacturers to install. You will have access to all the manufacturer catalogs and material suppliers selected when the install was deployed to the network. If you wish to hide certain catalogs, you can do so after the installation by going into 2020 Cap or 2020 Worksheet, selecting the **Tools** menu, **Preferences**, then **Content**.

Install Catalogs on this Computer: Manufacturer catalog content is installed on your computer. Recommended for laptops that are not always connected to the network.

6. Click **Next**. Click to continue instructions for Access Catalogs on the Server or Install Catalogs on this Computer.

Access Catalogs from the Server

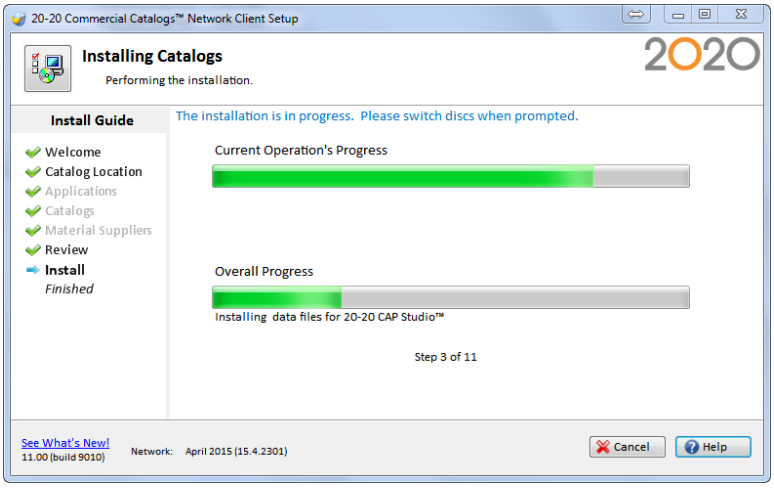
1. Review the disk space requirements for the installation.



If there is not enough space on a specific drive, click Back to change selections or free up space on the drive.

2. Click **Begin.**

During the installation, you will see the progress of the current operation and the overall installation.

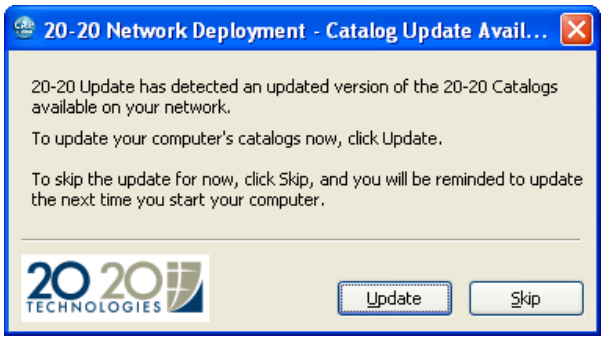


The time required to install catalogs depends on your selections and the speed of your computer.

3. Congratulations! You have successfully installed 2020 Commercial catalogs.

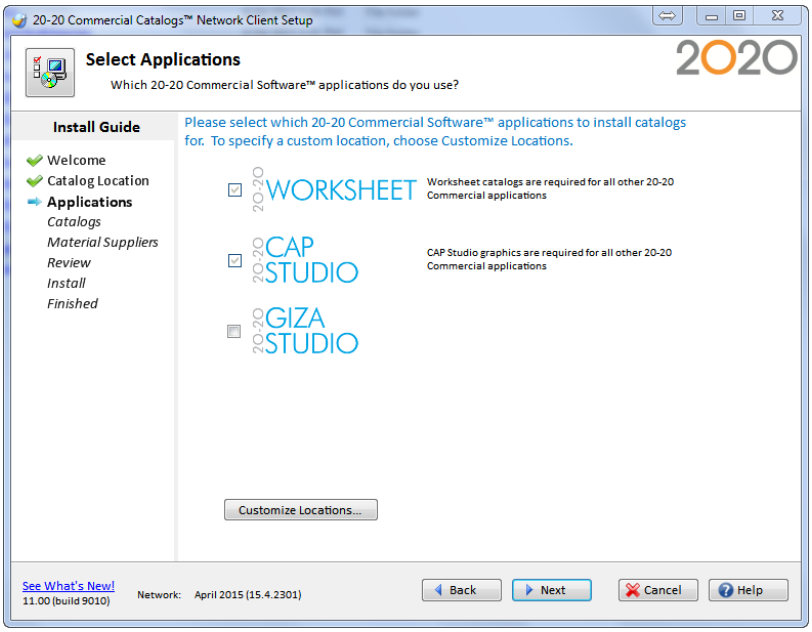
4. Click **Finish.**

In the future, when you restart your computer, 2020 Cap will check if an updated version of 2020 Commercial Catalogs is available on your network. If updates exist, you will see the following message window:



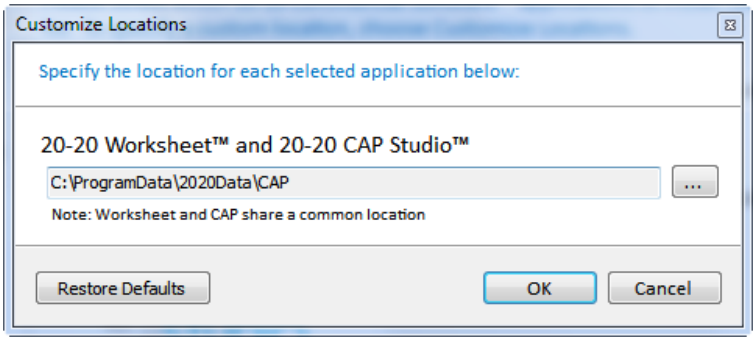
Install Catalogs on This Computer

1. Check the 2020 Commercial software for which you want to install catalogs.



The installation detects any 2020 software that is installed on your computer and automatically checks the appropriate applications.

Click **Customize Locations** to change the folder where catalogs will be installed.



In the **Customize Locations** window, click ... under the application name to change the folder where catalogs will be installed. Navigate to the desired location then click **OK**.

2. Click **Next**.

3. In the **Select Catalogs** window you will select the manufacturer catalog(s) for Cap and Worksheet. Note that the manufacturers displayed are only those that were selected to be installed to the server.

   In the **Standard Selection** tab, check the manufacturer name. All the catalogs of that manufacturer will be installed for both 2020 Cap and 2020 Worksheet.

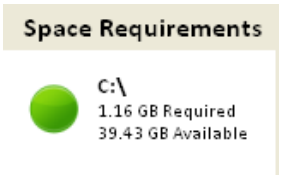
   The required disk space for the selected manufacturer is displayed to the right of the manufacturer name.

   Click the **Advanced Selection** tab to customize your selections. Note that 2020 Worksheet catalogs are required for 2020 Cap.

   For example, if you wish to install ***all*** manufacturer catalogs for 2020 Worksheet only, click ***above*** the logo for the 2020 Worksheet application:

   For example, if you wish to install ***a specific*** manufacturer catalog for 2020 Worksheet only, click on the checkbox ***under*** the appropriate application logo

The total required disk space appears in the lower left part of the screen under Space Requirements.

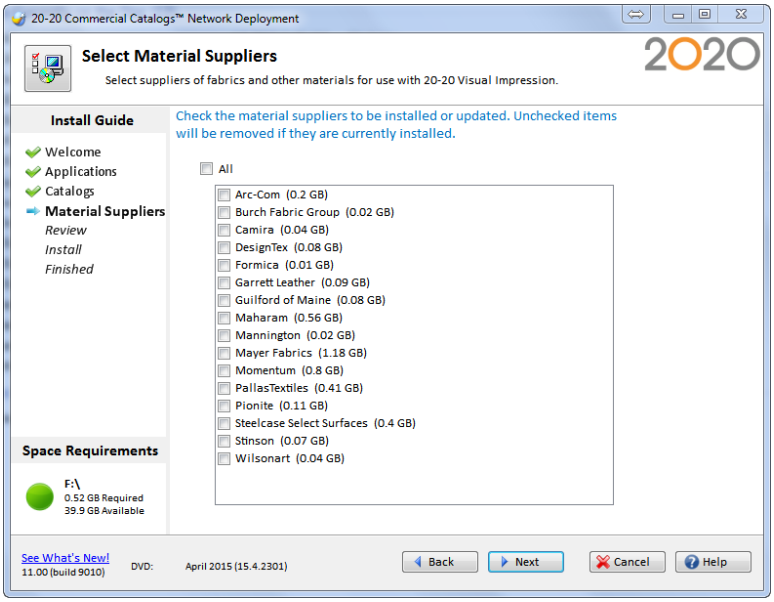


If there is not enough space on the drive(s), the text will appear in RED. If this is the case, you will have to free up some space before you can continue

4. Click **Next**.

5. In the **Select Material Suppliers** window, select desired supplier files. Suppliers are used in 2020 Visual Impression to apply Visual Materials to items. Suppliers are not required for 2020 Visual Impression to function, but do take additional disc space when installed. Therefore, it may be desirable to only install those that will be useful to you.

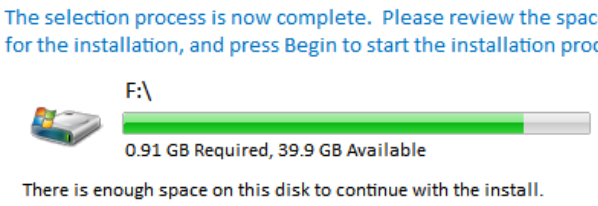
   Check **All** if you wish to install all available supplier files.



   The required disk space appears in the lower left part of the screen. If there is not enough space the text will appear in RED.

6. Click **Next**.

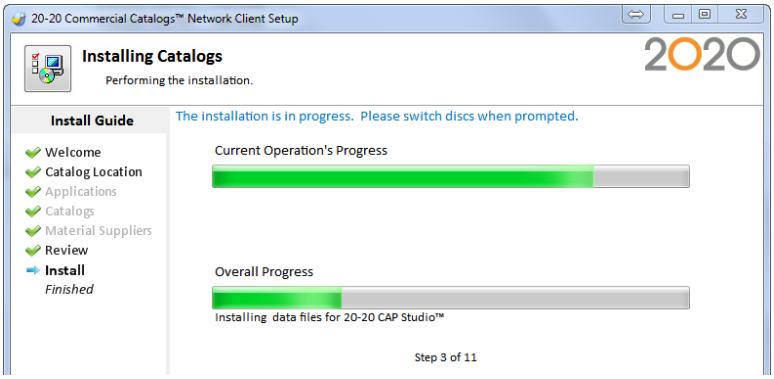
7. Review the disk space requirements for the installation.



If there is not enough space on a specific drive, click **Back** to change selections or free up space on the drive.

8. Click **Begin** or **Next**.

During the installation, you will see the progress of the current operation and the overall installation.

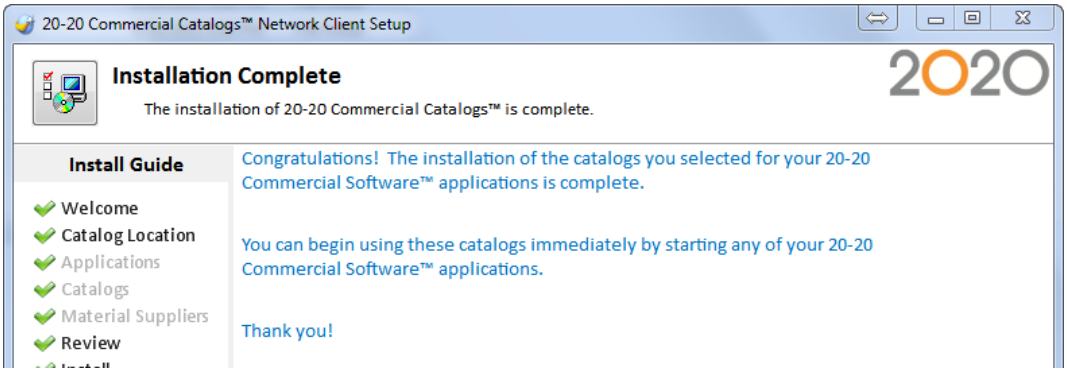


If you are asked to insert another disc, insert the appropriate one. The installation automatically detects the disc and continues with the installation.

The time required to install catalogs depends on your selections and the speed of your computer.

If you click **Cancel**, all operations performed will be undone. However, if the setup cleaned up 2020 Cap and 2020 Worksheet catalogs, these will not be returned; you will need to re-install the content from the previous disk set. Also, any software installed as pre-requisites will not be removed if the overall setup is canceled.

9. Congratulations! You have successfully installed content to the local hard drive.



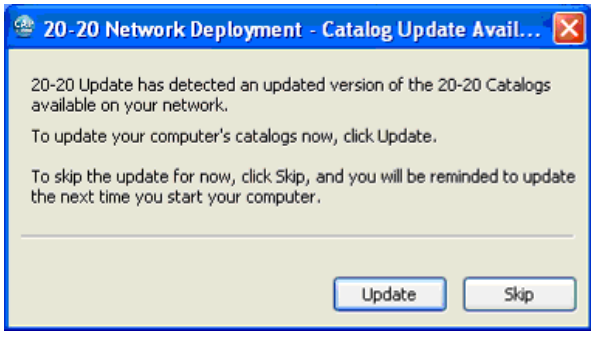
Choose **Check for updates** if you want the 2020 Commercial Software application to automatically check for catalog updates in the future. (if this was enabled during the server deployment).

10. Click **Finish**.

If you chose **Check for updates**, the Software Manager appears to verify if updates are available on the internet. Follow the instructions then click **Finish** when done. The Software Manager checks if security patches are available via the Internet and downloads them to your system. For more information about the Software Manager, see **Check for Software and Catalog Updates.**

Note that this is not the same as updating your 2020 catalogs to a newer version (see note below).

In the future, when you restart your computer, Cap Updates will check if an updated version of 20- 20 Catalogs is available on your network. If updates exist, you will see this message box.



Update, Modify or Remove Catalogs

Once you have installed the 2020 Commercial Catalogs, you may want to add or remove catalogs, or update catalogs to a newer version.

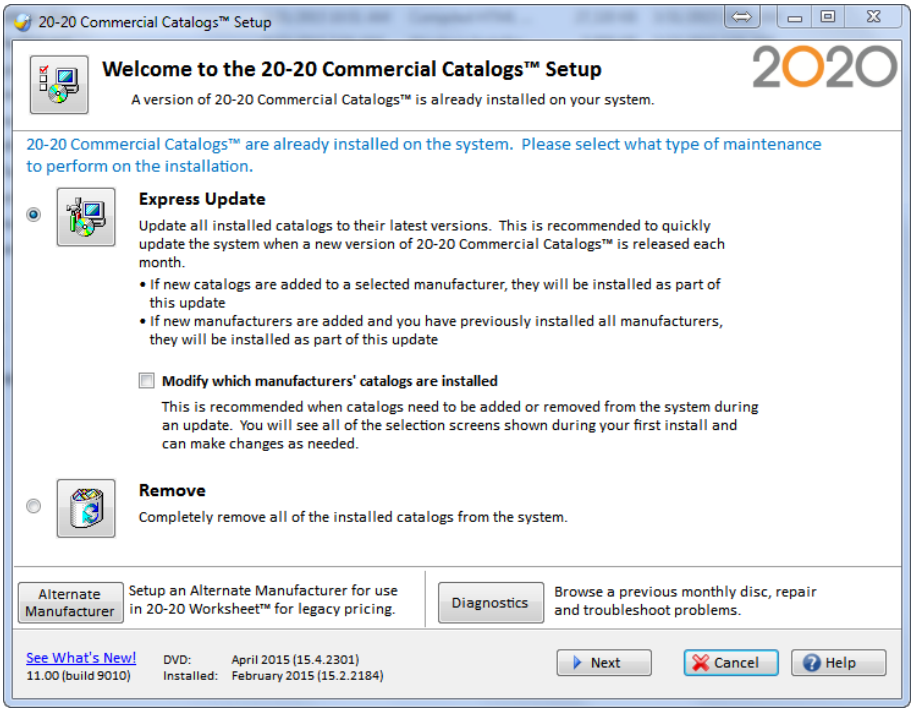
To maintain catalogs that are already installed, do the following:

1. Launch the Catalog Maintenance tools. Depending on the type of installation you have, you will find these tools in the following places:

   - Local Installation: Insert Disc 1 and select **Install**. Or, from your Windows taskbar, click **Start, All Programs, 2020 Technologies, Catalog Maintenance**.
   - Network Deployment: Insert Disc 1 and select **Network Deployment**.
   - Client Install: Go into the network location where the catalog installation was deployed, open the *Clientsetup* folder, then run *setup.exe*.

Note that the screens displayed and options available on each screen vary, depending on which type of install you are maintaining.

2. In the **Welcome** screen, select **Express Update, Remove**, **Alternate Manufacturer** or run **Diagnostics**:



Express Update: Update the installed catalogs with a newer version. If the installed manufacturer has added catalogs, they will be included in your installation. Click for more instructions >>

Remove: Delete all of the installed catalogs on your system. Click for more instructions >>

Alternate Manufacturer: Choose to copy older versions of catalogs before updating to a newer version. This will allow you to use older catalogs side-by-side with updated catalogs. Click for more instructions >>

Diagnostics: Repair and troubleshoot problems with the catalog installation. Select this only when directed by a 2020 Commercial Support representative.

Installing Express Updates

The Express Update option installs newer versions of catalogs already in your system. If the installed manufacturer has added catalogs, they will be included in your installation.

There are 2 options for Express Updates:

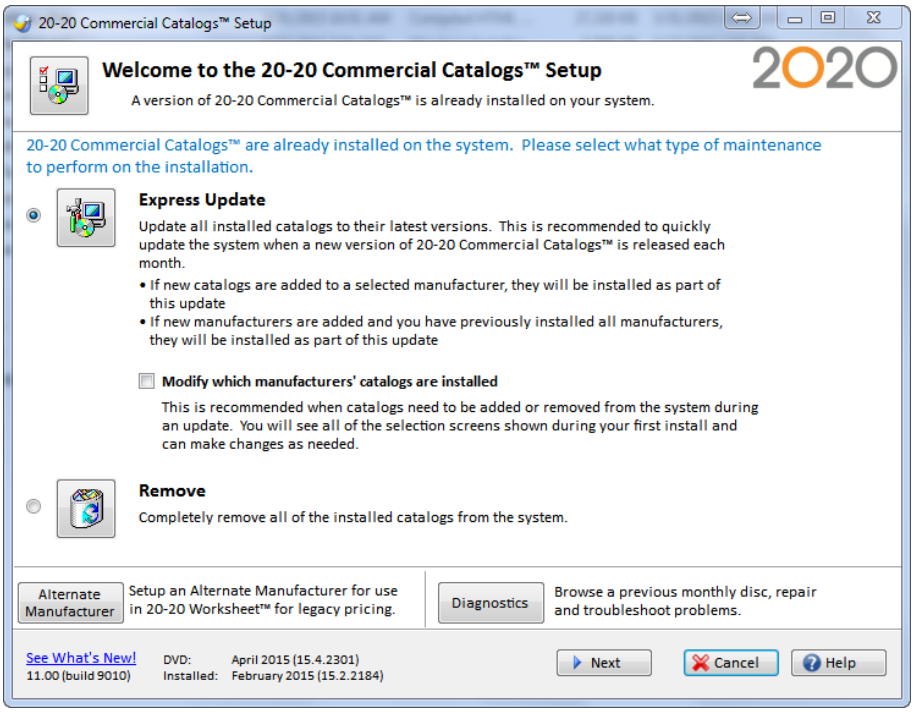
- **Standard Express Update**: Use when you wish to quickly update catalogs with the monthly release of 2020 Commercial Catalogs.
- **Modified Update**: Use when you wish to remove catalogs or add catalogs that you did not select at the time of the initial installation. At the same time, the installation will update the catalogs in your system with the release as provided on the monthly disc set. Note: The program detects whether the catalogs installed on your system are of the same month. If they are, you will NOT see this option.

Standard Express Update

Use when you wish to quickly update catalogs with the monthly release of 2020 Commercial Catalogs. *Do not check Modify to run the Express Update.*

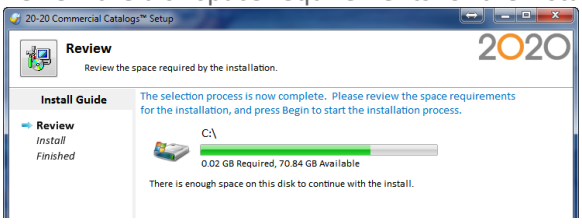
If you do not check **Modify**, perform the following steps:

1. In the **Welcome** screen, select **Express Update.**:



2. Click **Next**.

3. Review the disk space requirements for the installation

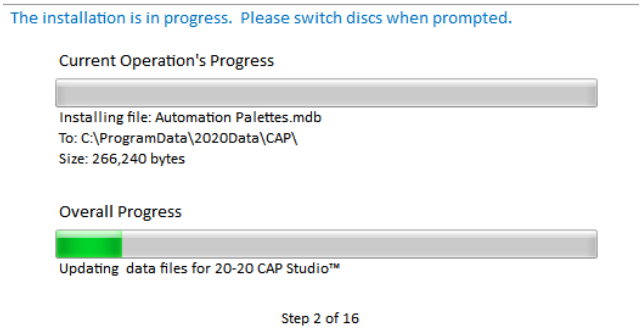


   If there is not enough space on a specific drive, click **Back** to change selections or free up space on the drive.

4. Click Begin.

   During installation, you will see the progress of the current operation and the overall

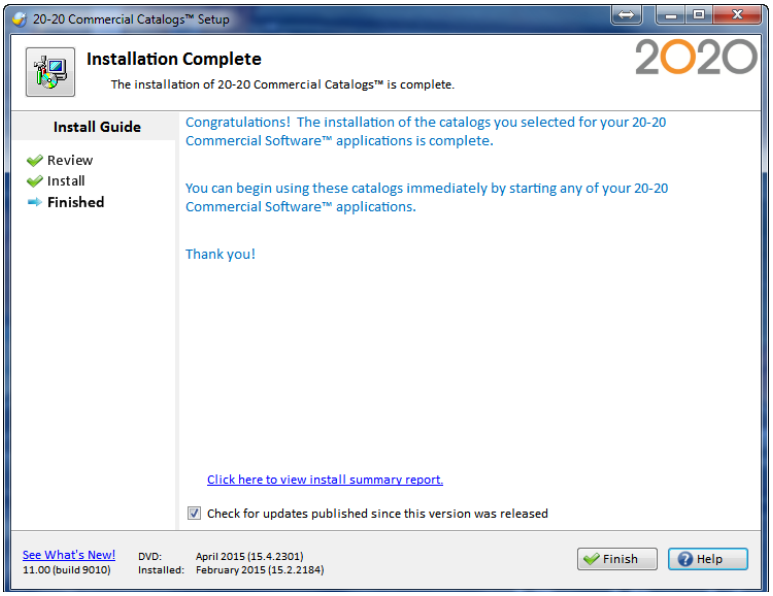
installation.



If you are asked to insert another disc, insert the appropriate one. The installation automatically detects the disc and continues with the installation.

The time required to install catalogs depends on your selections and the speed of your computer.

5. Congratulations! You have successfully installed 2020 Commercial catalogs.



6. **Choose Check for updates** if you want the 2020 Commercial Software application to automatically check for catalog updates in the future.

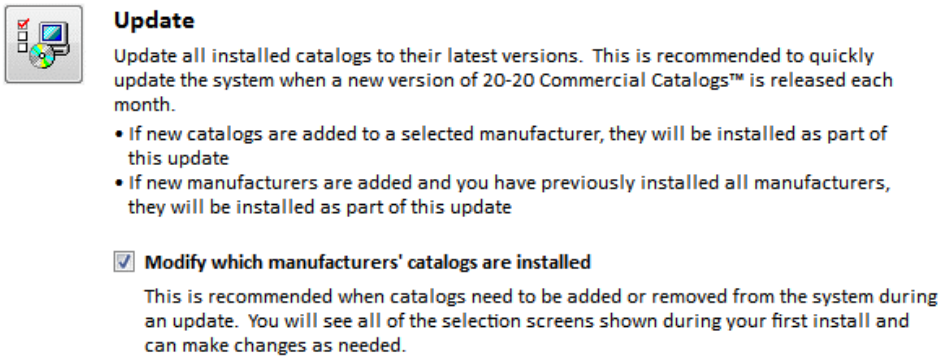
If you selected **Check for updates**, the Software Manager appears to verify if updates are available on the internet. Follow the instructions, then click **Finish** when done. The Software Manager checks if catalog fixes are available via the Internet and downloads them to your system. For more information about the Software Manager, see **Check for Software and Catalog Updates**.

Modified Update

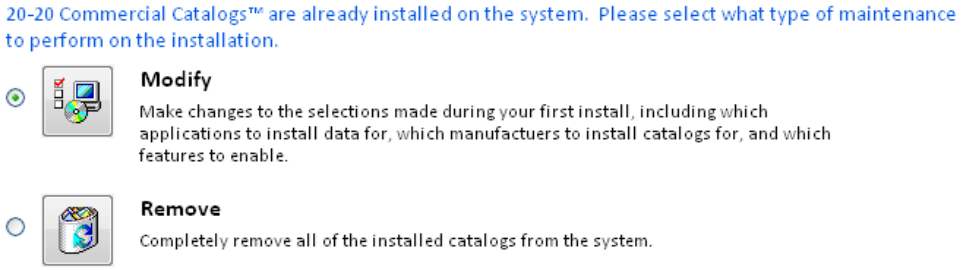
Use when you wish to remove catalogs or add catalogs that you did not select at the time of the initial installation. At the same time, the installation will update the catalogs in your system with the release as provided on the monthly disc set. If the manufacturer has added catalogs, they will be included in this installation process.

Note: The program detects whether the catalogs installed on your system are of the same month. If they are, you will NOT see this option.

1. In the Welcome window, check **Modify which manufacturers' catalogs are installed**. When you do this, the **Express Update** option changes to **Update**, as shown in the following figure:

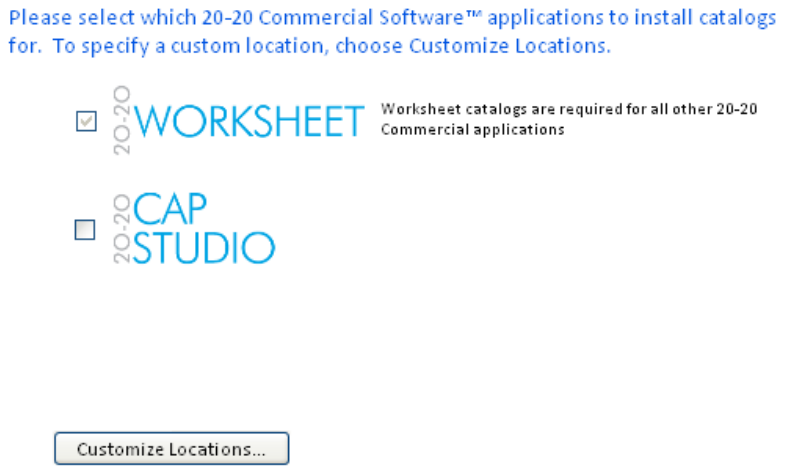


Note: The program detects if the catalogs you have installed on your system are of the same month. If they are, **Modify** will be an option by itself and you will not see the **Update** option, as shown in the figure below:

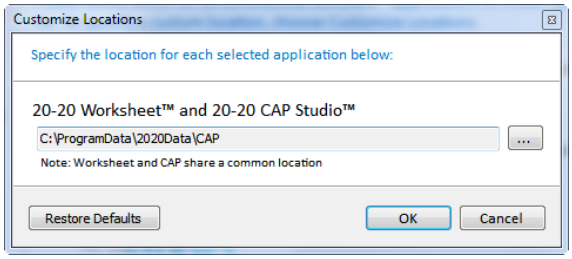


2. Click **Next** to continue with the installation.

If you are modifying a desktop install, check the 2020 Commercial Software applications for which you want to install catalogs as shown in the following figure. Note that 2020 Worksheet catalogs are required for all 2020 Commercial Software applications.



In the **Customize Locations** dialog, click [...] under the application name to change the folder where catalogs will be installed. Navigate to the desired location then click **OK**.



If you are modifying a network deployment or client install, then in the **Select Catalogs** window, click on the **Standard Selection** tab and check the manufacturer name you wish to alter. All catalogs for the selected manufacturer will be installed for both 2020 Cap and 2020 Worksheet.

The required disk space for the selected manufacturer is displayed to the right of the manufacturer name.

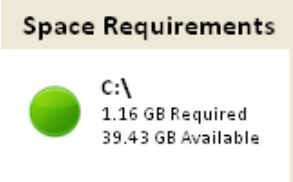
If you wish to customize your selections, click the **Advanced Selection** tab. Note that 2020

Worksheet catalogs are required for 2020 Cap.

For example, if you wish to install ***all*** manufacturer catalogs for 2020 Worksheet only, click on the checkbox ***above*** the application logo.

For example, if you wish to install ***one specific*** manufacturer's catalog for 2020 Worksheet only, click on the checkbox ***under*** the application logo.

The total required disk space appears in the lower left part of the screen under **Space Requirements**.

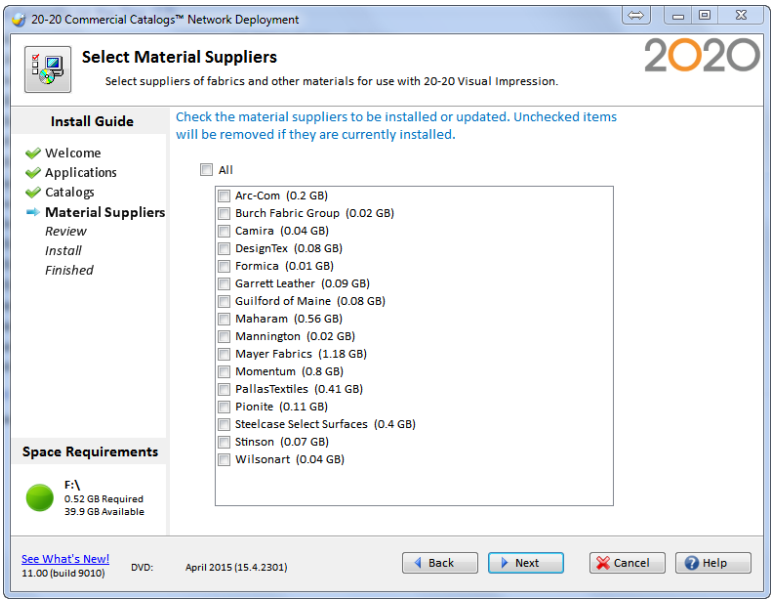


If there is not enough space on the drive(s), the text will appear in RED. In this case, you will need to free up some space before you can continue.

3. Click **Next** to continue with the installation.

4. In the **Select Material Suppliers** window, select desired supplier files. Suppliers are used in 2020 Visual Impression to apply Visual Materials to items. Suppliers are not required for 2020 Visual Impression to function, but do take additional disc space when installed. Therefore, it may be desirable to only install those that will be useful to you.

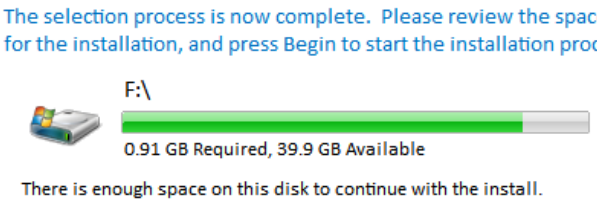
   Check **All** if you wish to install all available supplier files.



   The required disk space appears in the lower left part of the screen. If there is not enough space the text will appear in RED.

5. Click **Next**.

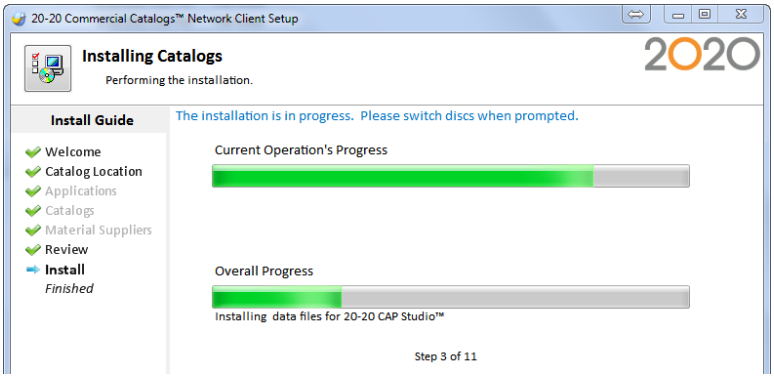
6. Review the disk space requirements for the installation.



   If there is not enough space on a specific drive, click **Back** to change selections or free up space on the drive.

7. Click **Begin** or **Next**.

During the installation, you will see the progress of the current operation and the overall installation.



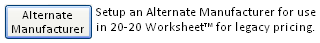
If you are asked to insert another disc, insert the appropriate one. The installation automatically detects the disc and continues with the installation.

The time required to install catalogs depends on your selections and the speed of your computer.

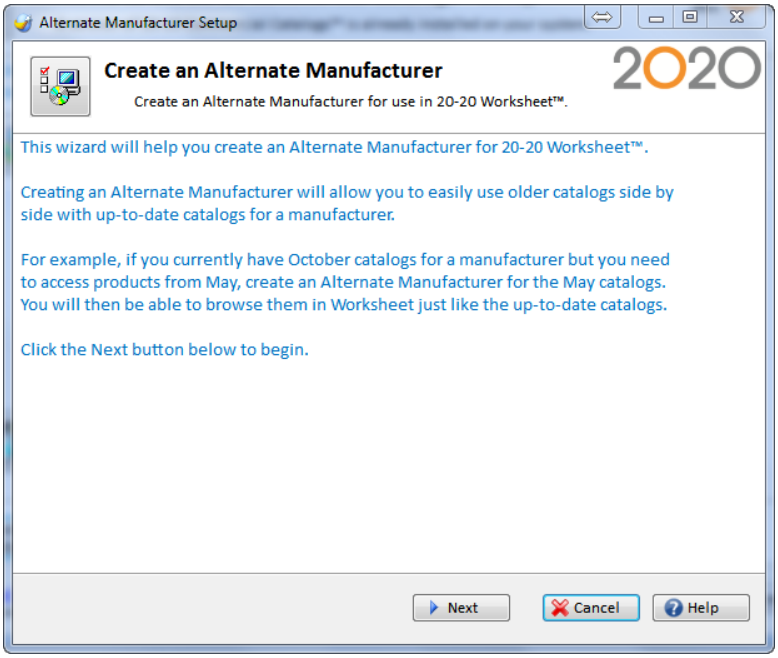
Creating an Alternate Manufacturer

By creating an alternate manufacturer before doing an update, you will be able to use older catalogs side-by-side with updated catalogs.

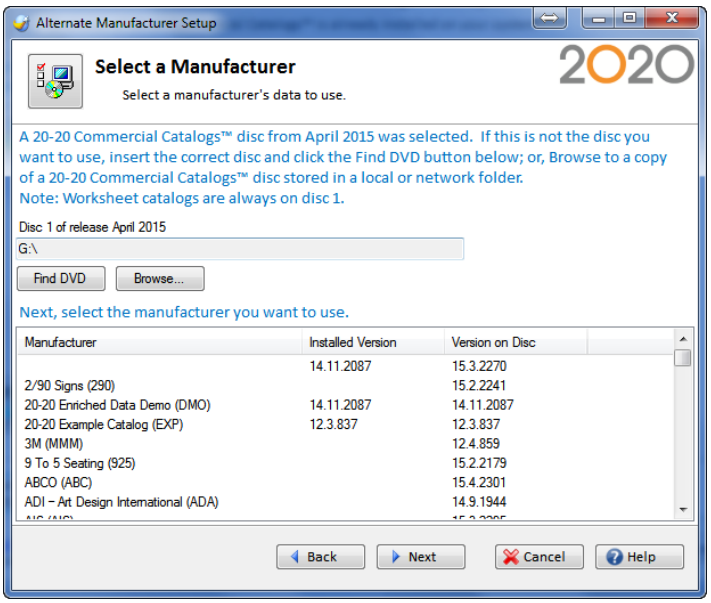
1. Click the Alternate Manufacturer button on the lower left portion of the Welcome screen.



2. Click **Next**.



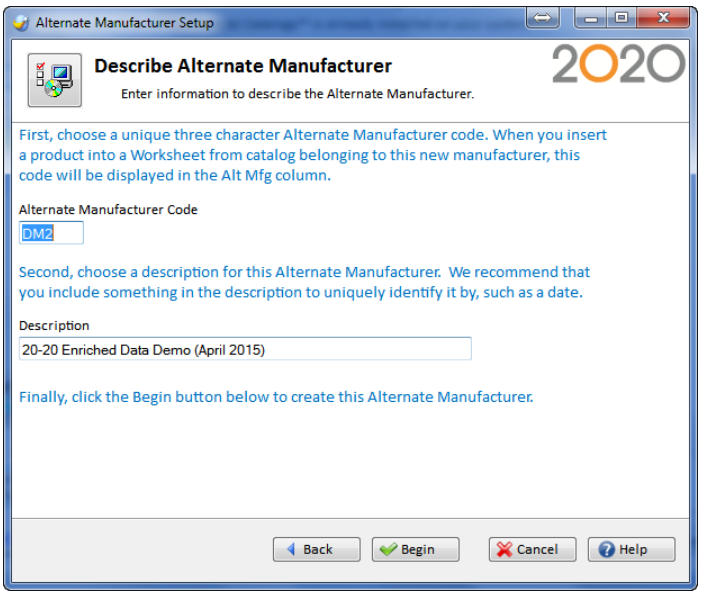
3. In the Select a Manufacturer window, you will see a list of manufacturers, the current version installed, and the version on the disc.



If you wish to change the disc from which you want to install, insert the disc then click **Find DVD**, or click **Browse** to install from a different drive.

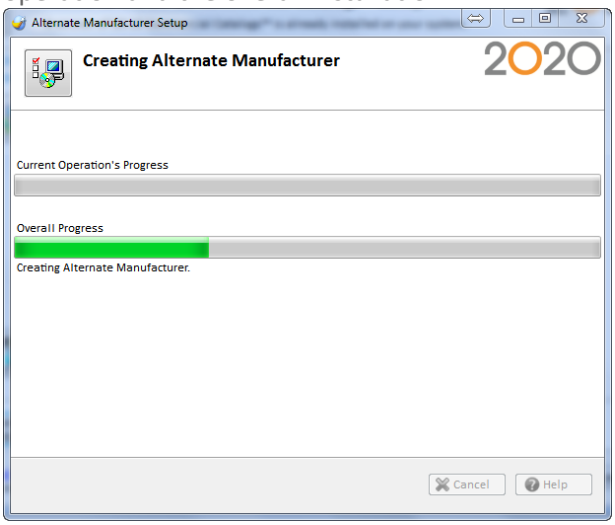
4. Select the manufacturer and click **Next**.

5. In the Describe Alternate Manufacturer Window, type in a three-character Alternate Manufacturer code and enter a description for the Alternate Manufacturer. Note that the system automatically enters defaults in these fields. By default, an Alternate Manufacturer code is entered for you.



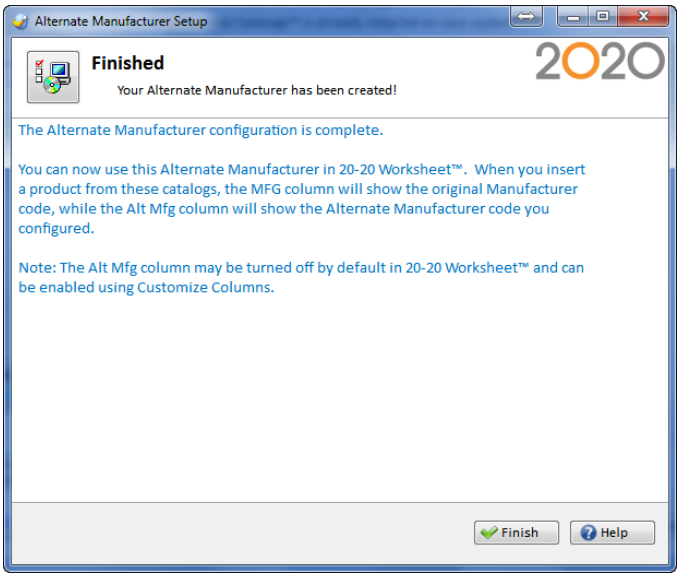
6. Click **Begin**.

   During the Alternate Manufacturer creation, you will see the progress of the current operation and the overall installation.



   Note: If you click **Cancel**, all operations performed will be undone.

7. Click **Finish**.



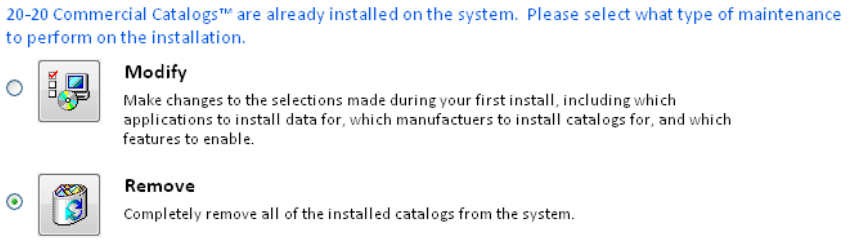
You can now use this Alternate Manufacturer in 2020 Worksheet.

When you insert a product from an Alternate Manufacturer catalog, the MFG column will show the original manufacturer code and the Alt MFG column will show the Alternate Manufacturer code you just created.

Remove Catalogs

This option deletes **all** of the catalogs on your system installed by the setup from a monthly disk set or from web downloads. If you want to delete only certain catalogs, see Modified Update.

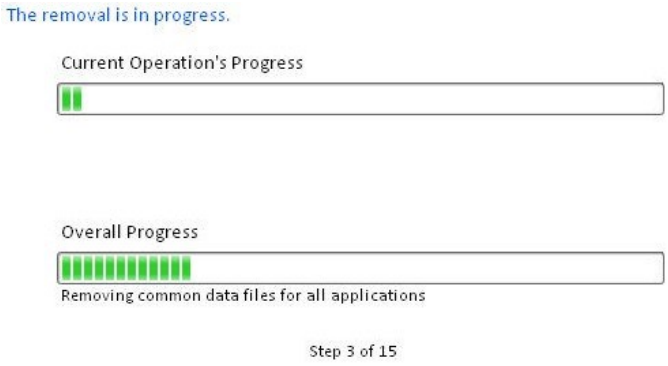
1. Select **Remove** on the Welcome window.



2. Click **Next**.

3. In the **Review** window, click **Remove** to proceed. Note that ALL catalogs will be removed.

   During catalog removal you will see the progress of the current operation and the overall uninstall.



4. When removal has been completed, an **Uninstall Complete** window appears. Click **Finish**.

Check for Software and Catalog Updates

When you install 2020 Giza, 2020 Cap and/or 2020 Worksheet from the 2020 Commercial Software DVD, **Software Manager** is also automatically installed. Software Manager keeps your programs up-to-date with the latest software updates, catalog updates, security patches, software improvements, and important messages.

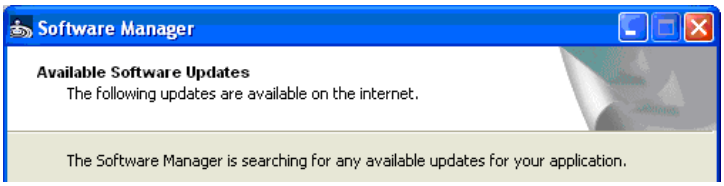
When an update is available, you can view the updates for your system, view update descriptions and download and install updates.

Check for Updates

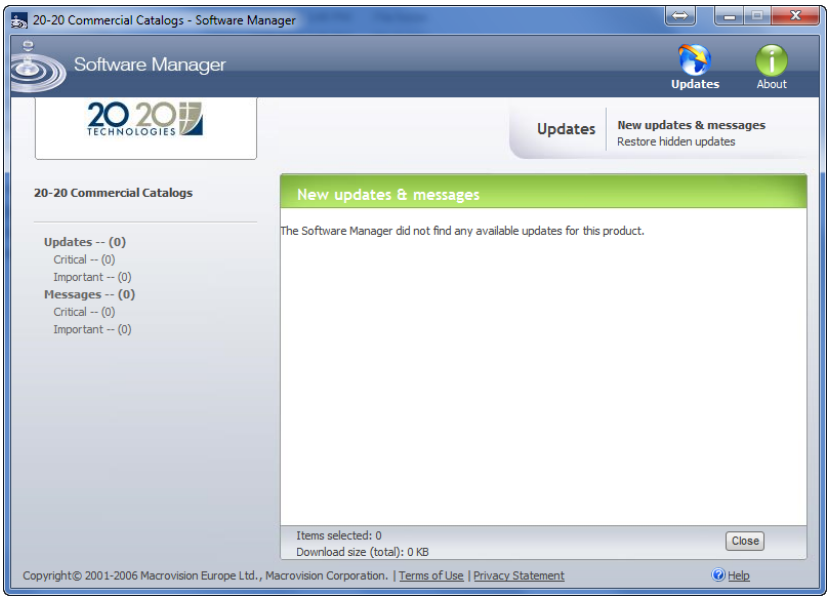
To check for updates, do the following:

1. Select **Check for Updates** from the **Help** menu in 2020 Cap, 2020 Giza, or 2020 Worksheet OR click on **Start**, **(All) Programs**, **2020 Technologies**, **Check for Software Updates**.

2. In the **Software Manager** window, click **Next**.



3. Select 2020 Commercial Software or 2020 Commercial Catalogs from the **Select by Product** dropdown list.

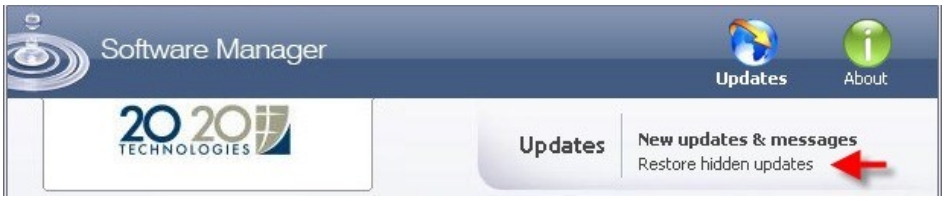


4. Check the update to install and click **Install**.

   The Update Service will download and install the update on your system. You can also choose to download the update and install it later.

Restore hidden updates

1. In the **Updates** view, click **Restore Hidden Updates**. If you previously selected an update and clicked don't show this update again, it will appear.



2. Select the update you wish to restore.

3. Click **Restore**.

Frequently Asked Questions

Here are answers to questions frequently asked by users who install 2020 Commercial software and catalogs:

What do I need to do after aborting a catalog installation?

When you abort an installation, the setup undoes all performed operations. However, any software installed as pre-requisites will not be removed if the overall setup is canceled.

What is the difference between getting catalog updates from the Internet (via Software Manager) and updates from the DVD set?

Every month, 2020 sends you a DVD set which contains new catalog versions. You need to install this version to update your catalogs.

However, sometimes after sending the monthly DVD set we discover issues in some catalogs which need to be corrected. The Software Manager checks if patches are available via the Internet and downloads them to your system.

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