

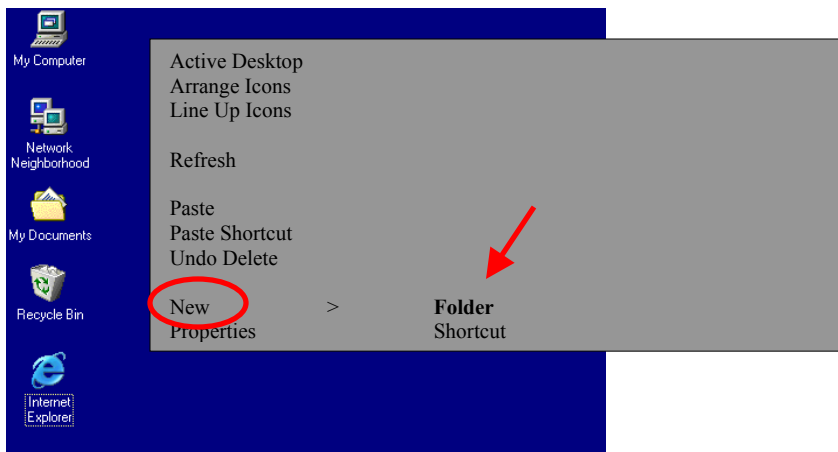
Brennan Industries, Inc.

'How-to' Documentation

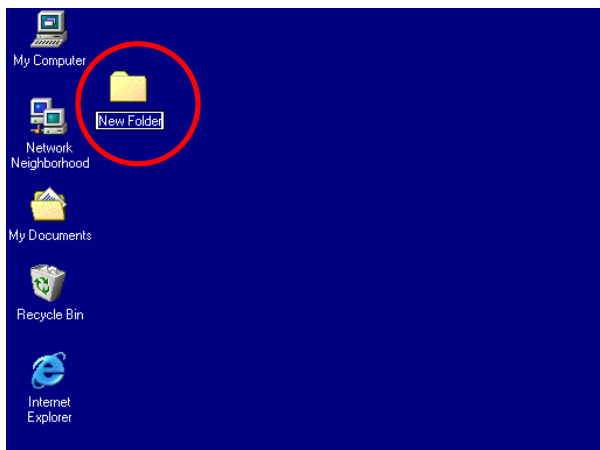
Installing the CD-Rom Catalog to your PC

A major benefit in the usability can be accomplished by installing the CD-Rom catalog on your PC, allowing both the catalog section as well as the Crossover Database to run faster, and allow your company information to be saved in the database. The following examples will guide you through the installation process. Before beginning please be sure you have approximately 30MB of free disk space.

1. Determine a folder where you wish to copy the Brennan Catalog & Crossover Database CD-Rom in your computer. If that folder already exists skip to step #4 below
2. Right click on your desktop.

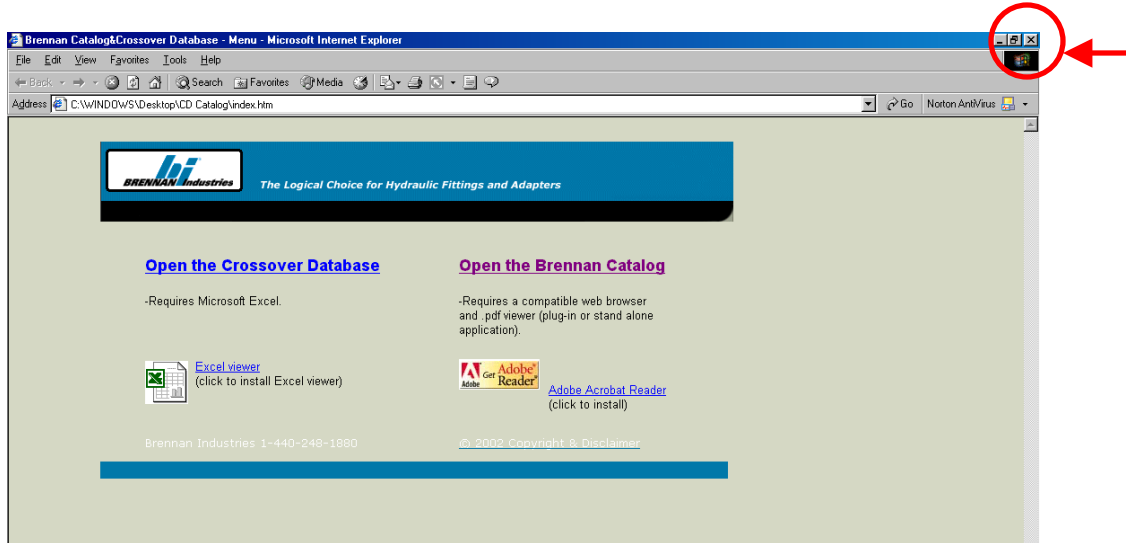


3. Drag your mouse and click first on 'New' then on 'Folder'

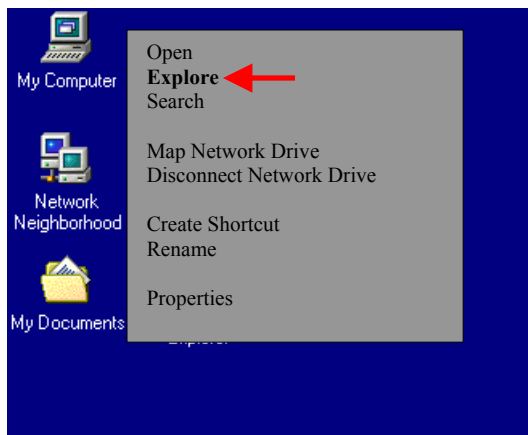


Now type a name for your new folder and press enter.

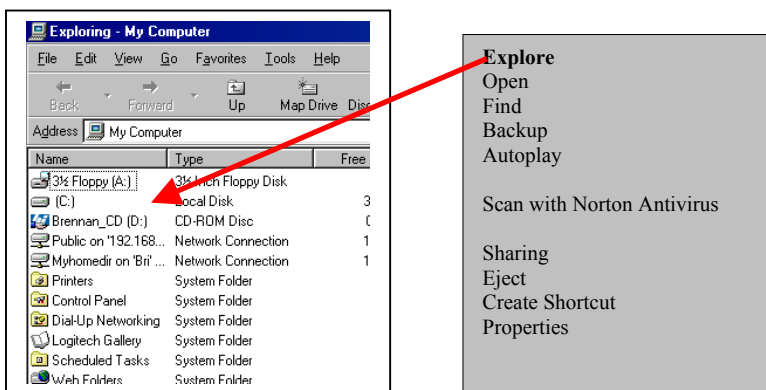
4. Load the Brennan Catalog & Crossover Database in your PC or Server. The browser window will open and the main screen appears. Click on the 'X' to close the program.

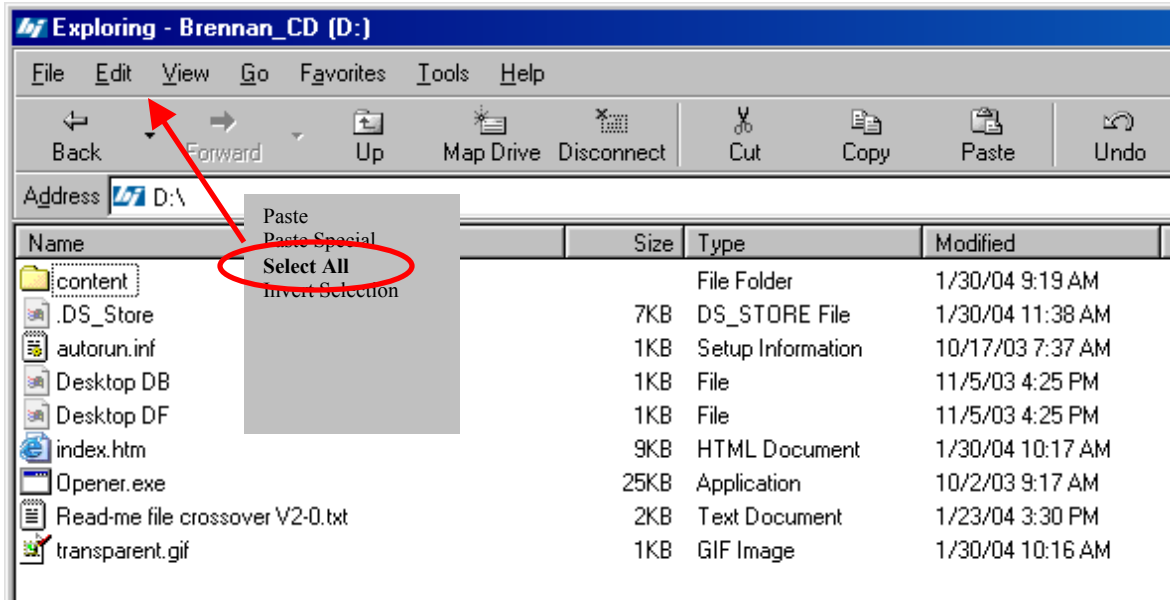


5. Right-click on your desktop on the 'My Computer icon.

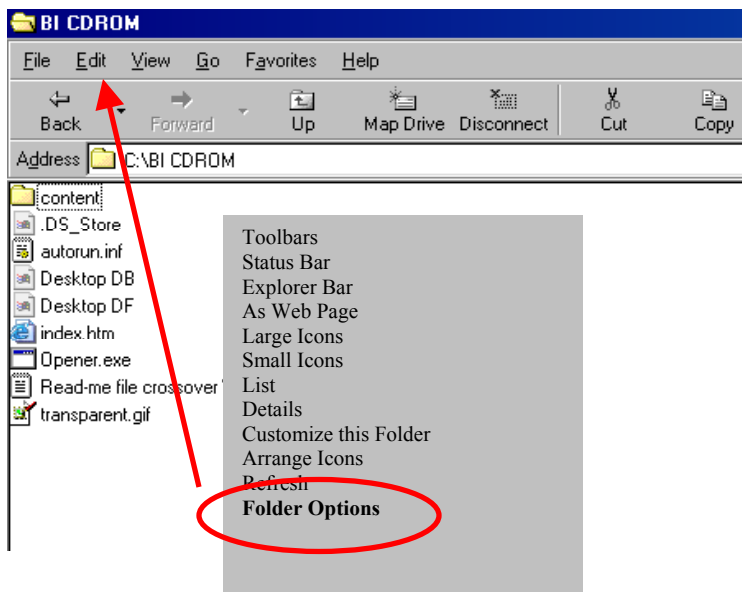


6. When the Exploring window appears, right click on your CD-Rom drive and select Explore.

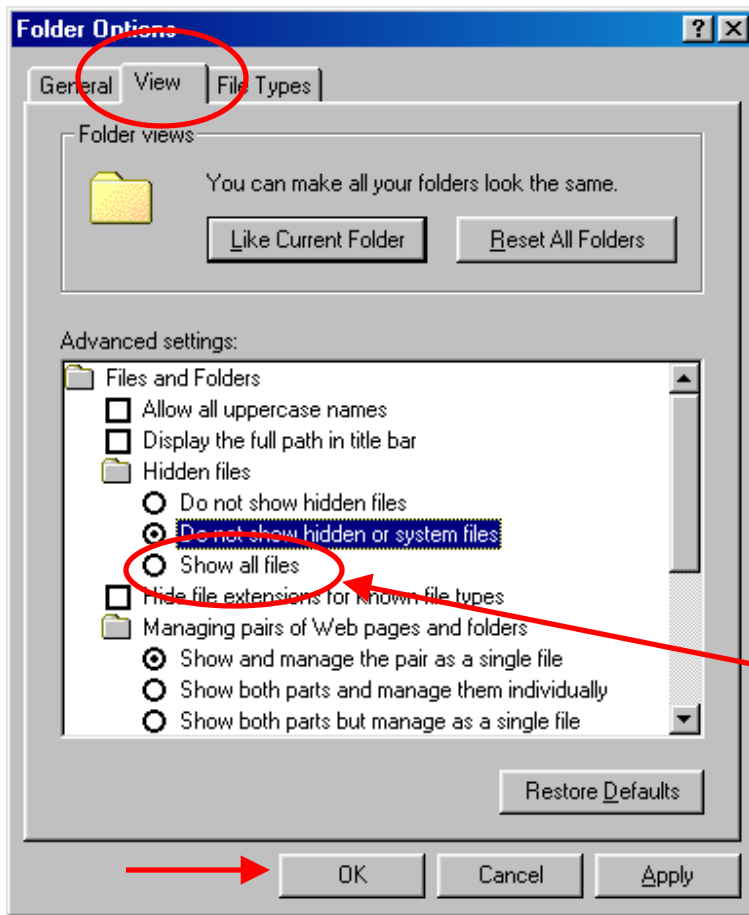




7. Click mouse on 'Edit'.
8. Click 'Select All'. This will highlight all the items on the CD-Rom.
9. If you receive a warning about hidden files here, follow the instruction, if not, skip to #12 below.

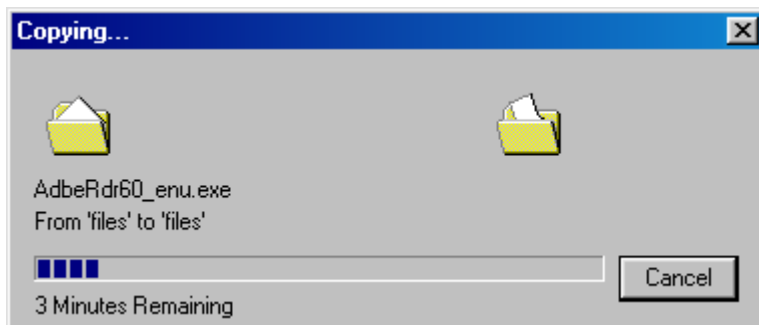


10. Click on 'Folder Options', then click on the 'View' tab, then select the 'Show all files' radio button under the 'hidden folders' section.



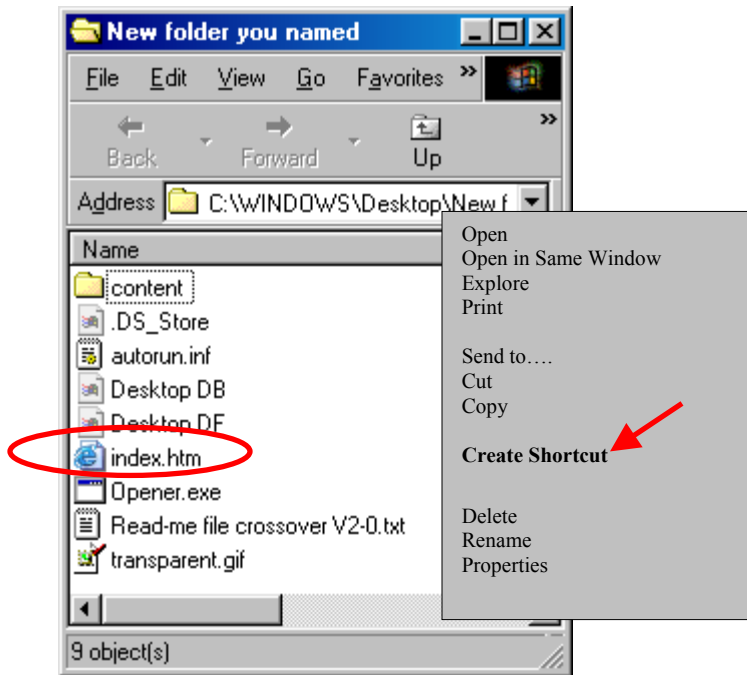
Change radio button setting to 'Show all files' if necessary.

11. Click on 'OK' to save the settings this will return to the browser screen with all icons now showing.
12. Click mouse on 'Edit'
13. Click 'Copy'
14. Return to your desktop, right click over your new folder, click on 'Paste'

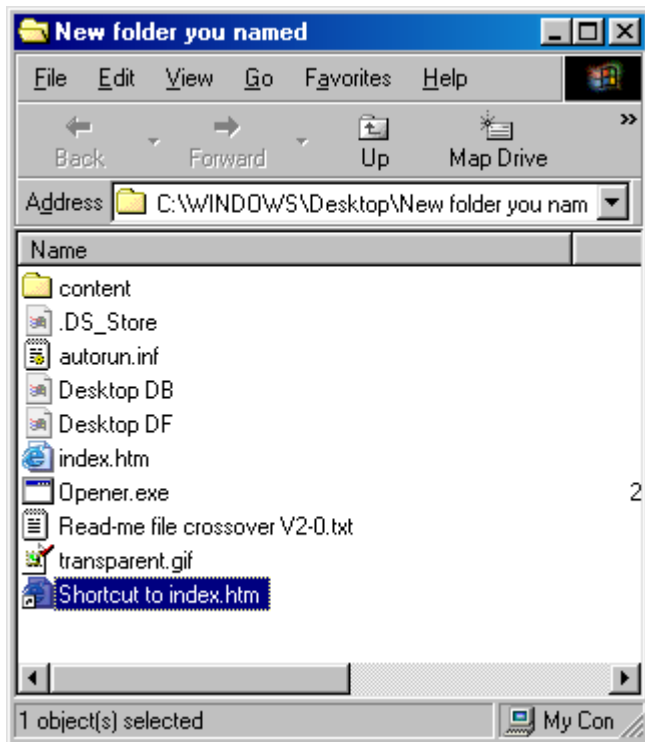


The computer will copy the CD-Rom into your new folder. This will take a few minutes

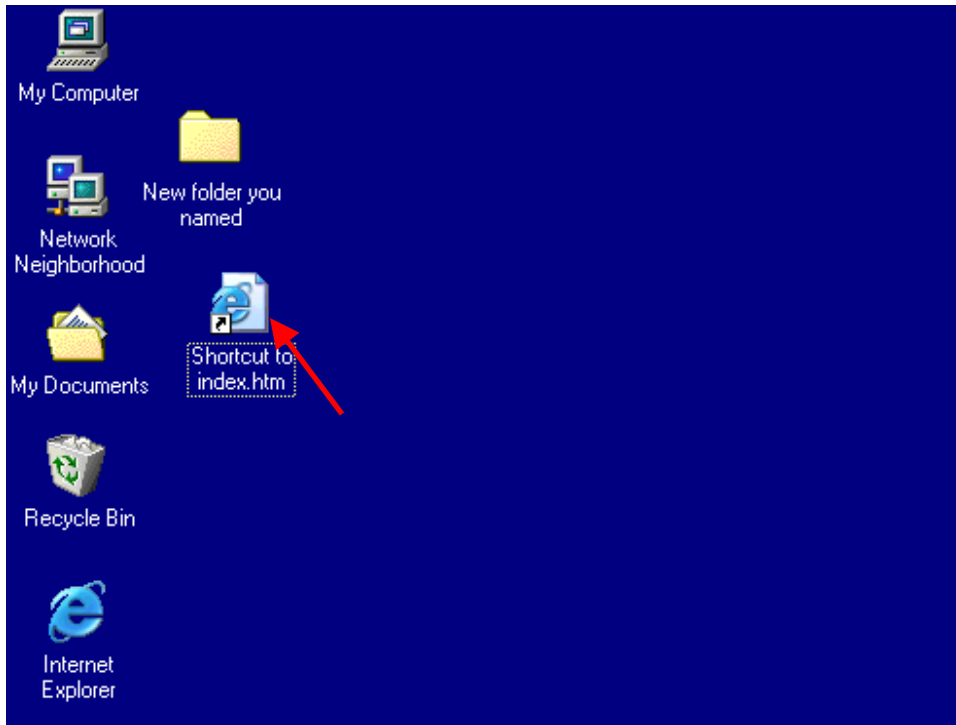
12. Once the copying is complete, double click on your new folder, then right click on the filename 'index.htm'.



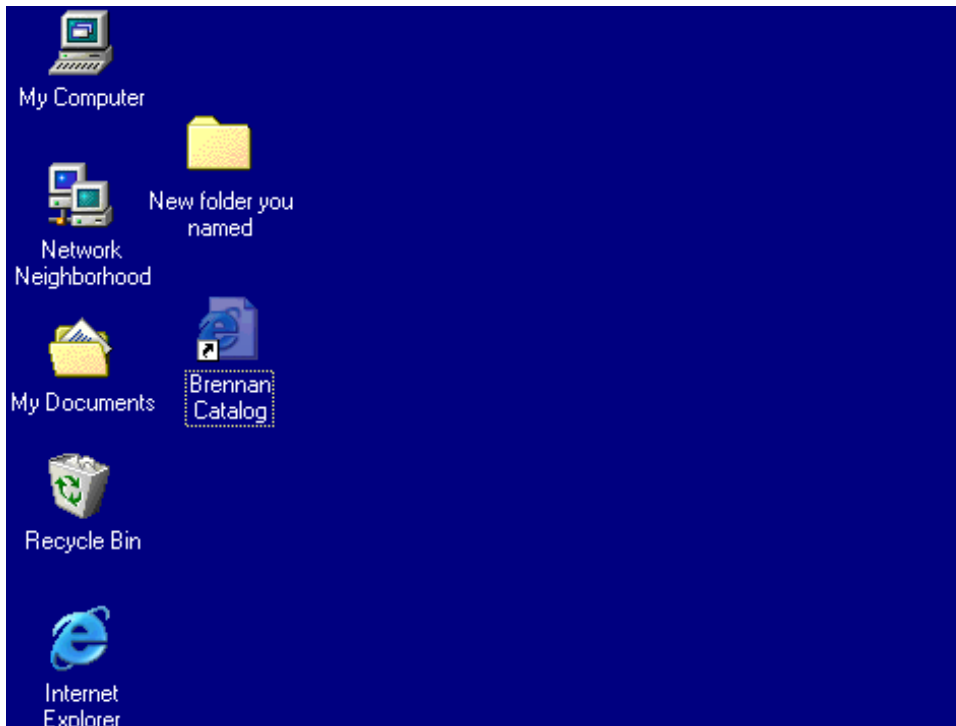
This will create the shortcut in the same window



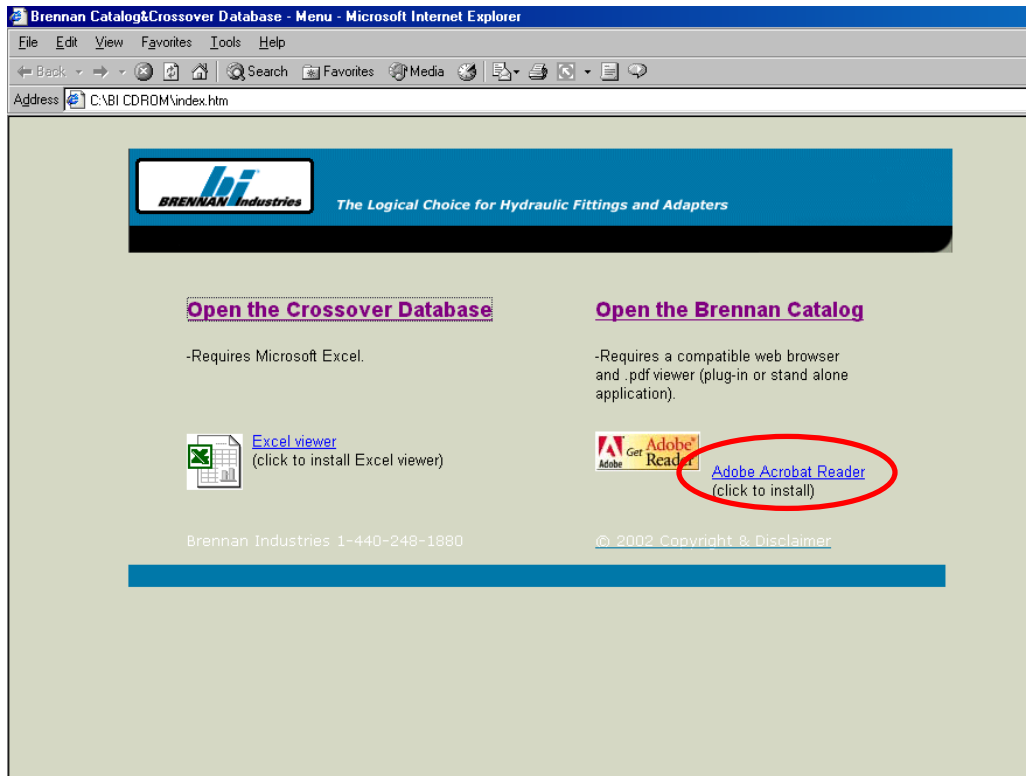
13. Drag the 'Shortcut to index.htm' to your Desktop. You may close the browser window at this point.



14. Right-click on 'Shortcut to index.htm' click on 'Rename' and type 'Brennan Catalog' or whatever name you wish to use, then press 'Enter'
15. Remove the Brennan Catalog & Crossover Database CD-Rom from your computer and store until you need it the next time, or pass it on a colleague to install in their computer



16. At this point, the Brennan Catalog & Crossover Database has been installed on your computer. Double click on the desktop shortcut and the program should open and run.



If you already have Excel on your computer, you do not need to install the Excel viewer as the database can only be updated by Excel, allowing you to save your personal information and preferences in the database program. (See the ‘HELP’ button on the main screen.) It also allows you use the macro features on the database which simplify moving from one screen to another.

If you do not an Adobe Acrobat reader on your computer already, you will need to install the reader provided in the catalog. Click on the installation link as circled above.

You may find it helpful to create a shortcut directly to the database file. The database file is located on the CD-Rom in the ‘Content’ folder. You can create a shortcut to the file ‘crossover database.xls’ just as you did for ‘index.htm’ as illustrated above.

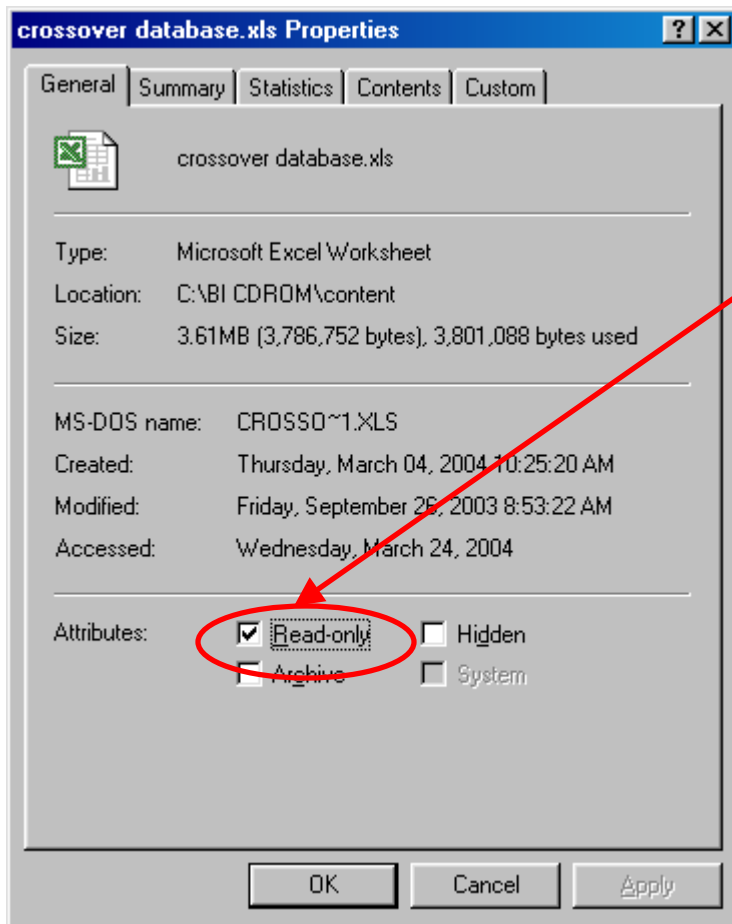
If you initially created you new folder on your desktop, you can move that folder to any other location in your computer. The shortcut should search out the file the first time you use it and “learn” the programs new location.

Additional note to Crossover Database users with Excel:

If you install the database to your disk drive and the program opens in a browser window instead of the Excel® program, you may need to create another shortcut to the spreadsheet. Use the same process to create and drag the shortcut to its desired location.

Now you need to remove the read-only flag on the database file. Proceed to the folder where you copied the files from the original CD-Rom, then double click on the ‘content’ folder. Right-click on the ‘crossover database’ icon, and then click on ‘Properties’

The following dialogue box will appear:



Because you copied the file from a CD-Rom it is automatically flagged as 'read only'. In order to keep the setup settings in place and any other changes you want to keep while you are working with the database you need to uncheck the 'Read-Only' attribute box.

While using the program you should enable the macros if you are prompted when the file opens. The macros are used to provide push-button controls throughout the database program.

For further help, see the 'HELP' button in the database program

If you want to use the BI logo for your shortcut button open the properties for your shortcut (right click on the shortcut, then click on properties.) Click on the 'change icon' button then browse to the folder where you copied the CD-Rom. Click on the 'content' folder, then the 'images' folder. Finally select the BI_LOGO.ico, then the OK button twice. The desktop icon on the shortcut will change the Brennan logo.

Finally, if you have any questions regarding this process please contact your Brennan customer service representative. They will be very happy to assist you in this process.