

## **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.

## **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.



## **Install Help Contents**

Use the mouse to point to green underlined text. When the mouse pointer changes to a hand icon, click the mouse button.

If you are using the keyboard, press TAB until the green underlined text is highlighted, and then press ENTER.

Select the type of Install for which you want information:

### Standalone Install

Installs on a single computer for one user.

### Server Install

Installs on a network server; users then connect to the network and install product files on their hard disks using Node Install.

### Node Install

Installs files on a network node for one user. A network node is one computer among many connected by a network.

### Network Distribution Install

Installs uncompressed files on a network server so that network users can run Standalone Install.

## **Standalone Install**

Installs on a single computer for one user.

### Welcome to Install

Enter your name and company name.

### Install Options & Program Directory

Select the type of installation and the location of Word Pro on your hard disk.

### Customize Features

Select only the features you want to install.

### Begin Copying Files

Copy files to your hard disk.

## **Server Install**

Installs on a network server; users then connect to the network and install product files on their hard disks using Node Install.

### Welcome to Install

Enter your name and company name, and specify that you are installing on a network file server.

### Server Installation or Network Distribution

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

### Install Options and Program Directory

Select the type of installation.

### Customize Features

Select only the features you want to install.

### Begin Copying Files

Copy files to the server.

## **Node Install**

Installs files on a network node for one user.

### Welcome to Node Install

Enter your name.

### Personal Directory and Node Install Options

Specify the location of the product files on your hard disk.

### Location of Lotus Shared Tools Directory on Server

Specify the file server on which the shared tools are located.

### Begin Copying Files

Copy files to your hard disk.

## **Network Distribution Install**

Installs uncompressed files on a network server so that network users can run Standalone Install.

### Welcome to Install

Enter your name and company name and specify that you are installing on a network file server.

### Disk Copy Method

Select how you want to install on your server.

### Distribution Directory

Specify the drive and directory where you want to copy the compressed files.

### Begin Copying Files

Copy files to the server.



## **Update AUTOEXEC.BAT**

To run Word Pro properly, Install needs to modify your AUTOEXEC.BAT file.

### **To allow Install to modify your AUTOEXEC.BAT file**

1. Click Yes.

Install saves your existing AUTOEXEC.BAT file as AUTOEXEC.OLD.

### **To create a file that contains the changes**

1. Click Make Copy.

Install creates a file named AUTOEXEC.LST that contains the changes to make in your AUTOEXEC.BAT. You can review the changes using an ASCII text editor and copy them to your AUTOEXEC.BAT file using Edit Copy.

### **To make the changes to your AUTOEXEC.BAT file yourself**

1. Click No.
2. When you exit Install after it completes, copy your existing AUTOEXEC.BAT file to AUTOEXEC.OLD.
3. Start Windows Notepad or another ASCII text editor.
4. Choose File Open and choose AUTOEXEC.BAT.
5. Add the Lotus Notes program directory to your path.

For example, if your path is PATH C:\DOS;C:\;C:\WINDOWS;C:\WORDPR, add your Notes program directory so that your path is PATH C:\DOS;C:\;C:\WINDOWS;C:\WORDPRO;C:\NOTES

6. Add the DOS SHARE utility to your AUTOEXEC.BAT file.

For example, add the DOS SHARE command as shown in this sample AUTOEXEC.BAT file

```
@ECHO OFF
C:\WINDOWS\SMARTDRV.EXE
PATH C:\DOS;C:\;C:\WINDOWS;C:\WORDPRO;C:\NOTES
SET COMSPEC=C:\DOS\COMMAND.COM
SET MOUSE=C:\WINDOWS
C:\WINDOWS\MOUSE.COM
SHARE
```

7. Choose File Save.

## **Begin Copying Files**

To begin copying files to your hard disk, click Yes.

## **Specify Distribution Directory**

Specify the drive and directory where you want to copy the compressed Word Pro files. Users will run Install from this drive and directory.

1. Select a drive.

Install tells you if the drive you select has sufficient space.

2. Enter 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.

### **To continue Install**

1. Click Yes.

### **To correct the names**

1. Click No.

Install returns to the Welcome to Install dialog box. You can correct the names there.

## **Server Install or Network Distribution**

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

1. Select the type of installation.

If you want users to run Node Install, which leaves most Word Pro files on the server and does not copy them to the user's hard disk, select Server Installation.

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

2. Click Next.

## **Exit Install**

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

## **To continue Install**

1. Click No.

Install returns to the previous dialog box.

## **To exit Install**

1. Click Yes.

You must run Install again to be able to run Word Pro.

## **Lotus Licenser**

Choose whether you want the Lotus Licenser to keep track of the number of users that use Lotus products; specify where you want to put the License Utility directory and the Product Licenses directory.

1. To use the Lotus Licenser, select the "Use the Lotus Licenser" check box.
2. To change the License utility directory, select the drive from the Drive drop-down box and enter the new directory in the License Utility Directory text box.
3. To change the Product licenses directory, select the drive from the Drive drop-down box and enter the new directory in the Product Licenses Directory text box.
4. Click Next.

## **Node Options**

Choose whether you want to install on your hard disk the features your network administrator has made available.

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



## **Personal Directory**

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

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

## **Personal Directory and Node Install Options**

Specify where you want to install the personal Lotus files on your hard disk. Personal 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.

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

## **Location of Lotus Shared Tools Directory on Server**

Select 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. Select the drive on the server that contains the Lotus Shared Tools directory.
2. Click Next.

## **Node User Feature Access**

Select the features that you want to allow your node users to copy from the server to their own hard disks.

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

## **Change Path**

Choose a new location for the directory.

1. Select the drive where you want to copy files.  
Install tells you how much space is available on that drive.
2. Enter the directory where you want to copy files.
3. Click Next.

## **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 LOTUSAPP.

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. Enter the directory where you want to copy the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows 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 section you want to customize, click the tab for that section.  
By default, all features in the section are selected.
2. Deselect the check box next to the features you don't want to install.  
The description text box contains a description of the currently selected feature.
3. (Optional, for Standalone Install only) To change the drive or directory where you want to install, click Change Path.
4. Click Next.

## **Paradox Network Information**

You can have access to 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 will be accessing shared Paradox tables on a network, select the "Share tables with other users" check box.
3. If you will be accessing shared Paradox tables on a network, enter the drive and path of PARADOX.NET (for example, P:\PDOXDATA) in the text box.
4. Click OK.



## **Select Program Group**

Select the Windows program group where you want Install to place the Word Pro application icons.

1. To place the application icons in an existing program group, select the program group from the list box.
2. To create a new program group, enter the name for the new program group in the Name text box.
3. Click Next.

## **Specify Lotus Shared Tools Directory**

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. Enter the directory where you want to copy the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows 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.

## **Specify Lotus Shared Tools Directory**

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. Enter the directory where you want to copy the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows 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.

## **SQL Server Name**

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

## **Personal Directory**

Specify where you want to put the Word Pro files that Node Install copies to your hard disk.

1. To change the drive where Install copies the Word Pro files, select a drive from the Drive drop-down box.
2. To specify the Word Pro directory, enter the directory in the Word Pro directory text box.
3. Click Next.

## **Word Pro Directory**

Specify where you want to put the Word Pro files on your hard disk.

1. To change the drive where Install copies the Word Pro files, select a drive from the Drive drop-down box.
2. To specify the Word Pro directory, enter the directory in the Word Pro directory text box.
3. Click Next.

## **Word Pro and Shared Tools Directories**

Specify where you want to put the Word Pro files and the Lotus shared tools that Install copies to your hard disk.

1. To change the drive where Install copies the Word Pro files, select a drive from the Drive drop-down box.
2. To specify the Word Pro directory, enter the directory in the Word Pro directory text box.
3. Select the drive where you want to put the Lotus Shared Tools directory.

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

4. Enter the directory where you want to put the Lotus shared tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows 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.

## Install Options & Directories

Select the type of installation and specify where you want to put the Word Pro files and the Lotus shared tools that Install copies to your hard disk.

1. Choose the type of installation: All 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 files, select a drive from the Drive drop-down box.

3. To specify the Word Pro directory, enter the directory in the Word Pro directory text box.

4. Select the drive where you want to put the Lotus Shared Tools directory.

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

5. Enter the directory in which you want to copy the Lotus Shared Tools.

Lotus strongly recommends that you put the Lotus Shared Tools directory (LOTUSAPP) in your Windows 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.



## Install Options & Word Pro Directory

Select the type of installation and specify where you want to put the Word Pro files that Install copies to your hard disk.

1. Select the type of installation: All 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 files, select a drive from the Drive drop-down box.

3. To specify the Word Pro directory, enter the directory in the Word Pro directory text box.

4. Select the drive where you want to put the Lotus Shared Tools directory.

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

5. Click Next.

## Install Options & Word Pro Directory

Select the type of installation and specify where you want to put the Word Pro files that Install copies to your hard disk.

1. Select the type of installation: All 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 files, select a drive from the Drive drop-down box.
3. To specify the Word Pro directory, enter the directory in the Word Pro directory text box.
4. Click Next.

## **Welcome to the Lotus Word Pro Install Program**

Names you enter in this dialog box become permanent and visible parts of your original copy of Word Pro. This dialog box appears only the first time you run Install.

1. Enter your name.
2. Enter your company name.  
If you do not have a company name, type your name a second time.  
Limit names to 30 characters each.
3. If you are a network administrator installing Word Pro on a network server, select the "Install on a file server" check box.  
When you select this check box, the name you entered in the "Your name" text box is dimmed.
4. Click Next.

You will see these names every time you start Word Pro, so be careful to type the names correctly. You cannot change them once they are recorded.

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Limit names to 30 characters each.

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