

Select Lotus SmartSuite Applications

Select the applications you want to install, and (optionally) change the drive and/or directory into which an application is installed. By default, all applications are selected to be installed.

If a checkmark appears in the box next to the application, that application will be installed. If the check box is empty, that application will not be installed.

Click the check box next to each application you want to add to, or remove from, the installation list.

Note If you plan to install SmartSuite 96 in more than one language, install all applications the first time you run Install. You can install additional languages of Word Pro, Approach, Freelance Graphics, and SmartCenter in the same directories, and then run these applications in any of the installed languages. However, if you install additional languages of 1-2-3, Organizer 2.1, and ScreenCam 2, you will be able to run the application only in the language last installed.

To change the drive or directory of an application

Specify the drive and directory where you want to copy the application. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Select a drive.
2. Type the directory where you want to copy the files.
3. Click Next.

Back up Word Pro SmartMaster Sets

Install can create a back-up copy of the SmartMasters from a previous version of Word Pro or style sheets from Ami Pro. It places them in a backup directory under the Word Pro product directory. The files will still exist under the previous version of Word Pro or Ami Pro.

Choose Yes to have Install create a back-up copy of SmartMasters or style sheets.

Select SmartSuite Applications to Customize

Select the application you want to customize.

1. Select the application.
2. (Optional) If you want to change the install option for an application, click the Install Option drop-down box and select a different option.
3. (Optional) If you selected Custom and want to choose the features to install, click Customize.
4. (Optional) If you want to change the specified work, SmartMaster, or backup directory for an application, click Set Directories.

Note If Set Directories is greyed out, then you cannot change the directories for the selected application.

5. Click Next.

Customize Features

Select the features you want to install.

1. To select the group of features you want to customize, click the tab for that group.

By default, some features on each tab are selected, while others may not be.

If an X appears in the check box next to the feature, that feature will be installed. If the check box is empty, that feature will not be installed.

2. Click the check box next to each feature you want to add to, or remove from, the installation list.

The description text box to the right of the list of features contains a description of the currently highlighted feature.

In some cases, several items may be listed as part of a group under a main item. If you remove the check mark next to the main item, all the check marks are also removed from next to the sub-items. If you select only one sub-item, a check mark also appears next to the main item. However, only the checked sub-items will be installed.

As you add or remove items from the install list, the amount of space required changes accordingly. The number next to "Space needed for selected files" shows the space required to install all selected features.

The number next to "Space available on selected drive" shows you how much space is available on the selected drive.

3. (Optional — for Standalone Install only) To change the drive or directory where you want to install this application, click Change Path.

Note If you add another language to your copy of this application, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of this application.

4. Click Next.

SmartCenter is Running

The Lotus Install program has detected that a version of SmartCenter is currently running. To continue installing this version of SmartCenter, you must close the version that is running.

To continue the Install program

1. Press ALT+TAB to switch to the version of SmartCenter that is running.
2. Choose File - Exit to close that version.
3. Press ALT+TAB to return to the Install program.
4. Click Continue to proceed with the installation process.

DocOnline is Running

The Lotus Install program has detected that a version of DocOnline is currently running. To continue installing this version of DocOnline, you must close the version that is running.

To continue the Install program

1. Press ALT+TAB to switch to the version of DocOnline that is running.
2. Choose File - Exit to close that version.
3. Press ALT+TAB to return to the Install program.
4. Click Continue to proceed with the installation process.

Organizer Default Preferences

Specify where you want Install to copy certain Lotus Organizer 2.1 files on your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive for a directory, select a drive from the Drive drop-down box.
Install tells you how much space is available on that drive.
2. To change a directory, type the directory in the specified Directory text box.
3. Click OK.

Organizer Scheduling Configuration

There are several ways to configure Lotus Organizer 2.1 to run on a network

- Mail-based scheduling uses an existing e-mail network and Notes or cc:Mail to deliver meeting notices. A scheduling agent processes meeting notices that arrive in a message mailbox. Mail-based scheduling provides enterprise-wide calendaring and scheduling.
- Single-server scheduling uses a common message file that contains a separate table of meeting notices for each user. All users share this message file and there is no scheduling agent. Typically, single-server scheduling is for small workgroups who share Lotus Organizer 2.1 files on one server without Notes or cc:Mail.
- Shared calendaring and no group scheduling lets users run Lotus Organizer 2.1 from the network as a stand-alone Personal Information Manager. Users store their Lotus Organizer 2.1 files in a shared directory on the network or on their own hard disks.

To use mail-based scheduling

1. Select Enable group scheduling features if it is not selected.
2. Select the type of network you're running from the Network list box.
Note Select MS-Net Compatible for Banyan VINES and DEC PATHWORKS version 4.1 networks. Select LAN Manager for DEC PATHWORKS version 5.0.
3. Select Notes or cc:Mail from the Scheduling list box.
4. Click Next.

To use single-server scheduling

1. Select Enable group scheduling features if it is not selected.
2. Select the type of network you're running from the Network list box.
Note Select MS-Net Compatible for Banyan VINES and DEC PATHWORKS version 4.1 networks. Select LAN Manager for DEC PATHWORKS version 5.0.
3. Select Single-server from the Scheduling list box.
4. Click Next.

To use shared calendaring and no group scheduling

1. Deselect Enable group scheduling features if it is selected.
2. Select the type of network you're running from the Network list box.
Note Select MS-Net Compatible for Banyan VINES and DEC PATHWORKS version 4.1 networks. Select LAN Manager for DEC PATHWORKS version 5.0.
3. Click Next.

ScreenCam is Running

The Lotus Install program has detected that a version of ScreenCam is currently running. To continue installing this version of ScreenCam, you must close the version that is running.

To continue the Install program

1. Press ALT+TAB to switch to the version of ScreenCam that is running.
2. Choose File - Exit to close that version.
3. Press ALT+TAB to return to the Install program.
4. Click Continue to proceed with the installation process.

Word Pro Default Preferences

Specify where you want Install to copy certain Word Pro files on your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive, select a drive from the Drive drop-down box.
Install tells you how much space is available on that drive.
2. To change the directory, type the directory in the Directory text box.
3. Click OK.

Note If you add another language to your copy of Word Pro, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of Word Pro.

Disable OLE

You have 8MB or less of RAM. You can choose to disable OLE (Object Linking and Embedding) to significantly improve performance. You can activate OLE when necessary in Word Pro.

Choose Yes to disable OLE. Word Pro will install with "OLE unless required" disabled.

To activate "OLE unless required"

1. Choose File - User Setup - Word Pro Preferences.
2. Choose the General tab.
3. In the "Disable" list, deselect "OLE unless required" to activate it.
4. Choose OK.

Multiple Copies of 1-2-3 for Windows

There is already a copy of 1-2-3 for Windows installed on your hard disk.

You may

- Delete the existing 1-2-3 for Windows from your hard disk.
- Install 1-2-3 Release 5.01 for Windows in the same directory as the existing 1-2-3 for Windows.
Doing so will write over the existing 1-2-3 files. 1-2-3 Release 5.01 for Windows will then be the only copy of 1-2-3 for Windows on your hard disk.
- Install 1-2-3 Release 5.01 for Windows in a different directory from the existing 1-2-3 for Windows.

Note If you are installing 1-2-3 on a server, you should not install 1-2-3 Release 5.01 in the same directory as 1-2-3 Release 4.

Multiple Copies of Lotus Approach

There is already a copy of Lotus Approach installed on your hard disk.

You can:

- Exit the Install program, delete the existing copy of Lotus Approach from your hard disk, and start the Install program again.
- Install Approach 96 in the same directory as the existing copy of Lotus Approach.
If you do this, you will overwrite the existing Approach files. Approach 96 will then be the only copy of Approach on your hard disk.
- Install Approach 96 in a different directory from the existing copy of Lotus Approach.

Note If you are installing Lotus Approach on a server, you should not install Approach 96 in the same directory as a previous version of Approach.

Multiple Copies of Organizer

Lotus recommends that you install Organizer 2.1 in the same directory as your existing version of Organizer.

To install Lotus Organizer 2.1 in the same or in a different directory

1. Click Next.
2. Follow the remaining instructions that appear on the screen.

Multiple Copies of SmartSuite Products

A version of SmartSuite is already installed on your hard disk.

You may:

- Exit Install and delete the existing SmartSuite files from your hard disk. Then restart Install to copy SmartSuite 96 to your hard disk.
- Install SmartSuite 96 in the same directory as the existing SmartSuite files.
Doing so will write over the existing SmartSuite files. SmartSuite 96 will then be the only copy of SmartSuite on your hard disk.
- Click Previous to install SmartSuite 96 in a different directory from the existing SmartSuite files. Then continue with Install.

Note If you are installing SmartSuite 96 on a server, you should not install it in the same directory as another version of SmartSuite.

Freelance Graphics Default Preferences

Specify where you want Install to copy certain Freelance Graphics files on your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive, select a drive from the Drive drop-down box.
Install tells you how much space is available on that drive.
2. To change the directory, type the directory in the Directory text box.
3. Click OK.

Note If you add another language to your copy of Freelance Graphics, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of Freelance Graphics.

Freelance Graphics Default Preferences

Specify where you want Install to copy certain Freelance Graphics files on your hard disk. You must be able to write to the drive or directory you choose.

1. To change the Presentation Directory, type the full path, including the drive letter.
2. To change the Backup Directory, type the full path, including the drive letter.
3. Click OK.

Note If you add another language to your copy of Freelance Graphics, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of Freelance Graphics.

Remove Product Files

The Install program has found a Windows 3.x version of Freelance Graphics. You can remove this version, or leave it on your system.

Click Yes to remove the Windows 3.x version of Freelance Graphics. After these files are removed, the Install program will continue.

Click No to continue installing Freelance Graphics 96.

1-2-3 Default Preferences

Specify where you want Install to copy certain 1-2-3 files on your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive, select a drive from the Drive drop-down box.
Install tells you how much space is available on that drive.
2. To change the directory, type the directory in the Directory text box.
3. Click OK.

Lotus Approach Default Preferences

Specify where you want Install to copy certain Lotus Approach files on your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drives and directories you choose.

1. To change the drive, select a drive from the Drive drop-down box.
Install tells you how much space is available on that drive.
2. To change the directory, type the directory in the Directory text box.
3. Click OK.

Note If you add another language to your copy of Lotus Approach, you cannot change these drives or directories. The files for the new language will be installed with the existing copy of Approach.

Organizer Node Install Options

Choose whether you want to install on your hard disk the features your administrator has made available. You can install the Lotus Organizer 2.1 program files and/or the Lotus Organizer 2.1 samples, reports, and paper layouts on your hard disk. Deselect an option to use the files on the file server and not copy them to your hard disk.

1. Select which Lotus Organizer 2.1 files to install on your hard disk.
2. Click Next.

Remove Product Files

The Install program has found a Windows 3.x version of 1-2-3. You can remove this version, or leave it on your system.

Click Yes to remove the Windows 3.x version of 1-2-3. After these files are removed, the Install program will continue.

Click No to continue installing 1-2-3.

Remove Product Files

The Install program has found a Windows 3.x version of Approach. You can remove this version, or leave it on your system.

Click Yes to remove the Windows 3.x version of Approach. After these files are removed, the Install program will continue.

Click No to continue installing Approach.

Remove Product Files

The Install program has found a Windows 3.x version of Ami Pro. You can remove this version, or leave it on your system.

Click Yes to remove the Windows 3.x version of Ami Pro. After these files are removed, the Install program will continue.

Click No to continue installing Word Pro.

Remove Product Files

The Install program has found a Windows 3.x version of a SmartSuite 96 application. You can remove this version, or leave it on your system.

Click Yes to remove the Windows 3.x version of the application. After these files are removed, the Install program will continue.

Click No to continue installing SmartSuite 96.

Remove Product Files

Install can remove your Windows 3.x version of Approach for you.

To remove your Windows 3.x version of Approach, click SmartSuite 96. Your samples and work files will not be deleted.

To continue with Install without removing the previous product, click yyy.

Note If you want to keep your Windows 3.x version of Approach on your machine, be sure to Install Approach 96 in a different directory.

??? I know the button names are wrong here. We're checking in final content on 10/17 or 10/18.

Remove Product Files

You have the option of deleting old copies of Word Pro or Ami Pro to free disk space. Files are removed only from the main Word Pro or Ami Pro directory. Files stored in subdirectories are not removed. Files in the main product directory which contain user settings (typically .INI files) are not removed.

Choose Yes if you would like Install to delete a previous version of Word Pro for Windows 3.x or Ami Pro.

1-2-3 is Running

The Lotus Install program has detected that a version of 1-2-3 is currently running. To continue installing this version of 1-2-3, you must close the version that is running.

To continue the Install program

1. Press ALT+TAB to switch to the version of 1-2-3 that is running.
2. Choose File - Exit to close that version.
3. Press ALT+TAB to return to the Install program.
4. Click Continue to proceed with the installation process.

Freelance Graphics is Running

The Lotus Install program has detected that a version of Freelance Graphics is currently running. To continue installing this version of Freelance Graphics, you must close the version that is running.

To continue the Install program

1. Press ALT+TAB to switch to the version of Freelance Graphics that is running.
2. Choose File - Exit to close that version.
3. Press ALT+TAB to return to the Install program.
4. Click Continue to proceed with the installation process.

Word Pro is Running

The Lotus Install program has detected that a version of Word Pro is currently running. To continue installing this version of Word Pro, you must close the version that is running.

To continue the Install program

1. Press ALT+TAB to switch to the version of Word Pro that is running.
2. Choose File - Exit to close that version.
3. Press ALT+TAB to return to the Install program.
4. Click Continue to proceed with the installation process.

Lotus Approach is Running

The Lotus Install program has detected that a version of Lotus Approach is currently running. To continue installing this version of Approach, you must close the version that is running.

To continue the Install program

1. Press ALT+TAB to switch to the version of Lotus Approach that is running.
2. Choose File - Exit to close that version.
3. Press ALT+TAB to return to the Install program.
4. Click Continue to proceed with the installation process.

Organizer is Running

The Lotus Install program has detected that a version of Organizer is currently running. To continue installing this version of Organizer, you must close the version that is running.

To continue the Install program

1. Press ALT+TAB to switch to the version of Organizer that is running.
2. Choose File - Exit to close that version.
3. Press ALT+TAB to return to the Install program.
4. Click Continue to proceed with the installation process.

Sample 1-2-3 Help Topic (Put the dialog box name here)
Sample text.

Sample Approach Help Topic (Put the dialog box name here)
Sample text.

Sample Freelance Help Topic (Put the dialog box name here)
Sample text.

Sample Word Pro Help Topic (Put the dialog box name here)
Sample text.

Sample Organizer Help Topic (Put the dialog box name here)
Sample text.

Sample SmartSuite Help Topic (Put the dialog box name here)
Sample text.

Select Lotus SmartSuite Applications

Select the applications you want to install. By default, all applications are selected to be installed.

If a checkmark appears in the box next to the application, that application will be installed. If the check box is empty, that application will not be installed.

Click the check box next to each application you want to add to, or remove from, the installation list.

Note If you plan to install SmartSuite 96 in more than one language, install all applications the first time you run Install. You can install additional languages of Word Pro, Approach, Freelance Graphics, and SmartCenter in the same directories, and then run these applications in any of the installed languages. However, if you install additional languages of 1-2-3, Organizer 2.1, and ScreenCam 2, you will be able to run the application only in the language last installed.

Install Options

1. Select the type of install:

- All Features automatically installs the typical features of each application.
- Customize Features lets you decide which features are installed for each application.

Note If you select Customize Features and later decide that you want to add a feature you did not install, you must run Install again.

2. Click Next.

Install Options

1. Select the type of install:

- Default Features automatically installs the typical features of each application.
- Minimum Features automatically installs only the features needed to run each application. Select this option if disk space is limited.
- Customize Features lets you decide which features are installed for each application.

Note If you select Customize Features and later decide that you want to add a feature you did not install, you must run Install again.

2. Click Next.

Specify Lotus SmartSuite Directory

Specify the drive and directory where you want Install to create the main Lotus directory. Install creates the appropriate subdirectories (such as Work, Samples, Backup, etc.) and copies all SmartSuite 96 files into the correct directory.

Note Lotus strongly recommends that you specify the same main Lotus directory each time you install a different version of SmartSuite. This way, you will be able to easily identify all the files associated with each version of SmartSuite, and will not copy duplicate versions of a file when you install the next version.

You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive for the main Lotus directory, select a drive from the drop-down box.
Install tells you how much space is available on that drive.
2. To change the main Lotus directory, type the directory in the text box.
3. Click Next.

You can change individual subdirectories when you select the Customize option.

Change Path

Change the specified directory. When you change this directory, Install places the highlighted file, and all other features that use the currently specified directory, in the directory you name. To view the default directories for different features, highlight the feature on the Customize dialog box. All features specified on an individual tab may not use the same directory.

You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive where Install copies the highlighted file, select a drive from the drop-down box.
Install tells you how much space is available on that drive.
2. To change the directory, type the directory in the Directory box.
3. Click OK.

Specify Distribution Directory

Specify the drive and directory where you want to copy the compressed SmartSuite 96 files. Users will run Install from this drive and directory. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Select a drive.

Install tells you the amount of space needed to install SmartSuite 96 on the drive you select, and the amount of space that will be left on that drive after the SmartSuite 96 files have been transferred. If you select a drive that doesn't have enough space to install SmartSuite 96, a negative number appears next to "Space remaining on drive after transfer."

2. Type the directory where you want to copy the files.
3. Click Next.

Confirm Names

Be sure you entered your name and your company name correctly. If you are planning to install SmartSuite 96 on a file server, the User Name appears dimmed.

To continue Install, click Yes.

To correct the names, click No. Install returns to the Welcome to the SmartSuite 96 Install Program dialog box. You can correct the names there. If "Install on a file server" is checked, you must uncheck it before you can change the names.

Consolidate Lotus Shared Tools Directory

There are Lotus shared tools on your hard drive in directories other than the Lotus Shared Tools directory. Install needs to move all the Lotus shared tools on your hard drive to one directory, named COMPNENT.

Specify the drive and directory where you want to copy the Lotus Shared Tools.

1. Select a drive.

Install tells you how much space is available on that drive.

2. Type the directory where you want to copy the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (COMPNENT) in your main Lotus product directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.

3. Click Next.

Customize

Select the features you want to install.

1. To select the group of features you want to customize, click the tab for that group.

By default, some features on each tab are selected, while others may not be.

If an X appears in the check box next to the feature, that feature will be installed. If the check box is empty, that feature will not be installed.

2. Click the check box next to each feature you want to add to, or remove from, the installation list.

The description text box contains a description of the currently highlighted feature.

In some cases, several items may be listed as part of a group under a main item. If you remove the check mark next to the main item, all the check marks are also removed from next to the sub-items. If you select only one sub-item, a check mark also appears next to the main item. However, only the checked items will be installed.

As you add or remove items from the install list, the amount of space required changes accordingly. The number next to "Space needed for selected features" shows the space required to install all selected features.

The number next to "Space available on selected drive" shows you how much space is available on the selected drive.

3. (Optional — for Standalone Install only) To change the drive or directory where you want to install SmartSuite 96, click Change Path.

Note If you perform a Standalone Install to add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

4. Click Next.

File Server Install or Network Distribution

Specify how you want to install SmartSuite 96 on your server.

1. Select the type of install.

If you want users to run Node Install, which leaves most of the SmartSuite 96 files on the file server and does not copy them to the user's hard disk, select File Server Install.

If you want users to run a complete Install and copy all SmartSuite 96 program files to their hard disk, select Network Distribution Install.

2. Click Next.

{button ,AL(^H_CI_DISK_COPY_METHOD_RT;H_CI_OVERVIEW_DIST;H_CI_OVERVIEW_NODE;H_CI_OVERVIEW_SRV;0)} [See related topics](#)

Exit Install

You chose to exit Install before the installation was complete. Install has not copied the files necessary to run SmartSuite 96 to your hard disk or file server.

To continue Install, click No. Install returns to the previous dialog box.

To exit Install, click Yes. You must run Install again to run SmartSuite 96.

Specify Lotus Shared Tools Directory

Specify the drive and directory where you want to copy the Lotus shared tools. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Select a drive.

Install tells you how much space is available on that drive.

2. Type the directory where you want to copy the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (COMPONENT) in your main Lotus product directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.

3. Click Next.

Location of Lotus Shared Tools Drive on File Server

Specify the network drive where your network administrator put the Lotus Shared Tools directory. The Lotus Shared Tools directory contains files for tools shared by your Lotus applications, such as Spell Checker.

1. To change the drive that contains the Lotus Shared Tools directory, select a drive from the Drive drop-down box.
2. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Node Options

Choose whether you want to install on your hard disk the features your network administrator has made available. You can still use features you don't copy to your hard disk, but you will use the copy on the network. However, features copied locally may run faster.

1. To install the features on your hard disk, select the "Copy features to hard disk" check box.
2. Click Next.

Personal Directory

Specify where you want to install the Lotus files on your hard disk. Lotus files include configuration files for your Lotus applications.

You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Select the drive where you want to put your personal directory.
Install tells you how much space is available on that drive.
2. Type the directory where you want to put the Lotus files in the Personal Directory text box.
3. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Personal Directory and Node Install Options

Specify where you want to install the Lotus files on your hard disk (Lotus files include configuration files for your Lotus applications). Choose whether you want to install on your hard disk the features your network administrator has made available. You can still use features you don't copy to your hard disk, but you will use the copy on the network. However, features copied locally may run faster.

You can also click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Select the drive where you want to put your personal directory.
Install tells you how much space is available on that drive.
2. Type the directory where you want to put the Lotus files.
3. To copy the features your network administrator has made available, select the "Copy features to hard disk" check box.
4. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Overview: Distribution Install

This Install program installs compressed SmartSuite 96 files on a network file server so that network administrators or users can run a Standalone, File Server, or Distribution Install from install source on the network. It allows you to:

- Enter your name and company name.
- Select how you want to install SmartSuite 96 on your file server.
- Specify the drive and directory where you want to copy the compressed SmartSuite 96 files.

Overview: Node Install

This Install program installs SmartSuite 96 files on a network node for one user. It allows you to:

- Enter your name.
- Specify the location of the files on your hard disk.
- Specify the file server on which the shared tools are located.

Overview: File Server Install

This Install program installs SmartSuite 96 on a network server. Users then perform a Node Install to run the product on a network. It allows you to:

- Enter your name and company name.
- Select how you want to install the SmartSuite 96 files on your file server.
- Select the features node users can copy to their hard disks.

Overview: Standalone Install

This Install program installs SmartSuite 96 on a single computer for one user. It allows you to:

- Enter your name and company name.
- Select the location of the files on your hard disk.
- Select only the features you want to install.

Paradox Network Information

You can access Paradox tables on a network.

1. Select the "Access Paradox tables on the network" check box if you plan to access Paradox tables on a network.
2. If you share Paradox tables with other users on a network:
 - Select the "Share tables with other users" check box.
 - Type the drive and path of PARADOX.NET (for example, P:\PDOXDATA) in the text box.
3. Click Next.

Specify Main Lotus Directory

Specify the drive and directory where you want Install to create the main Lotus directory. Install creates the appropriate subdirectories (such as Work, Samples, Backup, etc.) and copies all SmartSuite 96 files into the correct directory.

Note It is strongly recommended that you specify the same main Lotus directory each time you install a Lotus product. This way, you will be able to easily identify all the files associated with each Lotus product, and will not copy duplicate versions of a file when you install the next Lotus product.

You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive for the main Lotus directory, select a drive from the Drive drop-down box.
Install tells you how much space is available on that drive.
2. To change the main Lotus directory, type the directory in the Directory text box.
3. Click Next.

You can change individual subdirectories when you select the Customize option.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Select Program Folder

Select the program folder where you want Install to copy the SmartSuite 96 files. If this is the first time you have installed a Lotus product, you may want to create a new folder.

In some cases, you may want to remove a folder. For example, you may have misspelled the folder name and not noticed it until after you created it. You can remove any folder you created during this session of Install. You cannot reorganize your entire folder structure at this point.

To create a new folder

1. Select the folder under which you want to create the folder into which Install copies the SmartSuite 96 files, or accept the default.
2. Click New Folder.
A new folder appears, with the name "New Folder."
3. Rename the new folder by typing a name in the Folder Name text box.
4. Click Next.

To remove a folder

1. Select the folder you want to remove.
2. Click Remove Folder.

Select Program Group

Select the Windows program group where you want Install to place the SmartSuite 96 application icons.

To place the application icons in an existing program group

1. Select the program group from the list box.
2. Click Next.

To create a new program group

1. Type the name for the new program group in the Name text box.
2. Click Next.

SQL File Name

1. Type the name of the network server where the SQL server is installed.
2. Click Next.

Specify Lotus Shared Tools Directories

Specify the drives and directories where you want to copy the Lotus shared tools. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drives or directories you choose.

For Freelance Graphics, Word Pro, Approach, and SmartCenter Shared Tools

1. Select a drive from the top Drive drop-down box.
Install tells you how much space is available on that drive.
2. Type the directory where you want to copy the Lotus shared tools in the top Directory text box.
Lotus strongly recommends that you put the Lotus Shared Tools directory (COMPONENT) in your main Lotus directory. Do not put COMPONENT in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.
3. Click Next.

For 1-2-3, Organizer, and ScreenCam Shared Tools

1. Select a drive from the bottom Drive drop-down box.
Install tells you how much space is available on that drive.
2. Type the directory where you want to copy the Lotus shared tools in the bottom Directory text box.
Note Do not specify a UNC path or use long directory names.
Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your main Lotus directory. Do not put LOTUSAPP in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.
3. Click Next.

Note If you have a LOTUSAPP directory for applications that you will continue to use, you can specify that directory at this time. However, if you later delete that directory, you must reinstall the current version of 1-2-3, Organizer, or ScreenCam.

Node User Feature Access

Select the features that you want to allow your node users to copy from the file server to their own hard disks. Node users could run all features from the copy of SmartSuite 96 on the file server, but a local copy may run faster.

1. To allow node users to copy a feature, select the check box for that feature.
2. Click Next.

Install Complete

You have successfully installed this product. However, some of the system files this product installs were in use when Install copied the files to your machine.

When you reboot your machine, the new versions of these files will be copied to the correct location on your machine. Until you reboot, this product will not run correctly.

If you choose to reboot now, you'll an opportunity to save any unsaved work in your open applications.

To reboot now, click Yes.

To continue with the Install program, click No. You must reboot before you can run this product.

SmartSuite 96 Directory

Specify the drive and directory where you want to put the SmartSuite 96 files on your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive where Install copies the SmartSuite 96 files, select a drive from the Drive drop-down box. Install tells you how much space is available on that drive.
2. To change the SmartSuite 96 directory, type the directory in the SmartSuite 96 Directory text box.
3. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Install Options & Directories

Select the type of install, and specify the drives and directories where you want to put the SmartSuite 96 files and the Lotus shared tools that Install copies to your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Choose the type of install: Default features or Customize features.

Note If you choose Customize features and later decide that you want to add a feature you did not install, you must run Install again.

2. To change the drive where Install copies the main SmartSuite 96 product files, select a drive from the first Drive drop-down box.

Install tells you how much space is available on that drive.

3. To change the main SmartSuite 96 product directory, type the directory in the SmartSuite 96 Directory text box.

4. To change the drive where Install copies additional SmartSuite 96 files, select a drive from the second Drive drop-down box.

Install tells you how much space is available on that drive.

5. To change the SmartSuite 96 subdirectory, type the directory in the SmartSuite 96 Directory2 text box.

6. To change the drive where you want to put the Lotus shared tools, select a drive from the third Drive drop-down box.

Install tells you how much space is available on that drive.

7. To change the Shared Tools directory, type the directory in the Lotus Shared Tools Directory text box.

Lotus strongly recommends that you put the Lotus Shared Tools directory (COMPONENT) under your main Lotus product directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.

8. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Install Options & SmartSuite 96 Directory

Select the type of install and specify the drives and directories where you want to put the SmartSuite 96 files that Install copies to your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Select the type of install: Default features, Minimum features, or Customize features.

Note If you select Customize features and later decide that you want to add a feature you did not install, you must run Install again.

2. To change the drive where Install copies the main SmartSuite 96 product files, select a drive from the first Drive drop-down box.

Install tells you how much space is available on that drive.

3. To change the main SmartSuite 96 product directory, type the directory in the SmartSuite 96 Directory text box.

4. To change the drive where Install copies additional SmartSuite 96 files, select a drive from the second Drive drop-down box.

Install tells you how much space is available on that drive.

5. To change the SmartSuite 96 subdirectory, type the directory in the SmartSuite 96 Directory2 text box.

6. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Install Options & SmartSuite 96 Directory

Select the type of install and specify the drives and directories where you want to put the SmartSuite 96 files that Install copies to your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Select the type of install: Default features or Customize features.

Note If you select Customize features and later decide that you want to add a feature you did not install, you must run Install again.

2. To change the drive where Install copies the main SmartSuite 96 product files, select a drive from the first Drive drop-down box.

Install tells you how much space is available on that drive.

3. To change the main SmartSuite 96 product directory, type the directory in the SmartSuite 96 Directory text box.

4. To change the drive where Install copies additional SmartSuite 96 files, select a drive from the second Drive drop-down box.

Install tells you how much space is available on that drive.

5. To change the SmartSuite 96 subdirectory, type the directory in the SmartSuite 96 Directory2 text box.

6. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

SmartSuite 96 and Shared Tools Directories

Specify the drives and directories where you want to put the SmartSuite 96 files and the Lotus Shared Tools on your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive where Install copies the SmartSuite 96 files, select a drive from the Drive drop-down box. Install tells you how much space is available on that drive.
2. To change the SmartSuite 96 directory, type the directory in the SmartSuite 96 Directory text box.
3. To change the drive where you want to put the Lotus shared tools, select a drive from the third Drive drop-down box. Install tells you how much space is available on that drive.
4. To change the Shared Tools directory, type the directory in the Lotus Shared Tools Directory text box. Lotus strongly recommends that you put the Lotus Shared Tools directory (COMPONENT) under your main Lotus product directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.
5. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Install Options & Directories

Select the type of install, and specify the drives and directories where you want to put the SmartSuite 96 files and the Lotus shared tools that Install copies to your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Choose the type of install: Default features or Customize features.

Note If you choose Customize features and later decide that you want to add a feature you did not install, you must run Install again.

2. To change the drive where Install copies the SmartSuite 96 files, select a drive from the first Drive drop-down box. Install tells you how much space is available on that drive.

3. To change the SmartSuite 96 directory, type the directory in the SmartSuite 96 Directory text box.

4. To change the drive where you want to put the Lotus shared tools, select a drive from the second Drive drop-down box.

Install tells you how much space is available on that drive.

5. To change the Shared Tools directory, type the directory in the Lotus Shared Tools Directory text box.

Lotus strongly recommends that you put the Lotus Shared Tools directory (COMPONENT) under your main Lotus product directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.

6. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Install Options & SmartSuite 96 Directory

Select the type of install and specify where you want to put the SmartSuite 96 files that Install copies to your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Select the type of install: Default features, Minimum features, or Customize features.
Note If you select Customize features and later decide that you want to add a feature you did not install, you must run Install again.
2. To change the drive where Install copies the SmartSuite 96 files, select a drive from the Drive drop-down box. Install tells you how much space is available on that drive.
3. To change the SmartSuite 96 directory, type the directory in the SmartSuite 96 Directory text box.
4. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Install Options & SmartSuite 96 Directory

Select the type of install and specify where you want to put the SmartSuite 96 files that Install copies to your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. Select the type of install: Default features or Customize features.

Note If you select Customize features and later decide that you want to add a feature you did not install, you must run Install again.

2. To change the drive where Install copies the SmartSuite 96 files, select a drive from the Drive drop-down box. Install tells you how much space is available on that drive.
3. To change the SmartSuite 96 directory, type the directory in the SmartSuite 96 Directory text box.
4. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

SmartSuite 96 Directory

Specify the drives and directories where you want to put the SmartSuite 96 files on your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive where Install copies the main SmartSuite 96 product files, select a drive from the first Drive drop-down box.
2. To change the main SmartSuite 96 product directory, type the directory in the SmartSuite 96 Directory text box.
3. To change the drive where Install copies additional SmartSuite 96 files, select a drive from the second Drive drop-down box.
4. To change the SmartSuite 96 subdirectory, type the directory in the SmartSuite 96 Directory2 text box.
5. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

SmartSuite 96 and Shared Tools Directories

Specify the drives and directories where you want to put the SmartSuite 96 files, and the Lotus Shared Tools on your hard disk. You can click Browse to search the drives and directories to which you have access. You must be able to write to the drive or directory you choose.

1. To change the drive where Install copies the main SmartSuite 96 product files, select a drive from the first Drive drop-down box.
Install tells you how much space is available on that drive.
2. To change the main SmartSuite 96 product directory, type the directory in the SmartSuite 96 Directory text box.
3. To change the drive where Install copies additional SmartSuite 96 files, select a drive from the second Drive drop-down box.
Install tells you how much space is available on that drive.
4. To change the SmartSuite 96 subdirectory, type the directory in the SmartSuite 96 Directory2 text box.
5. To change the drive where you want to put the Lotus shared tools, select a drive from the third Drive drop-down box.
Install tells you how much space is available on that drive.
6. To change the Shared Tools directory, type the directory in the Lotus Shared Tools Directory text box.
Lotus strongly recommends that you put the Lotus Shared Tools directory (COMPONENT) in your main Lotus product directory. Do not put the Lotus Shared Tools directory in any application's directory because if you later delete that application, you will no longer be able to run your Lotus applications.
7. Click Next.

Note If you add another language to your copy of SmartSuite 96, you cannot change the drive or directory. The files for the new language will be installed with the existing copy of SmartSuite 96.

Welcome to the Lotus SmartSuite 96 Install Program

Names you enter in this dialog box become permanent and visible parts of your copy of SmartSuite 96. You will see these names every time you start SmartSuite 96, so be careful to type them correctly. You cannot change the names once they are recorded.

1. Type your name.

You can ignore this field if you plan to install this version of SmartSuite 96 on a file server.

2. Type your company name.

If you do not have a company name, type your name a second time.

If you install this version of SmartSuite 96 on a file server, the name you enter in this field will be used whenever a user runs a Node Install.

3. If you are a network administrator installing SmartSuite 96 on a network file server, select the "Install on a file server" check box. Installing on a file server means either users can run the program from the server (File Server Install), or they can install a standalone copy of the program from the server (Distribution Install). You make this choice later in the Install program.

When you select this check box, the name you entered in the "Your name" text box is dimmed.

4. Click Next.

{button ,AL('H_CI_WELCOME_RT;H_CI_OVERVIEW_DIST;H_CI_OVERVIEW_NODE;H_CI_OVERVIEW_SRV;H_CI_OVERVIEW_STANDARD;';0)} [See related topics](#)

Welcome to the Lotus SmartSuite 96 Install Program

Names you enter in this dialog box become permanent and visible parts of your copy of SmartSuite 96. You will see these names every time you start SmartSuite 96, so be careful to type them correctly. You cannot change the names once they are recorded.

1. Type your name.
2. Type your company name.
If you do not have a company name, type your name a second time.
3. Click Next.

{button ,AL('H_CI_WELCOMENOSRV_RT;H_CI_OVERVIEW_STANDARD;','0)} [See related topics](#)

Welcome to the Lotus SmartSuite 96 Install Program

The name you enter in this dialog box becomes a permanent and visible part of your copy of SmartSuite 96. You will see this name every time you start SmartSuite 96, so be careful to type it correctly. You cannot change it once it is recorded.

1. Type your name.
2. Click Next.

{button ,AL(^H_CI_WELCOME_RT;H_CI_OVERVIEW_DIST;H_CI_OVERVIEW_NODE;H_CI_OVERVIEW_SRV;H_CI_OVERVIEW_STANDARD;';0)} [See related topics](#)

