



GALILEODESKTOP

Installation Guide for Galileo Idiom 1.20



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Introduction

From Viewpoint an agent will be able to download their booking directly into Microsoft Word 2000 or Word 2002 also known as Word XP.

Requirements

- Viewpoint Version 3.0 must be installed and functioning and tested before installing Idiom.
- Workstation must also have MS Word 2000 or XP installed

IMPORTANT:

Windows NT Administrator password is not required. Rebooting is also not required.

Assumptions

This guide is intended to document the process for installing the Galileo Southern Cross Scripts for the Galileo Desktop

1. The user has already installed the Galileo Desktop and has been used and is considered a successful installation.
2. The drive locations will vary depending on your server environment. For this document, the following standards apply:
 - Drive A designates the floppy drive
 - Drive D designates the local drive of the FP Directories.
 - Drive E designates the local CD-ROM drive.
 - Drive F designates the Server FP directories
 - Drive G designates the Galileo Kits location.
 - Drive V designates the Server CD-ROM drive.



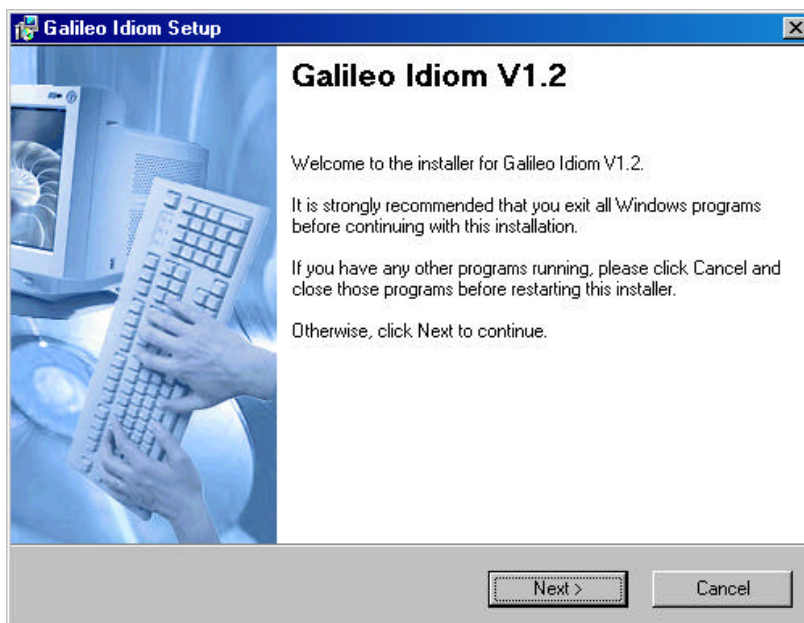
Installing Idiom 1.20

- *ENSURE THE GALILEO DESKTOP IS CLOSED*

Locate the file Idiom-Setup.exe.



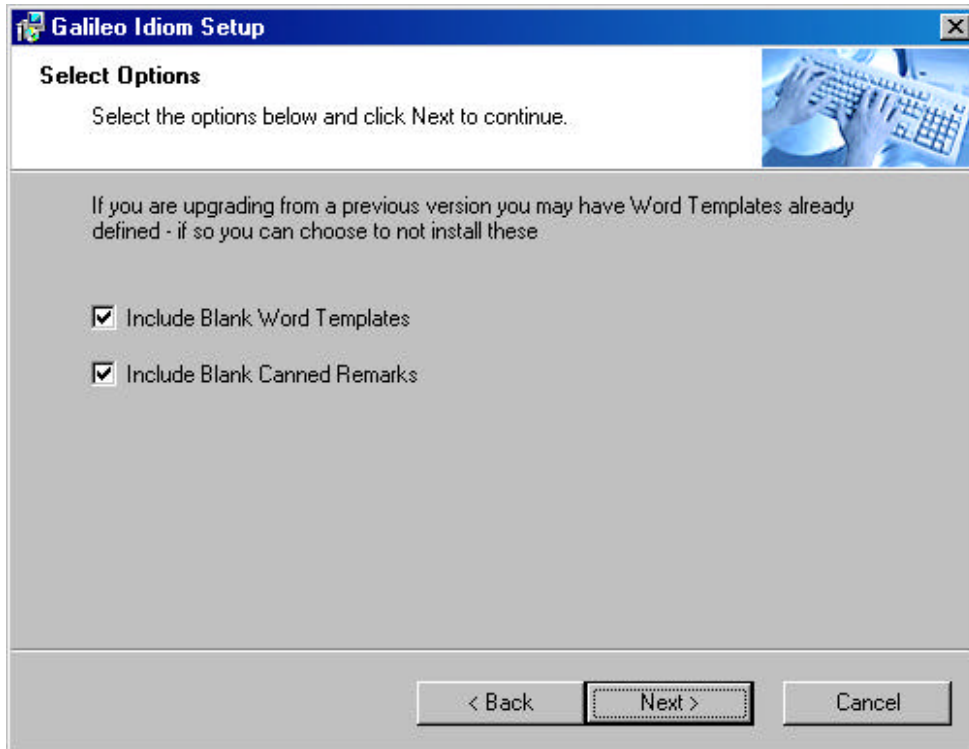
- *Double Click on the install file.*



- *Click Next*



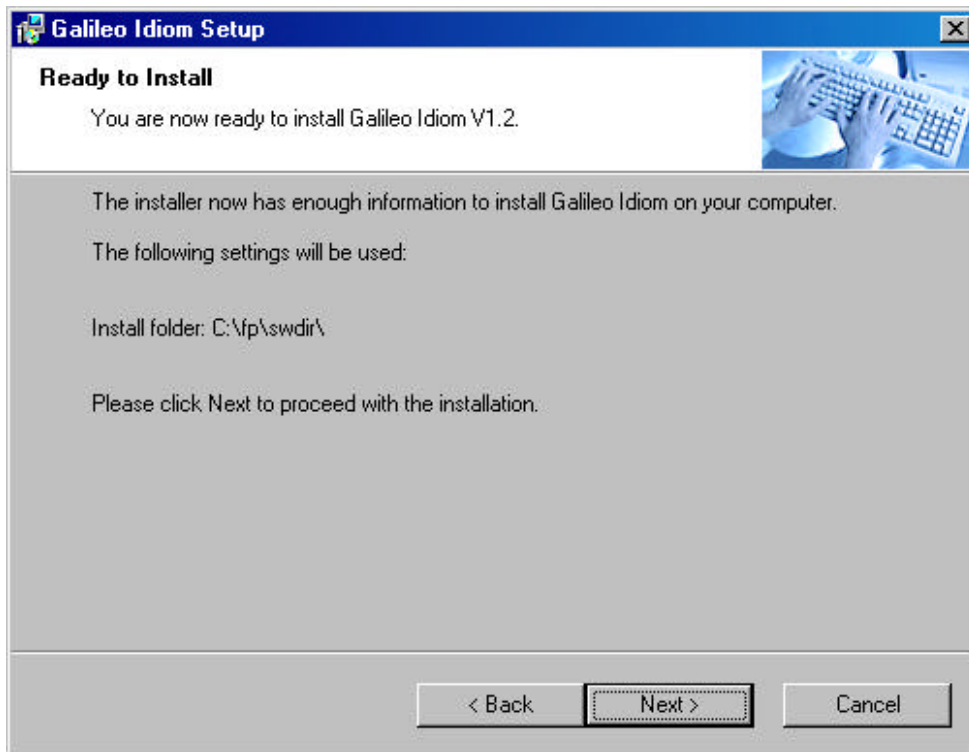
If a previous version of Idiom is detected the following screen will display



The .DOT files with company logos and address and Canned remarks will be overwritten if these two check boxes are not deselected.

For upgrades it is recommended that these boxes are unchecked so that customisation is not required.

- *Click Next*



Galileo Idiom will locate your SWDIR directory.

▪ *Click Next*

A fuel gauge will flash past at this point.
This screen should appear next.

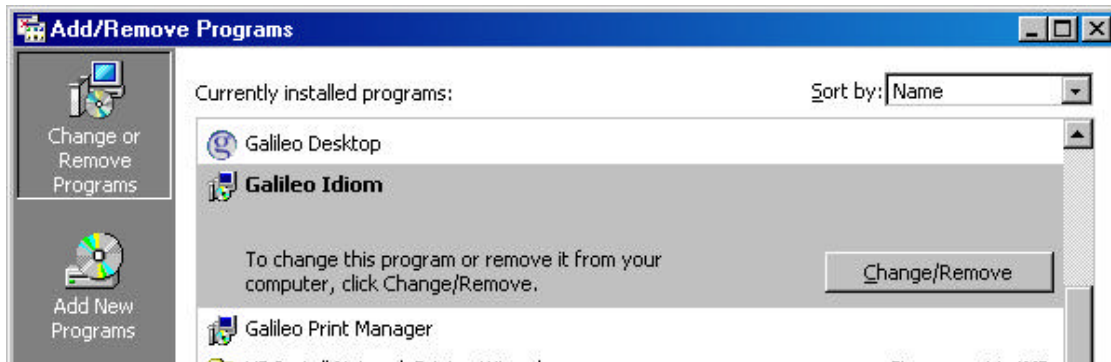


- *Click Finish*



Uninstall Galileo Idiom 1.20

The application is installed via the WINDOWS INSTALL SHIELD and therefore can cleanly be uninstalled via the Control Panel / Add Remove programs facility.



Above is the Windows 2000 uninstall example.

Bitmaps in the Toolbar artwork folder are not removed during the uninstall process.



Custom Toolbar Appearance

The **CUSTOM TOOLBAR** appears across the top of the Galileo Desktop screen. It can be moved. Floated or docked to the left or right sides also.

To Toggle the Custom Toolbar window via keyboard strokes are:

When in Viewpoint mode the select ALT, V, C.

It cannot be displayed/hidden while in Focalpoint mode though the toolbar will still display as is usable in this mode.



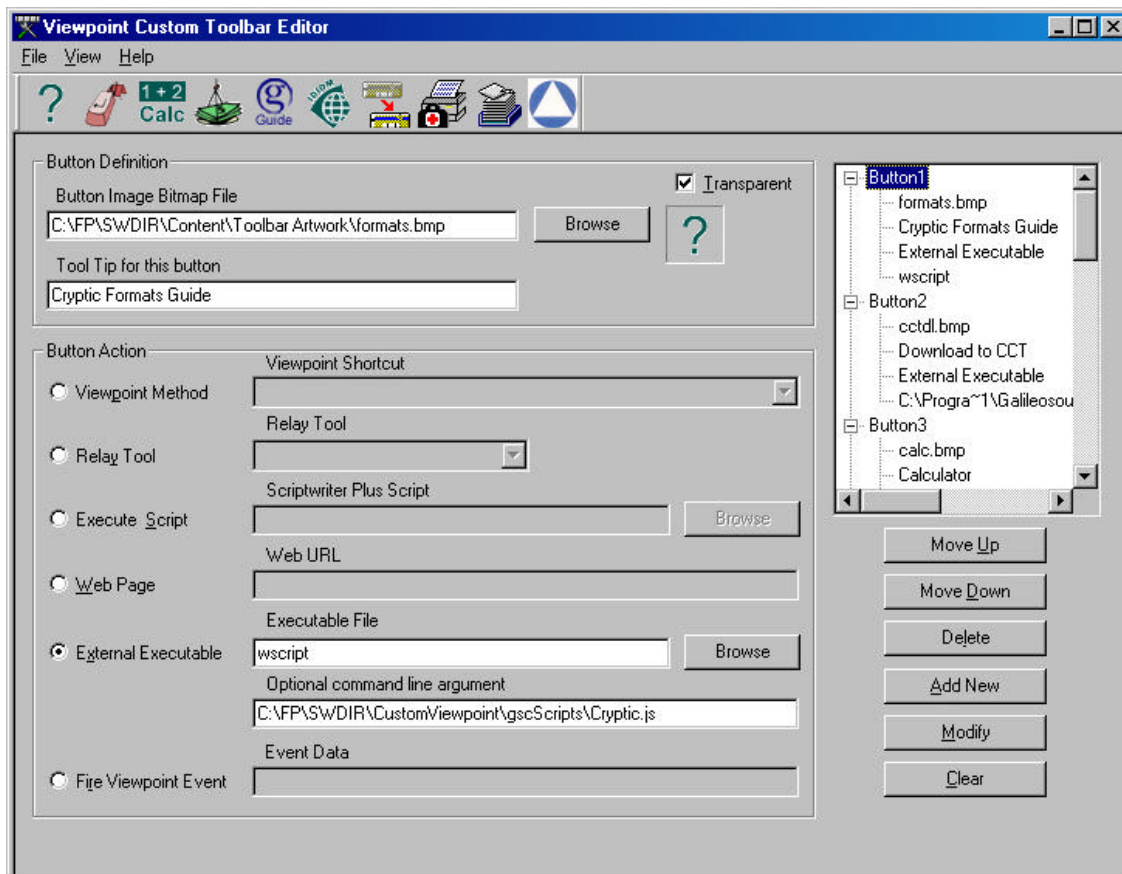
- *An icon for idiom is already on the toolbar.*



Using Custom Toolbar Editor

If you do not have an icon on the toolbar for Idiom, or it was removed in error follow these steps to add the icon.

To access the Viewpoint Custom Toolbar Editor from the Itinerary, click Tools, then click Viewpoint Custom Toolbar Editor.



You may already have buttons on your toolbar. Adding an additional button is done using the following steps.

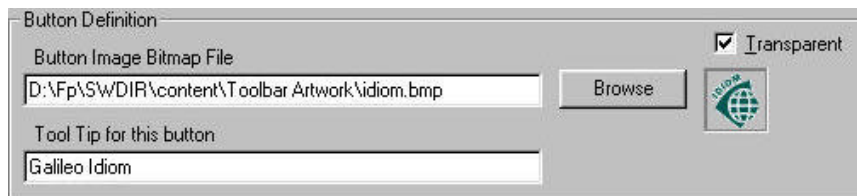
- *Select Browse from the Button Image Bitmap file.*

Choose the IDIOM.BMP icon

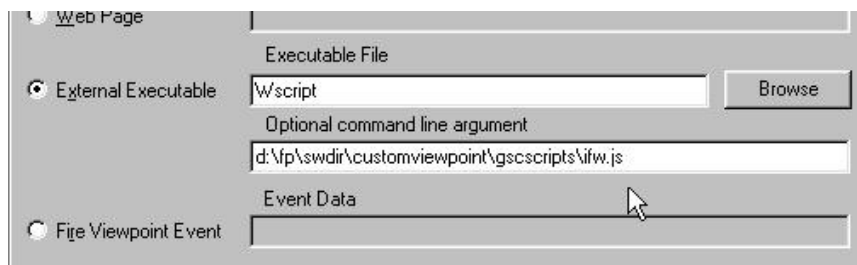




▪ *Change the Tool Tip to GALILEO IDIOM*



▪ *Select EXTERNAL EXECUTABLE*



The path of the external executable is WSCRIPT.

The Argument is ?:\Fp\SWDIR\CustomViewpoint\gscScripts\ifw.js

▪ *Add the pathing for the IFW.JS file.*

▪ *Select ADD NEW*

The button will now appear on the Editors Toolbar.

At this point you can add additional icons.

▪ *Select FILE SAVE*

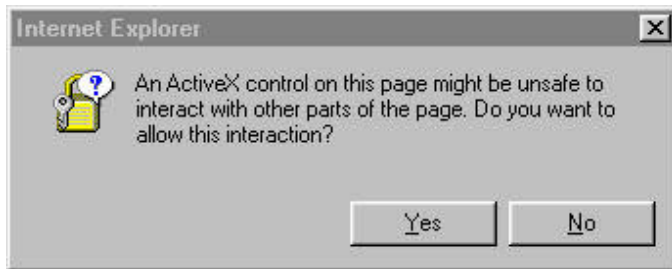
Viewpoint must be closed and reopened for the changes to take effect.



Editing the Registry

During the installation process a reg file is added to the registry in CurrentUsers section.
?:\Fp\SWDIR\CustomViewpoint\gscScripts\ifw.reg file has been installed onto the workstation.

If you log into the machine as a different user you will get a warning each time you run Galileo Idiom because the CurrentUser profile in the registry will not have been updated..



If this warning appears, Click YES and the process will continue.
To stop this warning you will need to re-run the Reg file manually.

- *Locate this file and double click on it to add the settings to the registry.*





Customising Itinerary templates

There are four itinerary templates.

- Professional
- Condensed
- Leisure
- Standard

These templates are located in the
?:\Fp\SWDIR\CustomViewpoint\gscScripts\

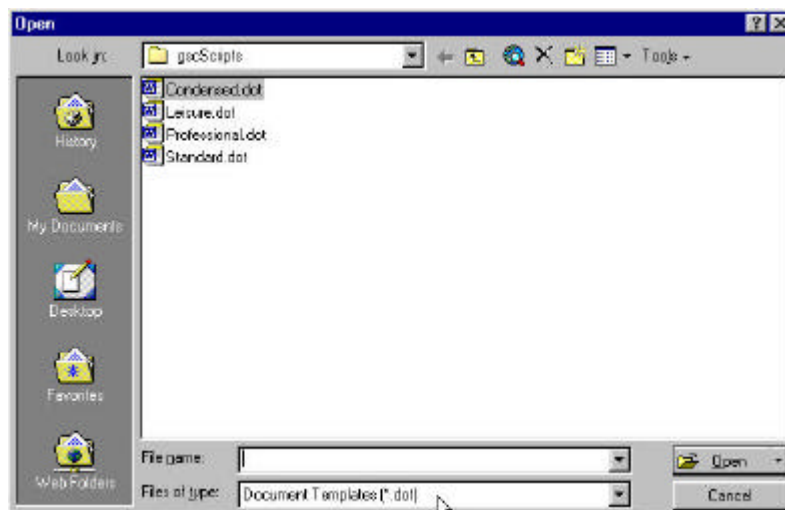
Each file ends in the extension .DOT
Altering addresses and logos etc is done in MS WORD.

▪ OPEN MS WORD

Each Itinerary needs to be customised individually.

Select FILE then OPEN

Change to ?:\Fp\SWDIR\CustomViewpoint\gscScripts\ this directory

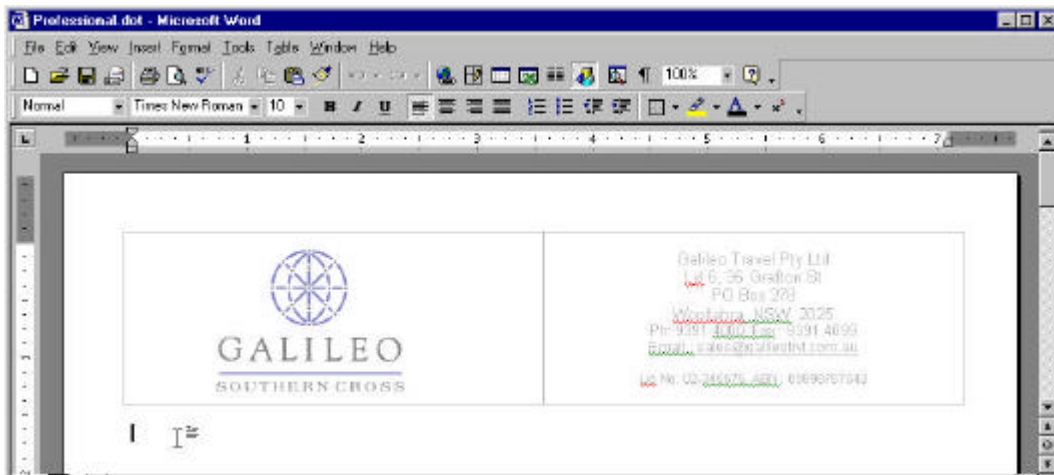


▪ Change the FILES OF TYPE to *.DOT

The select the file you wish to edit first and then open it. In this example PROFESSIONAL.DOT is being altered.



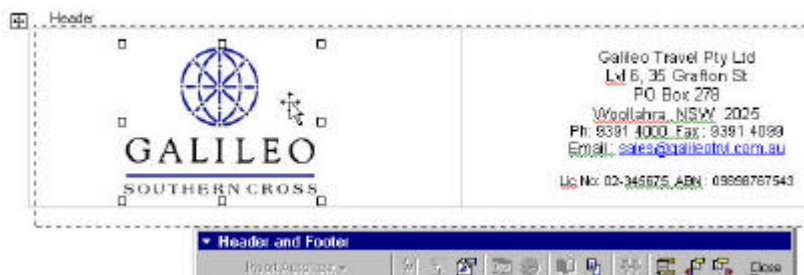
▪ *Highlight a file and select OPEN*



- Ensure that the Header displays Professional.dot. If the header displays Document One then you are not in Template editing mode.

The Galileo Logo and Galileo Sydney office Address are currently loaded for all Itineraries. When displayed they are embedded in the Header section of the document. To edit the Header Section, double click on the Galileo Logo or select Header/ Footer from the View option.

▪ *Select VIEW then HEADER / FOOTER*



Single click on the Logo a second time to bring it into focus. Eight Squares, as shown above with appear around the logo. Use the Delete button the remove the Galileo logo.

▪ *Highligh and Delete the logo*

Agencies that have a logo prepared can insert their logo using the following steps.



- *Select INSERT and PICTURE and FROM FILE*

Locate the agency logo file and select ok. Using normal MS Word functionality you can then resize and justify the logo.

To change the address simply edit the Galileo Address currently in the Header.

This process will be required to be repeated on each workstation. This is because some workstations might require different logos or company names. If all workstations are to be the same, modify one workstation and then copy the four files to the Kits directory.

On subsequent machines copy these files onto each machine after installation.



Customising Canned Remarks

Traditionally agencies have had two sets of Canned remarks for their itineraries.

- Domestic
- International

Galileo Idiom has 3 sets of canned remarks. The traditional Domestic and International sets of remarks are two of the options. A third option is now available.

- Auxiliary.

Each is fully customisable.

Agencies now have the opportunity to create specialised or seasonal canned remarks.

This can then be used for a specific group booking or corporate accounts.

Demonstration remarks are currently loaded into the Idiom program. These will need to be individualised during the installation process.

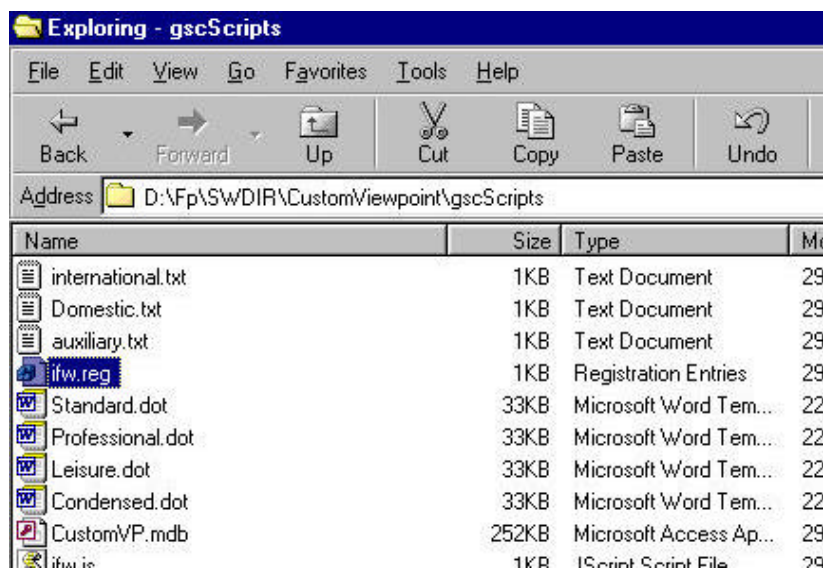
The remarks reside in 3 files on each workstation. They are:

- International.TXT
- Domestic.TXT
- Auziliary.TXT

And are found in the following location ?:\Fp\SWDIR\CustomViewpoint\gscScripts\...

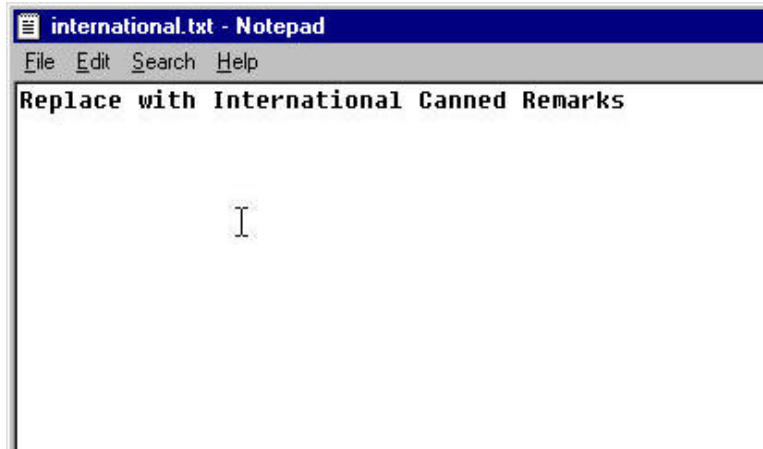
These are text files and can be edited in NOTEPAD which is a Windows Program.

▪ *Locate the TXT files*





Double click on one of the 3 files. In this example International.TXT is used.



The Header of the file that opens should display the name of the file you are editing.

Simply replace the text in the file with the current canned remarks then select File and Save.

Repeat this process for the other 2 TXT files.

This process will be required to be repeated on each workstation. This is because some workstations might require different company details or Aux remarks.

If all workstations are to be the same, modify one workstation and then copy the three files to the Kits directory. On subsequent machines copy these files onto each machine after installation.