



Lexion®

Installation manual

INSTALLATION

Basics

Lexion is designed to work on a computer with Windows 98/NT/2000/ME/XP/Vista, a Pentium II processor or better with at least 64Mb internal memory. The monitor needs to be set to at least 16 million colours. If it has 256 colours the colour effects of the program will be impaired and some parts even unusable.

The program has to be installed on the hard disk where a total space of approximately **500 Mb** will be used. If your version is of a later issue than 4.32, more space might be needed. The installation program will let you know.

A **printer** will be convenient for you, but not required to make use of the program.

It is vital that the computer is equipped with a **sound card** or speech synthesis. The speech synthesis may be any SAPI-connected speech synthesizer that only requires an existing sound card. The sound card can be any type supported by Windows, e.g. Sound Blaster.

Regarding network see below, page 3.

You should be familiar with the Windows operating system and understand what we mean when talking about 'scroll bars', 'drop-down lists', etc.

Preparations

Check that the package contains the following and that nothing is damaged:

- a Lexion manual
- this installation manual
- one Lexion CD
- one or more Mini-Lexion CD:s

Read the conditions on page 4 in the manual before breaking the seal.

Break the seal with a pair of scissors and empty the contents carefully making sure that no glue sticks to the CD.



Install Lexion

(For installing Mini-Lexion, see next section.)

Lexion must be installed on the hard disk. You must have administrator rights. The system folder must not be write protected. After installation, the CD need not be in the CD drive for Lexion to run.

Install as follows:

- Shut down all other programs.
- Insert the CD into the CD drive. (If the installation program does not start by itself, select Start, select Run... Write "e:SETUP", where *e* is the drive letter of the CD drive, then click OK.)

Before the copying starts you will be asked what folder name you want for Lexion. You can accept the suggestion of the installation program.

In the Start menu, shortcuts are automatically created which you use to start the program. A shortcut is also created on the desktop. When creating an archive for your users (if you are not connected to a network), they will be given their own shortcuts in another group in the Start menu, with which they will start their own personal exercise archives in Lexion (see the manual)

Licence information

When you run Lexion for the first time it will ask you for licence information, please enter the information provided to you by your retailer. Your Name, Organization, and Licence number must be filled in exactly as it is written in the information given to you. Mini-Lexion does not require licence information.



Install Mini-Lexion

If you have installed Lexion you should not install Mini-Lexion.

What is Mini-Lexion?

Mini-Lexion is a smaller 'empty' version of Lexion that lacks linguistic material and the capability to be adapted to the user. Mini-Lexion, however, contains all the pictures and all the sound recordings that are found in the normal Lexion. Mini-Lexion requires the installation of **exercises** sent via **diskette, e-mail or USB memory** to be able to work. One exercise diskette, etc., contains the teacher's/therapist's adaptations and word lists to one pupil/patient. After installation of the exercise diskette, etc., Mini-Lexion only works for that user (or for several users if they have been assigned to the same Mini-Lexion.) Read everything about Mini-Lexion in the manual. The sending of exercises is also described there.

Installation

The CD with Mini-Lexion must be installed on the hard disk. After installation, the CD need not be in the CD drive for Mini-Lexion to run. Mini-Lexion will not function in a network.

- Shut down all other programs.
- Insert the CD into the CD-drive. (If the installation program does not start by itself; select Start, select Run... Write "e:SETUP", where *e* is the drive letter for the CD drive, click OK.)

After the installation Mini-Lexion will start automatically. When Mini-Lexion has started you will be told to install exercises sent via diskette, e-mail, or a USB memory stick. Follow the instructions on the screen to let Mini-Lexion install the contents. If exercises have been sent by e-mail, exit Mini-Lexion and start the e-mail application. **Double-click** on the e-mail attachment and Open it. It will then install itself into Mini-Lexion. When the exercises have been installed, a shortcut in the Start menu is created with which the user will start the Mini-Lexion with the personalized exercises. Thus, exit Lexion and start it again next time with the new shortcut in the Start menu. (These instructions are also found in the manual.)

Network installation

Lexion can be used in a network. When running the program the current directory must always be the folder where Lexion is installed. The teacher/speech therapist, pupil/patient, should be given different rights (see below). Therefore, install Lexion in the following way.

Installation

The CD with Lexion is installed in a folder on the server. You should be logged on as an administrator with maximum privileges.

- Insert the CD into the CD drive. (If the installation program does not start on its own, select Start, select Run... Write "e:SETUP", where *e* is the drive specification for the CD-drive, click OK
- Install into a folder on the server that all clients can see, for example, \Lexion4. Run a test of the program afterwards. Enter the Licence information if requested. If you are updating from an older version of Lexion to a newer one, Lexion will update a number of its data files, which takes a few minutes. When finished, start Lexion and go to the **Network settings** in the Global menu.
- From each client where Lexion will be used, start the program \Lexion4\ network\setup.exe (this folder will also be found on the CD). When the setup program asks where Lexion resides, specify the Lexion folder on the server. Let the setup program make the installation of the **system files** for the client and place **shortcuts** to Lexion on the desktop and in the Start menu. See the folder *Sysinfo* on the CD if you want information on the Lexion system files. There is also an alternative setup called **setupnetminimal.exe** which does not prompt for the path to Lexion and does not create shortcuts on the client, you will have to create those yourself.
- All Lexion users should have a **password** when using Lexion in a network. You organise passwords and many other things in the **Network settings** in the Global menu, see next chapter.

Location of results

There are three ways to organize working with Lexion in a network:

Results in \Lexion4\usr: If in 'Create a new user' you do not state the path in the network, the result files of the pupils/patients will be stored in \Lexion4\usr (read more about location of the users' result files, etc. in the manual). When the pupil/patient is working with the computer the folder \Lexion4\usr must have no restrictions. \Lexion4 and all other subfolders in \Lexion4 should have only 'readfile' rights. When the teacher/speech therapist is doing customisation work in Lexion, the whole Lexion4 system must be unrestricted, i.e. the Lexion4 folder and all the subfolders. The disadvantage with this method is that the pupils/patients may damage the contents for each other in the folder \Lexion4\usr.

Results on another unit: In order to use Lexion's capability to redirect the result files of the pupils/patients to another unit in the network you must state the path, when asked to, under Create a new user. Teachers and speech therapists should be instructed what path to fill in. The target should, if possible, be mapped in such a way that the teacher/speech therapist can view the results of the pupils/patients although the teacher/speech therapist is logged on, or it will be impossible as a teacher/speech therapist to state the right path for the pupil's/patient's results. When the pupil/patient is working with Lexion then the whole \Lexion4 folder system can be locked. When the teacher/speech therapist is making his/her customisation work in Lexion, all \Lexion4 folders should as usual be unlocked, i.e. the \Lexion4 folder and all the subfolders. A disadvantage with this second method might be (depending upon how the network is mapped) that the teacher/speech therapist must log on as a pupil/patient to be able to study results. On the other hand there is the possibility of e-mailing files to each other.

Results on a predetermined unit: If you, for example in a Citrix-system, want a predetermined path to the target for the users' results, another alternative can be used. The restrictions and privileges are the same as in the previous alternative. You, as an administrator, can make this redirection in **Network settings** (see below). There are no disadvantages to this third alternative other than the complexity involved, and it is the most secure method. A disadvantage is that the only way for a teacher/therapist to see the results of a user, is for the teacher/therapist to log in as a user, or for the user to e-mail the results to the teacher/therapist.

Login types for Lexion4.exe

Several Lexion shortcuts are created by the setup programs, except setupnetminimal.exe that does not create any shortcuts. You may delete those that are not needed in your system. Also, you may override the properties of the shortcuts by setting the login type in Network settings (see below).

Command lines:

LEXION4.EXE

This command line is created by both setup programs, and the shortcut has the label '**Lexion Archives**'. Lexion starts by showing the archive window where a name must be selected before entering an exercises archive. A password has to be given if there is one.

LEXION4.EXE JENNIFER.USR

Lexion starts and enters the Jennifer archive directly. If there is a password it will be asked for. This shortcut is created on local installations (i.e. not recommended in network settings) when a new user is created by the teacher/therapist in Lexion. The shortcuts are located in the 'Lexion - Users' group in the Windows Start menu and are labelled with the **user names**.

LEXION4.EXE BLINDLOGIN

This command line is created by the client setup program, and the shortcut has the label '**Lexion Login**'. Lexion starts by showing a login window where you have to state both your name and your password. No user list is visible so one has to know the exact spelling of the name as well as the password. These are case insensitive. If no password exists the name will be enough. Only after this will the exercise archive appear. Note: If there is a user archive with the same name as the local Windows variable %USERNAME%, that archive will be opened directly without the need to enter name or password.

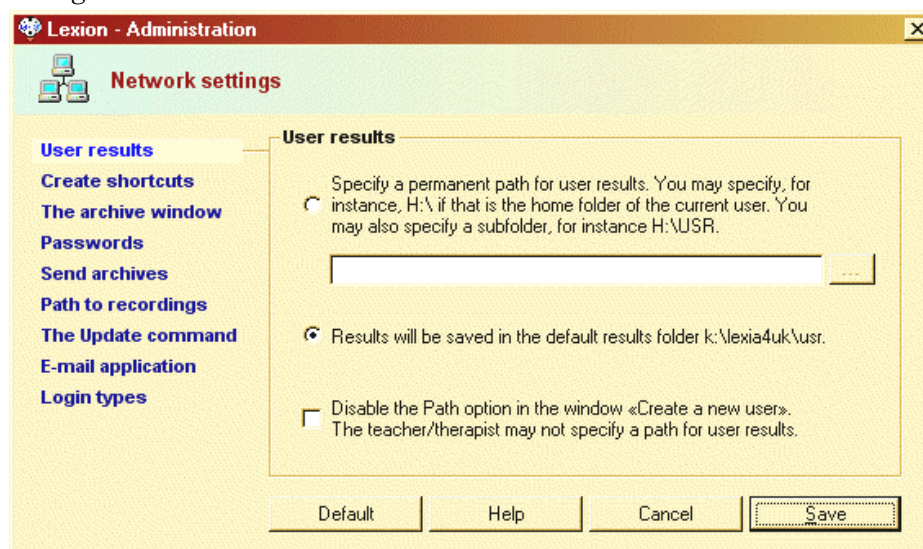
LEXION4.EXE AUTOLOGIN

This command line is created by the client setup program, and the shortcut has the label '**Lexion Direct**'. If there is a user archive with the same name as the local Windows variable %USERNAME% (the current registered Windows user), that archive will be opened directly without the need to enter name or password. Otherwise Lexion starts by showing the archive window where a name must be selected before entering an exercises archive, and a password has to be given if there is one.

Network settings

These options should only be set by the network administrator.

You access the administrative settings with the *Global menu*, the command *Network settings*. -L- must be the current user for the command to be enabled.



When you have made the settings, they will be protected by a password that is unique to the administration window. The settings are stored in Lexion4\Admin.dat. When all settings are made you may write protect the file if you wish. In case you plan to make an msi-package for installations on clients, these network settings have to be set first.

User results

The user settings, created by the teacher/therapist, are stored in the folder Lexion4\Usr. When the user works on Lexion, the results are stored in this folder by default. You may redirect the path of the results somewhere else if you set access restrictions to Lexion4\Usr. When the teacher/therapist is logged in and wants to create users or change settings there must be no restrictions in Lexion4 or its subfolders.

Create shortcuts

Shortcuts are normally created by Lexion when new exercise archives are created. The shortcuts are stored in

Windows XP: \Documents and Settings\All users\Start menu\Program Files\Lexion-Users*.lnk; or in

Windows Vista: \Users\All users\Start menu\Program Files\Lexion-Users*.lnk

You may prevent this in a network, as shortcuts are only created on the computer where the teacher/therapist works. The user starts Lexion with the shortcut “Lexion Archives” and selects the user archive from a list (or see Login types below).

The archive window

On some systems there will be a considerable number of Lexion users after some time. The archive window will need a lot of time to load all user names and it will be difficult to find a name in the long list. It is then better that Lexion doesn't load any names and that blind login is used instead. If you choose to hide the names in the archive window, Lexion will use blind or automatic login (see Login types below).

If the names are hidden, and you go to the archive window, you will see only the current user and no others. You may create new users or remove the current one. In order to select another user the new button ‘Select user’ is used. This button will appear only when you choose to hide other users. When selecting another user you have to pass the blind login dialogue.

If you don't have a consistent password policy, it is recommended that you prevent the removal of archives. This is normally done with the Remove button in the archive window. You may disable this button.

Passwords

Setting passwords is optional.

Anyone can access the -L- archive and make unwanted changes.

Setting passwords is mandatory for -L- when creating users.

This forces -L- to have a password. -L- also has to set passwords when creating users.

Demand that -L- changes from the temporary password below to a personal password.

This is recommended when making several local client installations. No-one may start Lexion and access -L- before entering the temporary password. When the teacher/therapist starts Lexion for the first time he or she has to enter the temporary password and then set a personal password. The password is stored in Lexion4\Usr*-L-.usr in encrypted form and will be present in the MSI package created by you after making these settings. The setting that prompts the teacher/therapist to change passwords is stored in Lexion4\Admin.dat which also has to be included in the MSI package.

-L- must have the following password which cannot be changed.

This option forces all teachers/therapists to have the password that you set. If the password falls into the wrong hands you, and no-one else, may change into a new password.

In this section you can see the passwords of all existing users. If someone, particularly a teacher/therapist, forgets the password he or she may come to you to find it out. This is an easier method than turning to the Lexion support. If a pupil/patient forgets the password the teacher/therapist may find it himself/herself in the archive window without your help.

Send archives

When the teacher/therapist sends an archive to another computer in your system, or to the pupil's/patient's home computer, you may specify how to do this. Archives are usually sent as attachment files when using e-mail. The attachment file has an EPT extension. If the archive contains personal pictures or recordings, those cannot be attached to an e-mail message, they are instead packed into a folder that has to be sent by diskette, usb, or cd.

In these settings you decide, if necessary, where the attachment file should be stored. The default folder is \Lexion4\Email.

Path to recordings

This is useful if the network is serving several schools and you have decided to have separate local installations for each school. To avoid a lot of space being used for the same things, all Wav folders can be emptied and all the schools can share a common Wav folder. The folder has to be named Wav, and may be located anywhere in the system visible to all clients. Here you specify the path to the common Wav folder. If, for example, the common wav files are located at x:\common\wav*.wav, you have to specify "x:\common\" (which is the path to the wav folder, not to the wav files). The drawback with this arrangement is that there will be problems if someone wants to create new recordings.

The Update command

Updating Lexion means that the executable files are replaced as well as a few other corrected data files. Only -L- may perform an update with the Update command in the Help menu. The administrator also has this command in this section of the administrative settings window.

Here you decide whether -L- shall be able to perform updates. In a network setting it may be necessary to prevent updates. There is also an update command in the Assessment window where you update the norm values for the tests. If you deactivate the update commands, the corresponding menus or buttons will be disabled. (However, we can't stop anyone from going to our web site and perform an update from there.)

E-mail application

Lexion can start your e-mail application when an archive is to be sent by e-mail, or when you ask for support in the Help menu.

When an e-mail message is to be sent, Lexion shows a window where you enter the address of the recipient. You also see what file has to be attached to the message. When sending archives a file with the extension name EPT has to be attached.

If the computer has a registered e-mail account and an e-mail application, Lexion starts the application. The e-mail message window will contain address, subject, message, and attachment, ready to send.

If there is no e-mail account in the computer, due to the fact that you use Internet-based e-mail, you should check that option here.

If there is a script or command that opens the Internet-based e-mail page, you may enter the path and name of that script or command. If the script accepts the filename of the attached file as a command line option, you check that too. If the script contains the variable %adr% for the recipient's address, Lexion will replace the variable with the address.

If you check the option that you have Internet-based e-mail but there is no script, Lexion will give the user hands-on instructions how to attach the EPT file.

If you check the option that you have Internet-based e-mail, and there is a script, but the script cannot attach a file itself, Lexion will also give the user instructions about how to attach a file.

Use the Test buttons to check the behaviour of the options that you have selected.

Login types

There are four different login types:

lexion4.exe	The Archive window pops up and you select your name
lexion4.exe john.usr	Lexion starts by opening John's archive directly.
lexion4.exe blindlogin	You have to know user name and password to open Lexion.
lexion4.exe autologin	Lexion automatically opens the archive with the same name as the Windows environment variable %USERNAME%.

Login types may depend on the command line options of the desktop/start menu shortcuts. Or they depend on the settings you make here in the Administration window. If you set a login type here it overrides the properties of the shortcut. It makes no difference what shortcut you use.

In a network you should not use logins of the type 'lexion4.exe john.usr'. Those shortcuts may be created only on the local client (See Create shortcuts). The most effective shortcut would be 'lexion4.exe' (without options) and then Lexion follows the settings that you have made here. Remember also The archive window above, where the setting 'Hide other users' forces Lexion to blind or automatic login.

The Lexion folder structure

The files in the Usr folder are the following:

RES, TBL	result values*
LOG	logbooks*
064	temporary files*
EPT	e-mailed results*
USR	user files
HLP	user descriptions
PRM	exercise settings
PRE	predefined profiles
INI	window values

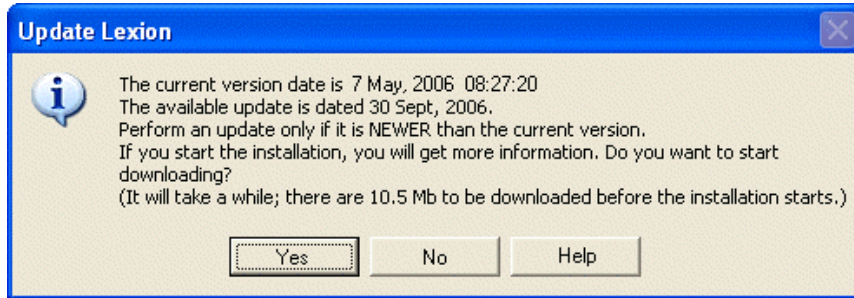
* Marked files change or are created only during exercise sessions, unmarked ones change or are created only when the teacher/therapist creates users. Marked files are redirected to network/mapped folder specified in Lexion, unmarked are not.

The files that may change or be added when a teacher/therapist creates lists and makes adaptations reside in the following folders:

BMP	new pictures
EMAIL	e-mail attachment files (out basket)
HLP	exercise instruction texts and recordings
ICONS	new exercise icons (if icon editor is present)
PROVIA	assessment files
REG	thumbnail example pictures
USR	user files
WAV	new recordings

Update Lexion

There is a command in the *Help* menu called *Update Lexion*.



You will be informed if there is a newer version available from our home page. If you decide to update, an installation program will be downloaded and started. Program ('.exe') files and some corrected data files will be updated. Lexion is constantly improved and corrected and new versions will be released from time to time. The update command is also available in Mini-Lexion.

Uninstall

By uninstalling you remove Lexion completely from the hard disk. You must uninstall before you sell the computer or when for some other reason you do not want to keep the program on the hard disk:

- Go to the Control Panel and select Add/Remove programs.
- Select Lexion and click Add/Remove.

Support

You are entitled to support if you own a Lexion licence.

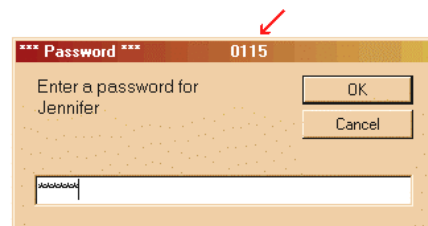
Before you call or fax or e-mail, try to find a solution by using the Help functions. For example, in the *Help* menu, select *Find Help about...* and fill in a suitable search string.

If the error occurs during an exercise, first check the current list of the exercise. Check that it follows the criteria stated in the Help function in the List editor. Or, select another list for the same exercise, and see if the error still occurs. If not, there is a fatal flaw in the previous list, causing an error that Lexion could not foresee. Try to correct the error in that list.

If you suspect a 'bug' in the program, please describe to us the exact circumstances in which the error occurs, and note down the error symptoms or the error message. Also, state your Windows version and Lexion version (found in the *Help* menu, *About Lexion*).

If you forget your password, note the number in the title bar of the password window before you contact us.

In order to conveniently create an e-mail message, select *Contact us...* in the *Help* menu.



EuroGuide AB/Ltd.

annika@euroguide.se (general support)

Lexion AB/Ltd.

martti.martens@logopedkonsult.se (educational questions) olle.gunnilstam@logopedia.se (technical support)

www.lexion.co.uk