

AliForm

Installation Procedures



VERSION 2020 – 3.0

SEPTEMBER 2020

Wolters Kluwer Canada Limited grants you a licence authorizing you to use *AliForm* for a one-year period. This contract is renewable every year. By downloading the software, by opening the sealed packages containing the CD-ROM or by using the software, you agree to be bound by the terms of this agreement. Therefore, no cancellation or refund will be accepted during the subscription period.

Downloading From the Internet

To download this version of *AliForm* from the Internet, proceed as follows:

1. Go to <https://support.wolterskluwer.ca/en/download/>.
2. Log on to your "Files Centre" by completing the **Login** section and click **Log in**.
3. In the **Dashboard** page, click the **Files Centre** button in the **Download** section.
4. In the **Wolters Kluwer** section, click **AliForm**.
5. Read and agree to the terms of the License Agreement by clicking **Continue**.
6. In the **Downloading the Program** section, click the **.exe** link. Then, click the **Save** button.

Note: Please take note of your activation key, as you will need it during the installation.

7. In the **Save As** dialog box, select the folder where you want to download the program.
8. Once the download has been completed, open the folder in which you saved the file. Double-click the downloaded setup file and follow the instructions.

Activation key

An activation key is required to install *AliForm*. During the installation, enter the applicable activation key when prompted to do so.

To access your activation key, go to <https://support.wolterskluwer.ca/en/download/>. Log on to your "Files Centre" by completing the **Login** section and click **Log in**. In the **Dashboard** page, click the **Activation Key(s)** button in the **Download** section.

If you have already installed a previous version of *AliForm* 2020, the activation key will not be required.

You can, at any time, acquire either one of the two *AliForm* modules by contacting your account manager by phone at 1-800-268-4522.

Local Installation

If a previous version of *AliForm* 2020 was already installed, consult the [Procedure for Updating a Previous Version of AliForm 2020](#) section.

To install *AliForm* locally, and to enable the different modules from the application (**Options/Unlock**), you must have administrator privileges.

1. Launch the installation program for *AliForm* 2020 v.3.0 that you have downloaded (or insert the *AliForm* 2020 v.3.0 CD-ROM in the CD drive of your computer and select **Install AliForm**).
2. Select the language that will be used during the installation.
3. When prompted to indicate the version to install, select **Install a local version** and click **Next**.
4. Read and accept the terms of the license agreement and click **Next**.
5. Enter your activation key and click **Next**.
6. Follow the instructions displayed on the screen to complete the local installation.

Network Installation

Deployment on a server

To deploy *AliForm* on a server, and to enable the different modules from the application (**Options/Unlock**), you must have administrator privileges.

Note: The software must be deployed on a mapped network drive (for example, H:).

1. Open a session on a computer.
2. Launch the installation program for *AliForm* 2020 v.3.0 that you have downloaded (or insert the *AliForm* 2020 v.3.0 CD-ROM in the CD drive of your computer and select **Install AliForm**).
3. Select the language that will be used during the installation.

4. When prompted to indicate the version to deploy, select **Deploy a network version on a server** and click **Next**.
5. Read and accept the terms of the license agreement and click **Next**.
6. Enter your activation key and click **Next**.
7. Select the destination folder in which the application will be deployed and click **Next**.
8. Follow the instructions displayed on the screen to complete the deployment.

Install *AliForm* on each workstation

Administrator privileges are required to install *AliForm* on workstations, and to enable the different modules from the application (**Options/Unlock**). Ensure that each workstation is connected to the server and that it is accessible as a mapped drive network. The mapped drive network must use the same letter and the same name as those used during deployment of the software (for example, H:).

On each workstation, double-click the **AliForm 2020.lnk** folder, available at the root of the folder where the software has been deployed. The installation of the font, shortcuts and other files required for proper operation of the software will then be performed.

Directories

During the installation, you must indicate in which directory you want to install the new version.

The local version of *AliForm* is installed by default in the directory
C:\Program Files\CCH\AliForm 2020.

Release Notes, Quick Reference and User Guide

The *Notes de version*, the *Aide-mémoire*, as well as the *Guide de l'utilisateur AliForm* (all in French only) are available in PDF format in the directory of the application under **Documentation**. The English *Release Notes*, the *Aide-mémoire* and the *Guide de l'utilisateur AliForm* (in French only) are also available on the Web page [Product Support](#) for *AliForm*.

Procedure for Updating a Previous Version of *AliForm* 2020

To update a previous version of *AliForm* 2020, proceed as follows:

Updating a local version

1. Launch the installation program.
2. When prompted to choose a version, select **Update local version** (this option should be selected by default) and click **Next**.
3. Click **Update** in the welcome dialog box displayed on the screen. The installation will automatically update your software to the most recent version.

Updating a Network version

Step 1 - Update on the server

1. Make sure that no user is connected to the software (except for the administrator).
2. Launch the installation program.
3. When prompted to choose a version, select **Server update** (this option should be selected by default) and click **Next**.
4. Select the network location where the software to be updated is located.
5. Follow the instructions displayed on the screen to finish the update.
The installation will automatically update the software to the most recent version on the server.

Note: It is very important that no user is connected to the software during the update.

Step 2 - Update on the clients workstations

1. Double-click the *AliForm* software shortcut located on the desktop or select the software from the CCH program group.
2. The installation program will display a message to indicate that an update is available. Click **Yes** to perform the update.

The files required to use the software will be installed on the workstation following the update.

System Requirements

To correctly run the *AliForm* program, your computer system must have the following:

Processor

Dual Core processor (Quad Core is recommended)

Supported operating systems

- Windows 8.1 (32-bit and 64-bit) except for Basic Edition*
- Windows 10 (32 and 64 bit) except for the Education and Home Editions*
- Windows Server 2012 SP1 and R2
- Windows Server 2016

* For more information on the different Windows Editions, and their respective minimum requirements, consult the Microsoft Web sites:

- For Windows 8.1 : <http://windows.microsoft.com/en-CA/windows-8/system-requirements>
- For Windows 10 : <http://www.microsoft.com/en-ca/windows/windows-10-specifications#sysreqs>

Note: RAM requirements are highly dependent on the operating system used. Please refer to the documentation provided with your operating system for minimum and recommended RAM requirements.

Important: We are strongly recommending that all customers enable the enhanced security measures available in Windows 8.1 or higher operating system, including SMB 3.0 encryption for data in transit. Since the configuration of SMB 3.0 is explicit, please consult this [Microsoft article to proceed with its configuration](#).

Microsoft .Net Framework

Microsoft .Net Framework v.4.5.2 or higher is required.

Network File Systems

- NTFS
- FAT32
- exFAT

PDF Printer

AliForm is compatible with the Amyuni PDF Document Converter 6.0.

Internet connection

- To use the *AliForm* sur le Web links or to access the Portail *AliForm*, Internet Explorer 11 or Microsoft Edge is required.
- The TLS 1.2 protocol must be enabled in the Internet Explorer 11 browser settings.