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 folder under the Word Pro product folder. 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.

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 folders to which you have access. You must be able to write to the drive or folder 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 folder, type the path in the Folder text box.
- 3. Click OK.

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 Word Pro

There is already a copy of Word Pro installed on your hard disk.

You may:

- Exit Install and Uninstall the existing version of Word Pro from your hard disk.
- Install Word Pro 97 in the same folder as the existing Word Pro.
 Doing so will write over the existing Word Pro files. Word Pro 97 will then be the only copy of Word Pro on your hard disk.
- Install Word Pro 97 in a different folder from the existing Word Pro.

Note If you are installing Word Pro on a server, you should not install Word Pro 97 in the same folder as other versions of Word Pro.

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

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 folder. Files stored in subfolders are not removed. Files in the main product folder 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.

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.

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

Change Folder

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

You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder 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 folder, type the folder in the Folder box.
- 3. Click OK.

Specify Distribution Folder

Specify the drive and folder where you want to copy the compressed Word Pro 97 files. Users will run Install from this drive and folder. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder you choose.

1. Select a drive.

Install tells you the amount of space needed to install Word Pro 97 on the drive you select, and the amount of space that will be left on that drive after the Word Pro 97 files have been transferred. If you select a drive that doesn't have enough space to install Word Pro 97, a negative number appears next to "Space remaining on drive after transfer."

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

Confirm Names

Be sure you entered your name and your company name correctly.

To continue Install, click Yes.

To correct the names, click No. Install returns to the Welcome to the Lotus Word Pro 97 Install Program dialog box. You can correct the names there. If "File server or multiple user install" is checked, you must uncheck it before you can change the names.

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 a check mark 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 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 folder where you want to install Word Pro 97, click Change Folder.
 - **Note** If you add another language to your copy of Word Pro 97, you cannot change the drive or folder. The files for the new language will be installed with the existing copy of Word Pro 97.
- 4. Click Next.

File Server Install or Network Distribution

Specify how you want to install Word Pro 97 on your server.

1. Select the type of install.

If you want users to run Node Install, which leaves most of the Word Pro 97 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 Standalone Install and be able to copy all Word Pro 97 program files to their hard disk, select Network Distribution. You can also perform File Server and subsequent Distribution Installs from a Distribution Install.

2. Click Next.

{button ,AL(`H_CI_DISK_COPY_METHOD_RT;H_CI_OVERVIEW_DIST;H_CI_OVERVIEW_NODE;H_CI_OVERVIEW

Exit Install

You chose to exit Install before the installation was complete. Install has not copied the files necessary to run Word Pro 97 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 Word Pro 97.

Location of Lotus Shared Tools Folder on File Server

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

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

Local Node Features

Select which features you want to copy to your hard disk. 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.

By default, some features are selected, while others may not be. If a check mark appears in the check box next to the feature, that feature will be copied to your hard disk. If the check box is empty, that feature will not be copied.

- 1. Click the check box next to each feature you want to add to, or remove from, the list of features to copy. 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.
- 2. Click Next.

Personal Folder

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 folders to which you have access. You must be able to write to the drive or folder you choose.

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

Personal Folder & Local Node Features

Specify where you want to install the Lotus files on your hard disk (Lotus files include configuration files for your Lotus applications). Select which features you want to copy to your hard disk. 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.

To specify your personal folder

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

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

To select the local node features

By default, some features are selected, while others may not be. If a check mark appears in the check box next to the feature, that feature will be copied to your hard disk. If the check box is empty, that feature will not be copied.

- Click the check box next to each feature you want to add to, or remove from, the list of features to copy.
 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 copied.
- 2. Click Next.

Server Shared Windows Install

Install has detected a shared installation of Windows on this server. Since you do not have write access to this copy of Windows, you cannot complete this install.

To complete the shared Windows install, exit from this install, log on to an account that has write access to the shared copy of Windows, and rerun Install.

To exit from this install, click Exit Install.

Overview: Distribution Install

This Install program installs compressed Word Pro 97 files on a network file server so that network administrators or users can run a Standalone, File Server, or Distribution Install from the install source on the network. It allows you to:

- Enter your name and company name.
- Select where you want to install Word Pro 97 on your file server.
- Specify the drive and folder where you want to copy the compressed Word Pro 97 files.

Overview: Node Install

This Install program installs Word Pro 97 files on a network node for one user. It allows you to:

- Enter your name.
- Select where you want to install the Lotus files on your hard disk.

Overview: File Server Install

This Install program installs Word Pro 97 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 where you want to install the Word Pro 97 files on your file server.
- Select the features node users can copy to their hard disks.

Overview: Standalone Install

This Install program installs Word Pro 97 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 folder of PARADOX.NET (for example, P:\PDOXDATA) in the text box.
- 3. Click Next.

Specify Main Lotus Folder

Specify the drive and folder where you want Install to create the main Lotus folder. Install creates the appropriate subfolders (such as Work, Samples, Backup, etc.) and copies all Word Pro 97 files into the correct folder.

Note It is strongly recommended that you specify the same main Lotus folder 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 folders to which you have access. You must be able to write to the drive or folder you choose.

- 1. To change the drive for the main Lotus folder, 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 folder, type the folder in the Folder text box.
- 3. Click Next.

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

Note If you add another language to your standalone or node copy of Word Pro 97, you cannot change the drive or folder. The files for the new language will be installed with the existing copy of Word Pro 97.

Note In a file server install, you can change the drive and folder in a secondary language install, but if you do, you will install another complete copy of the product. To add another language to your original copy of the product on the file server, accept the default drive and folder on this dialog.

Select Program Folder

Select the program folder where you want Install to copy the Word Pro 97 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 misspell the folder name and not notice until after you create 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 Word Pro 97 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 Word Pro 97 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 Server Name

- 1. Type the name of the SQL server. If you need information about the name of the server, see your network administrator.
- 2. Click Next.

Specify Lotus Shared Tools Folder

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

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

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 can run all features from the copy of Word Pro 97 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 have 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.

Word Pro 97 Folder

Specify the drive and folder where you want to put the Word Pro 97 files on your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder you choose.

- 1. To change the drive where Install copies the Word Pro 97 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 Word Pro 97 folder, type the folder in the Word Pro 97 folder text box.
- 3. Click Next.

Install Options & Folders

Select the type of install, and specify the drives and folders where you want to put the Word Pro 97 files and the Lotus shared tools that Install copies to your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder 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 Word Pro 97 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 Word Pro 97 product folder, type the folder in the Word Pro 97 folder text box.
- To change the drive where Install copies additional Word Pro 97 files, select a drive from the second Drive dropdown box.
 - Install tells you how much space is available on that drive.
- 5. To change the Word Pro 97 subfolder, type the folder in the Word Pro 97 folder2 text box.
- 6. To change the drive where you want to put the Lotus shared tools, select a drive form the third Drive drop-down box.
 - Install tells you how much space is available on that drive.
- 7. To change the Shared Tools folder, type the folder in the Lotus Shared Tools folder text box.

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

Install Options & Word Pro 97 Folder

Select the type of install and specify the drives and folders where you want to put the Word Pro 97 files that Install copies to your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder 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 Word Pro 97 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 Word Pro 97 product folder, type the folder in the Word Pro 97 folder text box.
- 4. To change the drive where Install copies additional Word Pro 97 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 Word Pro 97 subfolder, type the folder in the Word Pro 97 folder2 text box.
- 6. Click Next.

Install Options & Word Pro 97 Folder

Select the type of install and specify the drives and folders where you want to put the Word Pro 97 files that Install copies to your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder 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 Word Pro 97 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 Word Pro 97 product folder, type the folder in the Word Pro 97 folder text box.
- 4. To change the drive where Install copies additional Word Pro 97 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 Word Pro 97 subfolder, type the folder in the Word Pro 97 folder2 text box.
- 6. Click Next.

Word Pro 97 and Shared Tools Folders

Specify the drives and folders where you want to put the Word Pro 97 files and the Lotus Shared Tools on your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder you choose.

- 1. To change the drive where Install copies the Word Pro 97 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 Word Pro 97 folder, type the folder in the Word Pro 97 folder 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
 - Install tells you how much space is available on that drive.
- 4. To change the Lotus Shared Tools folder, type the folder in the Lotus Shared Tools folder text box.

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

Install Options & Folders

Select the type of install, and specify the drives and folders where you want to put the Word Pro 97 files and the Lotus shared tools that Install copies to your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder 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 Word Pro 97 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 Word Pro 97 folder, type the folder in the Word Pro 97 folder text box.
- 4. To change the drive where you want to put the Lotus shared tools, select a drive from the second Drive dropdown box.
 - Install tells you how much space is available on that drive.
- 5. To change the Shared Tools folder, type the folder in the Lotus Shared Tools folder text box. Lotus strongly recommends that you put the Lotus Shared Tools folder (COMPNENT) under your main Lotus product folder. Do not put the Lotus Shared Tools folder in any application's folder because if you later delete that application, you will no longer be able to run your Lotus applications.
- 6. Click Next.

Install Options & Word Pro 97 Folder

Select the type of install and specify where you want to put the Word Pro 97 files that Install copies to your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder 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 Word Pro 97 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 Word Pro 97 folder, type the folder in the Word Pro 97 folder text box.
- 4. Click Next.

Install Options & Word Pro 97 Folder

Select the type of install and specify where you want to put the Word Pro 97 files that Install copies to your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder 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 Word Pro 97 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 Word Pro 97 folder, type the folder in the Word Pro 97 folder text box.
- 4. Click Next.

Word Pro 97 Folder

Specify the drives and folders where you want to put the Word Pro 97 files on your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder you choose.

- 1. To change the drive where Install copies the main Word Pro 97 product files, select a drive from the first Drive drop-down box.
- 2. To change the main Word Pro 97 product folder, type the folder in the Word Pro 97 folder text box.
- 3. To change the drive where Install copies additional Word Pro 97 files, select a drive from the second Drive drop-down box.
- 4. To change the Word Pro 97 subfolder, type the folder in the Word Pro 97 folder2 text box.
- 5. Click Next.

Word Pro 97 and Shared Tools Folders

Specify the drives and folders where you want to put the Word Pro 97 files, and the Lotus Shared Tools on your hard disk. You can click Browse to search the drives and folders to which you have access. You must be able to write to the drive or folder you choose.

- 1. To change the drive where Install copies the main Word Pro 97 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 Word Pro 97 product folder, type the folder in the Word Pro 97 folder text box.
- To change the drive where Install copies additional Word Pro 97 files, select a drive from the second Drive dropdown box.
 - Install tells you how much space is available on that drive.
- 4. To change the Word Pro 97 subfolder, type the folder in the Word Pro 97 folder2 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
 - Install tells you how much space is available on that drive.
- 6. To change the Lotus Shared Tools folder, type the folder in the Lotus Shared Tools folder text box.

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

Welcome to the Lotus Word Pro 97 Install Program

Names you enter in this dialog box become permanent and visible parts of your copy of Word Pro 97. You will see these names every time you start Word Pro 97, 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 Word Pro 97 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 Word Pro 97 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 Word Pro 97 for use by multiple users, select the "File server or multiple user install" check box. When you select this check box, the name you entered in the "Your name" text box is dimmed.

There are three kinds of multiple user installs:

- File Server install. In this kind of install, you install the program on a file server, and then install one node on each user's machine. The node users share the copy of the program on the file server, but they each work on separate machines.
- Multiple User install. This kind of install allows more than one user to share one machine, and still specify and retain their own user preferences and settings. For example, you can install the program on a file server, and then install multiple nodes on one machine (one node for each user who shares that machine). Or, you can do a file server install on one machine and install multiple nodes on that same machine.
- Distribution install. Copies the install source to a file server. You can then run Standalone, File Server, or subsequent Distribution installs from that Distribution install.
- 4. Click Next.

{button ,AL(`H_CI_WELCOME_RT;H_CI_OVERVIEW_DIST;H_CI_OVERVIEW_NODE;H_CI_OVERVIEW_SRV;H_C I OVERVIEW STANDARD;',0)} See related topics

Welcome to the Lotus Word Pro 97 Install Program

Names you enter in this dialog box become permanent and visible parts of your copy of Word Pro 97. You will see these names every time you start Word Pro 97, 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 Word Pro 97 Install Program

The name you enter in this dialog box becomes a permanent and visible part of your copy of Word Pro 97. You will see this name every time you start Word Pro 97, so be careful to type it correctly. You cannot change it once it is recorded.

- 1. Type your name.
- 2. Click Next.