

## **WELCOME TO CSA'S ONLINE SUBSCRIPTION SERVICE DEMO**

\* Access to a limited number of documents will be made available to you and your colleagues for 7 days.

**NOTE:** *The main purpose of this demo is to provide you with the look and feel of the Service as well as to allow you the opportunity to assess the system requirements necessary to view the documents. If you wish to order any standards, please send an e-mail with your contact information to [subscribe@csa.ca](mailto:subscribe@csa.ca) or call 416-747-5592 to talk with a Key Account Coordinator. **Any order submitted using this Demo will not be valid.***

- **System Requirements can be found under the Help tab at <http://subscribe.csa.ca>**
- **Please read carefully all of the information under the Help tab.**

To start:

1. Go to <http://subscribe.csa.ca>

**In the User ID field type: DUser0000  
In the password field type: password3**

2. Click on the **My Subscription** tab located at the top of the screen  
**Note: FileOpen Plug-in is required to view PDF documents.** *On the top-right corner of the screen, a link has been created to install the plug-in automatically. Please note that Administrative Rights is required in order to install this plug-in. If you do not have admin rights on your machine please contact your IT Dept. to complete this step.*
3. Please note that mis-matched versions of Adobe products on your computer can result in viewing and/or printing problems. Adobe advises that if you have, for example, Adobe Acrobat Standard (or Professional) version 8.0 and you wish to have Adobe Reader on your system, it is essential to have Adobe Reader 8.0 and not another version of the Reader. Please note that if you have Adobe Acrobat Standard or Professional on your computer, it is not necessary to have Adobe Reader installed to view the PDFs.
4. The standards are grouped by subject areas and organized in folders. Choose a subject area that you would like to see a standard for by clicking on the folder's name. For example:
- a) Click on the link of the Electrical folder. You are now viewing one of the groupings in the Electrical Program.
  - b) Click on Canadian Electrical Code Part II - Consumer and Commercial Products. Next click on the Appliances folder. You will see a list of standards (for this demo only one standard is listed). Click on the "**View**" button next to the standard. The standard, as well as archived versions if they exist, will be listed. Click on the standard you wish to view and the full document should open in your browser.

5. You can also search a specific standard by clicking on the ***Search My Subscription*** tab.

6. In the User Administration area, when creating a new user, please note that **English and French are the only languages to be selected within the Subscription Service**. Please ignore the other language choices as the coding will not work within the Subscription Service.

7. Should you need further instructions, please do not hesitate to contact us:

**For technical questions related to the Online Subscription Service, contact our Technical Support Group:**

Toll-Free 1-800-463-6727

Or (416) 747-2233

Or [techsupport@csa.ca](mailto:techsupport@csa.ca)

**To become a subscriber or inquire about the Online Subscription Service, contact our Customer Service representatives:**

Toll-Free 1-800-463-6727

Or (416) 747-5592

Or [subscribe@csa.ca](mailto:subscribe@csa.ca)

## MANUAL INSTALLATION OF THE FILEOPEN PLUG\_IN:

The FileOpen plug-in presents some challenges for systems that are locked down and on which the owner does not have Admin. Rights. In this event, FileOpen has advised that a manual or private script installation is possible and your IT Dept. may be very interested in this solution.

Using the example of one company, users had no WRITE access to anything under Program Files. They were given WRITE access only to the folder where the FileOpen.api file is located. If only this one folder was accessible to the user, it would bypass the necessity for the IT Administrator to have to install the plug-in on each user's computer. Please read below for more information on how this could work.

The FileOpen install does not write anything to the Registry during the installation process and only needs to access this one folder **Program Files\FileOpen\Plug\_ins**. All the installation does is to place the "FileOpen.api" file in the relevant plug-in folder. The location of the plug-in folder differs depending on whether Adobe Acrobat or Adobe Reader is on the computer. This file is accessed by Adobe only when the user attempts to view a protected PDF file on the computer, whether related to CSA Subscription or not, and allows the user to view that file.

**The following are examples only of File location:** [differs depending on the Acrobat software installed on the PC, therefore please test on one system and search for the file **fileopen.api** to determine the folder location on that computer]. Adobe Acrobat 9.0 and Acrobat Reader 9.0 are also available from the Adobe site and works just as well as the Adobe 8 family.

### **Adobe Acrobat 8.1.1 or later**

**Folder: C:\Program Files\FileOpen\plug\_ins**

### **Adobe Reader 8.0 only on System:**

**Folder: C:\Program Files\Adobe\Reader 8.0\Reader\plugin\_ins**

## WEB INSTALLATION

The WEB install can be done via the link within the My Subscriptions page, or directly from the FileOpen website. This link can also be placed on your Intranet for easy access by employees: <http://plugin.fileopen.com/getplugin.asp?bhcp=1>

## MANUAL OR SCRIPT INSTALLATION

- Therefore IT Depts. can decide to install the plug-in manually, or via private script. The file can simply be copied and pasted into the relevant folder.
- Note, however, that some servers will reject requests unless the companion file **fowp4kbd.api** is also installed. If that is the case, also manually install this file into the same folder. There is no harm in placing this file in the folder anyway, even if it is not needed.

**To get the zipped file for manual installation, copy and paste the following link to FileOpen into your Browser :**

<http://plugin.fileopen.com/plugininstallpage.html>

Pay attention to the section under **FileOpen Plug-in Installers for Windows:**



## FileOpen Plug-in Installers for Windows

<b>Installer</b>	Download the Plug-in Installer: <a href="#">FileOpenInstaller.exe</a> <a href="#">FileOpenInstaller.msi</a>
<b>Zip Archive</b>	Download the zip archive, and proceed with manual installation: <a href="#">FileOpenInstaller.zip</a>
<b>System Requirements</b>	Windows 98, 2000, XP, Vista Adobe Reader/Adobe Acrobat 4.0 or later

1. Click on **FileOpenInstaller.exe** for installation from the web
2. Click on **FileOpenInstaller.msi** to access the msi installation file
3. Click on **FileOpenInstaller.zip** to access the manual installation file

If you choose the zipped file for the manual installation, the following files are extracted:

[FileOpen.api](#)

[FileOpenInstaller.exe](#)

[Fowp3kbd.api](#)

[fowp4kbd.api](#)

[Readme.rtf](#) (**Please read this file for some tips from FileOpen on how to use these files**).