

GALILEO 360° LEARNING

Focalpoint® Set-up

Quick Reference



Focalpoint Set-Up

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1. Focalpoint

1. Programmable Keys.

Add or change key, click on the Apply button, and then MAKE SURE you click on **File** and **Save**

2. If you have to open up your programmable keys everytime you start your PC, go to **OPTIONS** on the tool bar and click on **SET DEFAULTS**. Make sure Pkeys (on the left) is marked, click on the **SET** button and then choose the Pkeys you wish to open. Click on **OK** and then **OK** again at the “**Set Workstation Defaults**” window. Once back in Focalpoint, MAKE SURE you click on **FILE** and **SAVE**. A window will appear telling you that the personal settings file already exists, and asking you if you want to overwrite it, click “**YES**”.

You should also have a BACKUPXX.fpi file (XX being your initials). You would then go to **FILE** and click **SAVE AS**. Choose BACKUPXX.fpi and **SAVE**. Again, a window will appear telling you that the personal settings file already exists, and asking you if you want to overwrite it, click “**YES**”.

(NOTE: If you do not have a BACKUPXX.fpi file, see #5 on page 3 for instructions)

3. To change Icons on the Tool Bar, go to **OPTIONS**, and click on **CONFIGURE TOOLBAR**. Make whatever changes you wish. Click on **APPLY** after each change, and finally click on **OK**. Once back in Focalpoint, MAKE SURE you click on **FILE** and **SAVE**, as in Step b.).

4. If you mess up your Focalpoint windows, go to **FILE** and **RESTORE**., If this doesn't work, go to **FILE**, **OPEN**, choose BackupXX.fpi and click **OPEN**. Then MAKE SURE you go to **FILE** and **SAVE AS**. This time choose Fpoint.fpi and click on **OK**. A window will appear telling you that the personal settings file already exists, and asking you if you want to overwrite it, click “**YES**”.

2. Copy Pkeys to Diskette:

1. Right click on **START**

2. Click **EXPLORE**

3. Pkey file will be found in C:

FP

Datadir

Pkeys (eg. JILL.alc will be file name)

(Make sure you have diskette in A: drive)

4. Put mouse pointer on file name (eg. JILL.alc) and right click

5. Choose “send to” and “3 1/2 Floppy A”.

3. Copy Pkeys onto new PC.

1. Put Diskette in A: drive
2. Right click on START
3. Choose EXPLORE
4. Click on A: drive
5. Right click on Pkey file to be copied and choose copy.
6. Go to C:
 FP
 Datadir
 Pkeys - and click to open folder
 Then right click on folder and PASTE.
7. You will then go back to FocalPoint and click on COMPANIONS -> Programmable Keys
8. Go to FILE
9. Click OPEN
10. You should see your pkey file. Click it so it is in file name and click "OK"
11. Then click "OK".

4. To ensure your Pkeys are always available when you restart your PC.

1. See STEP b.) of #1 – FocalPoint Reminders

5. Save Tool Bar settings, colours etc.

1. At the Focalpoint screen go to: FILE -> Click SAVE (IF the "Save As" window appears, make sure FPOINT.fpi is in the Filename, then click OK. If a window appears telling you that the personal settings file already exists, and asking you if you want to overwrite it, click "YES".)
2. **Then again go to: File -> Click "Save As"
3. Type in BACKUPXX.fpi – (where XX is your initials) in "file name"
4. Then click on OK. (Again, if a window appears telling you that the personal settings file already exists, and asking you if you want to overwrite it, click "YES".)

6. Copy FPOINT.fpi to diskette

1. Open Focalpoint and take note of the User ID that is entered on the Focalpoint Logon screen.
2. If you have entered a User ID on the Focalpoint Logon screen, the FPOINT.fpi file containing your toolbar settings will be found in:

C:
FP
Datadir
Users
Name or Number (same as FocalPoint Logon Screen)

3. If you left that box empty, the FPOINT.FPI file will be found in:

C:
FP
Datadir
Wstn

4. Make sure you have diskette in A: drive
5. Go to the proper directory and put mouse pointer on file name FPOINT.fpi (make sure you point on FPOINT.FPI and not FPOINT.F_) and right click
6. Choose SEND TO and "3 1/2 Floppy A".

7. To copy FPOINT.fpi onto new PC.

1. Open Focalpoint and make sure you use a Name or Number in the USER ID box of the FocalPoint Logon Screen and then close Focalpoint.
2. Put Diskette in A: drive
3. right click on START
4. Choose EXPLORE
5. Click on A: drive
6. Right click on file FPOINT.FPI to be copied and choose COPY.
7. Go to C:
FP
Datadir
Users
Name or Number (same as FocalPoint Logon Screen)
8. And click to open folder
9. Then right click on folder and PASTE

10. When you reopen Focalpoint, your personal settings/toolbar should appear.
11. Then go FILE-> SAVEAS
12. Type in "backupXX.fpi" (where XX are your initials) in file name and
13. Click "OK"
14. If a box appears saying this file already exists and do you want to overwrite it, click "YES"
15. Last step, go to FILE-> OPEN, click on FPOINT.FPI on the left hand side and click on OK.

8. Copying customized scripts to diskette

1. Insert a new diskette in your A: drive. Please note that you may need more than one diskette to copy all scripts. This needs to be done from 1 PC only. Customized scripts (as well as RBC insurance scripts) are located in the following directory:

C:
FP
Datadir
SWPlus
Scripts

2. Once in that directory, click on the first icon at the top in the right hand box. Do CTRL A (both keys together) to select all scripts, right click, choose "Send To" and then "3 ½ floppy". You may be prompted to insert a new diskette during this process.

9. To copy scripts into new PC

1. Put Diskette in A: drive
2. Right click on START
3. Choose EXPLORE
4. Click on A: drive
5. Click on file first icon at the top of the right hand box
6. Do CTRL A (together) to select all files
7. Right click and select "COPY"
8. Go to C:
FP
Datadir
SWPlus
Scripts
9. Right click on Scripts and choose Paste
10. Repeat this process with any other diskettes you created during the scriptbackup process.