

Lotus FastSite Release 1 Readme.wri

This file contains important information that is not included in the printed documentation or online Help.

This file contains information on the following topics:

- > Installation
- > Uninstall
- > Product Information
- > Known Issues

Installation

Before you try to install FastSite, you should close all Windows programs and shut down all anti-virus protection programs.

> Default Folder Structure

FastSite offers a default folder structure. This structure makes it easier to maintain and upgrade your products, since your work, backup, SmartMasters, samples, and other folders are independent of your main product folder. Lotus recommends that you install all of your Lotus products using this folder (directory) structure.

This diagram illustrates the default folder structure for a complete installation:

```
LOTUS\ (Main Lotus product folder for all Lotus products)
|
|---<main_prod_dir1>\ (Executables and other core
|                       files for one Lotus product, e.g., \FASTSITE)
|
|---<main_prod_dir2>\ (Executables and other core
|                       files for another Lotus product, e.g., \123)
|
|   .
|   . (other Lotus products here, for example:)
|   . \SMARTCTR      \APPROACH
|   . \WORDPRO       \ORGANIZE
|   . \SCRNCAM \FLG
|
|---SMARTERS\ (SmartMaster sets for all Lotus products)
|   |
|   |---<prod1> (SmartMaster sets for Lotus product 1)
|   |
|   |---<prod2> (SmartMaster sets for Lotus product 2)
|
|---SAMPLES\ (Samples for all Lotus products)
|   |
|   |---<prod1> (Samples for Lotus product 1)
|   |
|   |---<prod2> (Samples for Lotus product 2)
|
|---WORK\ (Work folder for all Lotus products)
|
```

```

|   |--<prod1> (Work folder for Lotus product 1)
|   |--<prod2> (Work folder for Lotus product 2)
|
|---BACKUP\ (Backup folder for all Lotus products)
|   |--<prod1> (Backup folder for Lotus product 1)
|   |--<prod2> (Backup folder for Lotus product 2)
|
|---COMPONENT\ (Shared components for all Lotus products)

```

> If You Are a Network Administrator

If you are a network administrator, see the READNET.TXT file on your CD-ROM in the \ LOTUS folder (or on Disk 1 if you are installing from disk). READNET.TXT contains information about supported networks, performing server and node installs, running an automated Install, and other topics.

> Installing FastSite

Follow these instructions to install FastSite:

1. Insert Disk 1 or the CD-ROM into the appropriate drive.
2. (Windows 95 or NT 4.0) Choose Start - Run from the Taskbar.
3. Type X:\Install in the Run dialog box (where X: is the letter of your disk drive or CD-ROM drive).

Note: Install consists of a series of dialog boxes that are generally self-explanatory. If you need more information when using a dialog box, choose Help by clicking Help or pressing ALT+H.

4. After Install is complete, restart Windows.

> Default Installation

The FastSite Domino database (for publishing FastSite sites to Domino) is not installed during a default installation. You can install this feature by selecting "Customize features - Manual install" when you install FastSite. If FastSite is already installed, run install, select "Customize features - Manual install," deselect everything on all tabs, and then choose only the FastSite Domino database. (For more information about the Domino database, see the section "Domino" under Product Information below.

> Multilingual Install

In this release, you can install single copies of the product in multiple languages. This capability is part of the Lotus strategy for multilingual computing.

The first language you install becomes your default language for the product. You must install additional languages in the same directory as the default language. Also, you must install the same product features for each language. For example, if you choose "Default features" on the Install Options dialog box for the first language you install, you must choose "Default features" for each subsequent language of the product you install. If you choose "Customize features" on the Install Options dialog box for the first language, and then select and deselect features on the Customize dialog box, you must select and deselect those same features for any subsequent languages of the product you install.

If you are a network administrator, please see READNET.TXT for more information about multilingual installs on a network.

> Server and Distribution Install

Lotus recommends that you install the Server and Distribution versions of FastSite in new or empty folders.

Uninstall

* The Uninstall program allows you to remove all files associated with a selected Lotus application that were copied to your system when the application was installed. It also removes all program folders or groups, shortcut icons, icons, and Windows registry entries.

Note: You cannot use Uninstall to remove files added when you installed a second or subsequent language.

* Uninstall displays messages, and prompts you before it removes any user-modified file, so you can decide whether to remove the file.

* Uninstall also creates an output log and displays error messages, so you can track and review the entire process. Uninstall overwrites the output log each time it is run, so you may want to rename this file if you want to save it.

* Uninstall does not delete files in your WORK or personal folders, or other files that were changed since they were installed. It will not delete a folder until all folders and files are removed from that folder. In addition, Uninstall will not remove files copied to a file server during a Server Install.

* Uninstall displays a prompt before it removes many files, in case you do not want to remove a specific file. If you decide not to remove a file and the product is not removed completely, then Uninstall will also leave the files it needs to run again, including the product .INF and CINSTALL.INI files. If you want to run Uninstall again, do not remove these files manually. In addition, Uninstall will not remove files needed by another Lotus product. Be careful not to remove these shared files manually, or other Lotus applications will not run correctly. Uninstall will remove these files when it removes the last Lotus application.

> Starting Uninstall

Uninstall is available to users from the Start menu (Windows 95) or the Program Manager (Windows NT 4.0).

Windows 95 users can run Uninstall by completing these steps:

1. Choose Start - Settings - Control Panel from the Taskbar.
2. Double-click Add/Remove Programs.
3. Select Lotus SmartSuite
4. Select FastSite .
5. Choose Add/Remove.
6. Click OK.

Windows NT 4.0 users can invoke Uninstall by clicking the Uninstall icon for the product to be removed.

Product information

1-2-3

If you are having problems publishing very large workbooks (for example 2300 rows by 250 columns), consider breaking up the workbook into smaller pieces. For example, you can create named sheets or named ranges in the workbook, and then publish the sheets and ranges independently or each other.

Copies vs. shortcuts

When you add files to a FastSite site, you can add them as copies or as shortcuts (the default). However, in the case of multiple contributors working to create one site, you might want to use copies instead. For example, if you are creating a site that will later be imported to a larger site, then you should add files to your site as copies. If instead, you add files you store locally as shortcuts in FastSite, when your site is imported, the shortcuts that point to the files on your system will probably not be available to others. To solve this problem, you can add the documents to the site as copies.

Alternately, if you want to use shortcuts in this situation then you should make sure that files you add are on servers available to everyone.

Domino

Important: Instructions for setting up the Domino database are in its "About" document, the first thing you see when you open the database for the first time.

The FastSite Domino database is not installed during a default installation. You can install this feature by selecting "Customize features - Manual install" when you install FastSite. If FastSite is already installed, run install, select "Customize features - Manual install" and choose only the FastSite Domino database.

If you are interested in using the Domino database, consult your Notes administrator to see about getting it up and running.

Notes 4.6.1 and higher

If you are posting to a Notes server, and you have version 4.6.1 or higher, then you must add this line to your notes.ini file: DominoDisableFileUploadChecks=1. If you do not add this line, you will get the following error: "HTTP Web Server: File Upload Not Allowed Exception."

Proxy settings

If you publish sites to Domino servers, your proxy settings in FastSite should be the same as your proxy settings in Internet Explorer. Contact your network administrator for the proper setting information.

Copying or moving a FastSite database from one server to another

1. Move or copy the database to the Notes data directory of the new server.
2. Add the new database to the Notes desktop.
3. Right-click the newly added database icon and select Properties.
4. Click the Launch tab and under On Database Open, choose "Open "About database" document."
5. Open the database.
You see the message "The certificate is found to be invalid."
6. Click OK.
7. Press CTL+ E to edit the "About This Database" document and delete the doc link at the top of the page.
8. Go to the FastSite - All view and delete the "HomePage - Redirector" document (at the bottom of the window).
9. From the Create menu, choose HomePage - Redirector to create a new page.
10. Press CTRL+E to edit the new document and under ServerWebName, add the name

of the new server (ex: clash.lotus.com).

11. Save and close the HomePage - Redirector document.
12. From the Edit menu, choose Copy As Link - Document Link.
13. From the Window menu, choose the About This Database document and add the doc-link to the top of the page.
14. Save and close the "About..." document.
15. Save and close the database.
16. Right-click the database icon and select Properties.
17. Click the Launch tab and under On Database Open, choose "Launch first doclink in About database."

Freelance Graphics Publishing Options

For best results, install the Lotus Web Screen Show player before using the ActiveX and Plug-In publishing options in Freelance Graphics. You can find the player on the SmartSuite CD-ROM in the extra\flg\plugin directory, or you can download it from the Lotus home page at www.lotus.com.

Getting the Best Output Results

For best results, choose the following output types when you convert a site to Web pages.

File type	Output type
1-2-3	jDoc
Approach	jDoc
Freelance Graphics	HTML
Word Pro	HTML

HTML

If you use the Advanced Edits feature to change the image that FastSite uses for the bullet of a home page, the image name has to be the same name as the name of the image in the HTML. For example, if the name in the tag in the ODYTOC.HTM file is HPBLT.GIF, then the bullet image has to have the name HPBLT.GIF.

If you have multi-level HTML files, for example, files with nested frame sets or files that reference other files, FastSite converts only the first level of files. If the results are not to your satisfaction, you should consider editing the file manually after you process the site through FastSite for the last time.

If you use the Advanced Edits feature, you should always check your work in more than one browser because your results may be different. For example, what you see in the Preview Web Pages pane of FastSite may not be the same as what you see in Netscape Navigator. This is due to the fact that standards for HTML are still evolving, so different browser can read HTML tags differently.

If you republish a site through FastSite after you have made manual edits to the home page (using the Advanced Edits feature or on your own), you lose those manual changes. Therefore, it's a good idea to make a back-up copy of the HTML file after you have finished editing it if you want to save your changes so you can use them again.

Hyperlinks

If you want a hyperlink in an application file to be left untouched during the publishing process (for example, you reference a file on a network driver and you want the published version to reference the same file rather than a copy) use an explicit URL specifier, for example "file:".

If the published version of the link contains an explicit URL specifier, for example `http://www.lotus.com`, `file://c:\autoexec.bat`, or `ftp://c:\myfile.prz`, FastSite does not convert the link.

If you do not include an explicit URL specifier (e.g. `c:\autoexec.bat`) in the hyperlink, the referenced file is copied to the staging directory and the URL is modified to be a relative reference to the copied file.

Internet Explorer

> 4.0

If you are running Windows NT 4.0, before installing Internet Explorer 4.0 you must first install Service Pack 3 for Windows NT 4.0

Internet Explorer 4.0 offers many different installation options including several applications and Microsoft's Active Desktop. FastSite requires only the browser, and does not require the Active Desktop.

For FastSite to work properly, you should configure your proxy settings to: "Do not use proxy server for local intranet addresses" and include the server name in the list to be excluded.

> 3.02

If you are using Internet Explorer 3.02, you need to upgrade your Java Virtual Machine from v1516 to v1518 or higher in order for jDoc output in FastSite to work properly. To find out what JVM version you have, at a DOS prompt, type `JVIEW`. The first line of the output has the version of the JVM. If you need to upgrade, go to the Microsoft Web site at www.microsoft.com/java/download/ and follow the instructions for upgrading.

Long path names

Due to OS limitations, there is a 256 character limit for path names created by FastSite. During the convert to Web pages process, FastSite places files in your staging area in the `PUBLISH` directory. A full path for each file is created by using the section name, subsection name if any, and descriptive name of the file in your site. To avoid reaching the path name limit, try to leave a buffer of about 40 to 50 characters for the combined path name for each file.

Low disk space

If you get errors while trying to convert a site to Web pages, it may be because you have low disk space. Increase the available disk space, and try converting again.

Performance

If you are working over a network, and your network becomes unavailable while you are converting to Web pages, the conversion process may halt. If the network comes back up, the conversion process may continue, but you should check your files to make sure the conversion was successful.

Using FastSite across a network (for example, in a workgroup setting where files that are included in a site might be on different network drives), you may experience slower performance, particularly when there is a high amount of traffic over your network.

In general, if you find that FastSite performance is slow, make sure you have

If you have problems while converting a site (or parts of a site) to Web pages, try closing any other SmartSuite applications you have running, and then try converting again.

Refresh

The FastSite View menu contains a "Refresh" command for updating the status of all the sites in the site hierarchy.

Known Issues

> Dialog boxes appearing during convert to Web pages process

In the case of some files, during the convert to Web pages process, dialog boxes that require your input appear. For example, if you include a 1-2-3 file that has password protection in your site, when you convert it to Web pages, you are prompted to enter the password for that file. If you want FastSite to convert the file, enter the password and click

OK. Similarly, if you include a read-only Freelance Graphics file in your site, when you convert it to Web pages, you are prompted to decide if you want to open the file even though it's read-only. You should click Yes if you want FastSite to continue the conversion process. You may encounter similar behavior with Freelance Graphics .pre files and TeamReview files.

> Domino

After posting a site to a Domino database, you may need to press Refresh (or Reload) in your browser to see the site.

FastSite does not support objects in files that are either ActiveX, Java, or Plug-ins. You can still publish files containing such objects to a Domino database, but the objects will not run.

>Help

In the Help topic "Converting a site to Web pages," the directory names in the Note at the end of the topic should be "lotus\work\fastsite" and "lotus\work\fastsite\hrsite."

>JavaScript

Disabling the "Run ActiveX scripts" option in the Security panel of the Internet properties box available in the Windows Control Panel also disables the Convert button in the Preview Web Pages pane.

> Linked data in Freelance Graphics files

If you launch a Freelance Graphics presentation file from within FastSite, and edit any linked data (for example, a link to a range in a spreadsheet) in the presentation, you cannot save your changes. In order to save changes to linked data in a Freelance Graphics presentation file included in a FastSite site, you need to start a regular session of Freelance Graphics, edit the file, save your changes in Freelance Graphics and republish the file in FastSite.

>Named Web SmartMaster Looks

If you edit a Web SmartMaster look and then save it as a Named Web SmartMaster look, the home/section page bullets no longer appear in the Preview Pane.

> Net-It

If you have already installed Net-It Now, and then install Net-It Now Starter Edition (the version that is included in FastSite), you must manually upgrade your printer configuration by following the appropriate instructions in the Web pages that Net-It copies to your jDoc directory. Using an old printer configuration without upgrading causes Microsoft Explorer to crash.

In order to convert to jDoc, whether in FastSite or in any of the other SmartSuite applications, you must have a Windows "TEMP" directory.

If you convert a file to jDoc, you can print it using the jDoc icon that appears on the converted document, but you cannot use the FastSite File - Print Web Page command to print it.

When you convert a file to jDoc, Net-It adds a "Contents" button to the converted page. In order for the Contents button to work, you must use Java Virtual Machine (for Internet Explorer) version .1518. If you need to upgrade to this version, go to the Microsoft Web site at www.microsoft.com/java/download/.

You cannot publish Organizer files as jDoc when you publish through FastSite. You can, however, publish Organizer files as jDoc in Organizer by using the Net-It printer driver.

If you include a 1-2-3 file that has the printer setting "Fit to page" in a FastSite site, and then publish it as jDoc, the resulting image is quite small when viewed in a browser. If you are unhappy with the results, you should change this setting in 1-2-3 and republish the file in FastSite.

> Network speed and conditions

If you create a site on a network, network speed and conditions can affect FastSite performance for basic operations such as editing or publishing the site. If network traffic is high, and slowing down your work, consider working locally instead.

> Notes

Files containing LotusScript scripts requiring user interaction and files that use Team Review fail to publish if you do not have a Notes client on your system.

> Temp files

FastSite creates temporary folders in the Windows TEMP directory when you use the Advanced Editing and Preview features. If you want to delete these temporary folders, you must do so manually, and only when you are not running a FastSite session. Look for folders that begin with "ody" and within those folders, for files that have the file extension ".tmp."

> UNIX servers

If you plan on posting a site to a UNIX server, you cannot have upper case or mixed case letters in the file name of a referenced file in a document (for example, an imported .gif file in a Word Pro document should be "bio.gif," rather than "BIO.GIF or "BiO.gif).