

SQL Server Name

1. Type the name of the SQL server.
2. Click Next.

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 folders to which you have access. You must be able to write to the drives and folders 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 folder name in the Work Folder text box.
3. Click OK.

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

Backup Approach SmartMaster Sets

If an older version of Approach is still on your hard disk when you install Approach Release 9, the Install program will find the location of Approach 96 or 97 SmartMaster sets. If you do not backup your Approach 96 or 97 SmartMasters to a different folder, they will be overwritten by the Approach Release 9, SmartMasters during installation.

You can:

- Click Yes to backup your Approach 96 or 97 SmartMasters to a new location.
- Click No to overwrite your Approach 96 or 97 SmartMasters.

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.

Organizer Default Preferences

Specify where you want Install to copy certain Organizer 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 for a folder, select a drive from the Drive drop-down box.
Install tells you how much space is available on that drive.
2. To change a folder, type the folder in the specified Folder text box.
3. Click OK.

Choosing Your Organizer Configuration

You can install Organizer PIM only, or you can install Organizer PIM with group scheduling.

PIM only

Select this option to configure Organizer to run as a personal information manager (PIM) only. This configuration doesn't have any group scheduling capabilities.

If you select this option, your Organizer files will have an .OR4 extension.

PIM with group scheduling

Select this option to configure Organizer to run as a personal information manager (PIM) with group scheduling capabilities. All group scheduling capabilities are handled through Lotus Notes release 4.51 or higher. Therefore, you must have Lotus Notes release 4.51 or higher installed before you install Organizer with group scheduling.

If you select this option, your Organizer information is put into your Notes mail file and your local Name and Address Book (.NSF files). If you need further information, see your system administrator.

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.

Note If you add another language to your copy of Word Pro, you cannot change the drive or folder. 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. From the File menu, choose User Setup, and then choose Word Pro Preferences.
2. Choose the Enable tab.
3. In the "Performance" box, select "OLE only when required" to activate it.
4. Click OK.

Multiple Copies of Lotus Approach

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

You can:

- Exit the Install program, uninstall the existing copy of Approach from your hard disk, and start the Install program again.
- Install Approach Release 9 in the same folder as the existing copy of Approach.
 - If you do this, you will overwrite the existing Approach files. Approach Release 9 will then be the only copy of Approach on your hard disk. This also automatically uninstalls the existing version of Approach.
- Install Approach in a different folder from the existing copy of the previous version. You can have both Approach and the previous version installed on your hard disk.

Note If you are installing Approach on a server, you should not install Approach Release 9 in the same folder as any previous versions of Approach.

Multiple Copies of Lotus Approach

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

You can:

- Exit the Install program, uninstall the existing copy of Lotus Approach from your hard disk, and start the Install program again.
- Install Approach Release 9 in the same folder as the existing copy of Lotus Approach.
If you do this, you will overwrite the existing Approach files. Approach Release 9 will then be the only copy of Approach on your hard disk.
- Install Approach Release 9 in a different folder from the existing copy of Lotus Approach.

Note If you are installing Lotus Approach on a server, you should not install Approach Release 9 in the same folder as a previous version of Approach.

Multiple Copies of Organizer

Lotus recommends that you install Organizer 4.1 in the same folder as your existing version of Organizer.

To install Lotus Organizer 4.1 in the same or in a different directory

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

Multiple Copies of 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 Release 9 in the same folder as the existing Word Pro.

Doing so will write over the existing Word Pro files. Word Pro Release 9 will then be the only copy of Word Pro on your hard disk.

- Install Word Pro Release 9 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 Release 9 in the same folder as other versions of Word Pro.

Back Up Freelance Graphics SmartMaster Sets

If Freelance Graphics 96 or 97 is still on your hard disk when you install Freelance Graphics Release 9, the Install program will find the location of the earlier Freelance Graphics SmartMaster sets. If you do not back up your Freelance Graphics 96 or 97 SmartMaster sets to a different folder, they will be overwritten by the Freelance Graphics Release 9 SmartMaster sets during installation.

You can:

- Click Yes to backup your Freelance Graphics 96 or 97 SmartMaster sets to a new location.
- Click No to overwrite your Freelance Graphics 96 or 97 SmartMaster sets.

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 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 folder in the Folder 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.

Multiple Copies of Freelance Graphics

There is already a copy of Freelance Graphics installed on your hard disk.

You can:

- Exit the Install program, uninstall the existing copy of Freelance Graphics from your hard disk, and start the Install program again.
- Install Freelance Graphics Release 9 in the same folder as the existing copy of Freelance Graphics.

If you do this, you will overwrite the existing Freelance Graphics files. Freelance Graphics Release 9 will then be the only copy of Freelance Graphics on your hard disk. This also automatically uninstalls the existing version 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 folder you choose.

1. To change the Presentation Folder, type the full path, including the drive letter.
2. To change the Backup Folder, 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 folder. The files for the new language will be installed with the existing copy of Freelance Graphics.

Remove Product Files

The Install program has found an earlier version of Freelance Graphics. You can remove this version, or leave it on your system.

- Click Yes to remove the earlier version of Freelance Graphics. After these files are removed, the Install program will continue.
- Click No to continue installing Freelance Graphics Release 9.

Note If you want to keep your earlier version of Freelance Graphics on your system, be sure to Install Freelance Graphics Release 9 in a different folder.

Freelance Graphics Default Preferences

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

1. To change the Presentation Folder, type the full path, including the drive letter.
2. To change the Backup Folder, 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 folder. The files for the new language will be installed with the existing copy of Freelance Graphics.

Incorrect User Privileges

The Install program has detected that you do not have the appropriate user privileges, so it cannot update the section of the registry that contains the Uninstaller, shared .DLLs, and ODBC information.

If you continue to install Lotus Approach Release 9, note the following results:

- You will not be able to use the Uninstall program to uninstall Lotus Approach.
- You will not have access to ODBC drivers.
- Other applications you uninstall may delete the shared .DLL information.

Click Continue to continue installing Lotus Approach Release 9 without updating these sections of the registry.

Click Exit Install to quit Install. Contact your system administrator to install Lotus Approach Release 9 for you.

Lotus Notes Reporter is Running

The Lotus Install program has detected that a version of Lotus Notes Reporter is currently running. Lotus Notes Reporter and Approach share certain files in common which cannot be updated while this application is running on your system. 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 Notes Reporter 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 SmartCenter is Running

The Lotus Install program has detected that a version of Lotus SmartCenter is currently running. Lotus Approach and Lotus SmartCenter share certain files in common which cannot be updated while this application is running on your system. To continue installing this version of Approach, you must close the application that is running.

To continue the Install program

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

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 folders to which you have access. You must be able to write to the drives and folders you choose.

- Specify a location for your work files. Approach defaults to this location when you choose File - Open.
- Specify a location for your SmartMaster files. Approach defaults to this location when you choose File - New Database.

If you choose IBM QMF PowerKeys during the custom install, you must either:

- Specify a location for the client connection initialization file, DASPWAPI.INI, if it exists on your system. The Install program will not overwrite it.
Or
- Specify a location for template information if the DASPWAPI.INI file is not on your system. The Install program will create this file for you.

Specifying a location

1. To change the drive, select a drive from the "Drive" box.
Install tells you how much space is available on that drive.
2. To change the folder, specify the folder in the "Folder" box.
3. Click OK.

Note If you add another language to your copy of Lotus Approach, you cannot change these drives or folders. 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 program files and/or the Lotus Organizer 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 files to install on your hard disk.
2. Click Next.

FastSite Default Preferences

Specify where you want Install to copy certain FastSite files on your server. You must be able to write to the drive or folder you choose.

1. To change the Work Folder, select the drive and then type the full path.
2. To change the Web SmartMaster Look Folder, select the drive and then type the full path.
3. To change the Backup Folder, select the drive and then type the full path,.
4. Click OK.

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 Approach on your system. 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.

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

Remove Product Files

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

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

Click No to continue installing Organizer.

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.

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 Lotus Approach Release 9, 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.

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 Freelance Graphics 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.

Sample Approach 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.

Uninstalling the Lotus Organizer component of SmartSuite

It's highly recommended that you uninstall the Lotus Organizer component of SmartSuite before you install the latest release of Lotus Organizer. Overwriting the Lotus Organizer component - rather than uninstalling it - will cause complications with future upgrade installations of Lotus SmartSuite and Lotus Organizer.

To uninstall the Lotus Organizer component of SmartSuite, go to the Windows Control Panel and select Add/Remove Programs. Follow the instructions to remove the Lotus Organizer component of SmartSuite.

Note If you're not going to uninstall the Lotus Organizer component of SmartSuite before you install the latest release of Organizer, make sure you install Organizer in a different directory than the one in which you installed the Lotus Organizer component of SmartSuite.

SmartCenter Default Preferences

Specify where you want Install to copy certain SmartCenter 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.

To change the drive for a folder, select a drive from the "Drive" box.

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

To change a folder, type the folder name in the specified Folder text box.

Click OK.

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

Back Up 1-2-3 SmartMaster Sets

If you have existing SmartMaster sets from a previous version of 1-2-3 and you want to use them in the version you're now installing, click Yes. They will be backed up to the specified folder.

If you don't want to save the old SmartMasters, click No.

Multiple Copies of 1-2-3

Files needed by 1-2-3 already exist on this disk. Unless you specify a different folder in the Specify Lotus Application Folders dialog, Install will replace your current version.

You may

- Install the new version in the same folder as the current version.
Doing so will write over the current files. The new version will then be the only copy on your hard disk.
- Install the new software in a different folder from the current version.
- Exit Install and Uninstall the current versions of 1-2-3 or Approach from your hard disk.

Note If you are installing 1-2-3 on a server, you should not install 1-2-3 Release 9 in the same folder as other versions of 1-2-3.

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 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 folder name in the appropriate Folder text box.
3. Click OK.

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.

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

ScreenCam Default Preferences

Specify where you want Install to copy certain ScreenCam 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 for a folder, select a drive from the Drive drop-down box.
Install tells you how much space is available on that drive.
2. To change a folder, type the folder in the specified Folder text box.
3. Click OK.

Multiple Copies of ScreenCam

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

You can:

- Exit the Install program, uninstall the existing copy of ScreenCam from your hard disk, and start the Install program again.
- Install this version of ScreenCam in the same folder as the existing copy of ScreenCam.
- Install this version of ScreenCam in a different folder from the existing copy of ScreenCam.

Note If you are installing ScreenCam on a server, you should not install this version of ScreenCam in the same folder as a previous version of ScreenCam.

Remove Product Files

The Install program has found an earlier version of ScreenCam. You can remove this version, or leave it on your system.

To remove the earlier version of ScreenCam, click Yes . After these files are removed, the Install program will continue.

Click No to continue installing ScreenCam.

If you want to keep the earlier version of ScreenCam on your system, be sure to Install this version of ScreenCam in a different folder.

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

Select Lotus SmartSuite Applications

By default, all applications are selected to be installed.

To accept the default selection

Make sure that the location for each application is what you want, then click Next.

To install only some of the applications

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

If a check mark 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.

To change the location of an application

1. Select the application you want to change.
2. (Optional) Select a drive.
Note 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.
3. (Optional) Enter the folder where you want Install to copy the files.
4. Click Next.

Note In some cases, if you changed the default location for the main (parent) folder in the "Specify Lotus SmartSuite Folder" dialog box, Install detects and displays the new location only for the SmartSuite for Windows 95 applications that you are installing for the first time. You can then change the locations for individual applications in this dialog box.

Note If you plan to install Smartsuite in more than one language, install all applications the first time you run Install. You can install additional languages of any SmartSuite application in the same folders and run these applications in any of the installed languages.

Select SmartSuite Applications to Customize

1. Select the application you want to customize.
2. (Optional) If you want to change the Install option for the application, click the "Install option" box and select a different option.
3. (Optional) If you want to choose which application features to install, make sure Custom is selected in the "Install option" box and then click Customize.
4. (Optional — for Standalone Install only) If you want to change a folder (such as the Backup folder), click Folders.
Note If Folders is dimmed, then you cannot change the folders for the selected application.
5. 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 a check appears in the box next to the feature, that feature will be installed. If the box is empty, that feature will not be installed.

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

The 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 next to the sub-items are also removed. 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 folder where you want to install this application, click Change Folder.

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

4. Click Next.

Adobe Acrobat Reader Is Running

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

To continue the Install program

1. Press ALT+TAB to switch to the version of Adobe Acrobat Reader 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.

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.

Multiple Copies of SmartSuite Products

A version of one or more SmartSuite applications for Windows 95 or Windows NT is already installed on your hard disk.

Install uses the location of the existing SmartSuite applications as the default location for the SmartSuite files.

If you want to:

- Accept the default location, click Next and install the SmartSuite applications in the same folders as the existing SmartSuite files.

Doing so will write over the existing SmartSuite files. SmartSuite will then be the only copy of SmartSuite on your hard disk. Install does not write over your existing work files. **Lotus recommends this option.**

- Change the default selections, click Next and install each individual SmartSuite application in a different folder from the existing SmartSuite applications. Use this option if you need to have multiple versions of SmartSuite on your system.

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

Remove Product Files

The Install program has found a Windows 3.x version of a SmartSuite 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 without removing the older version.

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 check mark 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 in more than one language, install all applications the first time you run Install. You can install additional languages of any SmartSuite application in the same folders and then run these applications in any of the installed languages.

Install Options

1. Under Install options, select one of the following types of Install:
 - All Features automatically installs the typical features of each application.
 - Customize Features lets you decide which features are installed for each application.
 2. Click Next.
- Note** If you decide later that you want to add a feature you did not install, you must run install again.

Install Options

1. Under Install options, select one of the following types 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.

2. Click Next.

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

Specify Lotus SmartSuite Folder

Specify the drive and folder where you want Install to create the main (parent) Lotus folder. Install creates the main Lotus folder and other appropriate folders (such as 123, FLG, etc.) and copies all Smartsuite files into the correct folders.

Lotus strongly recommends that you specify the same main Lotus folder each time you install a different version of SmartSuite. The most recently installed version of SmartSuite will then be the only copy of SmartSuite on your hard disk.

Note If you previously installed SmartSuite for Windows 95 applications (or SmartSuite for Windows NT applications), Install detects the existing location (drive and folder) and displays that location as the default location for the Smartsuite files.

If you choose not to use the recommended default main 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 for the main Lotus folder, select a drive from the "Drive" box.
Install tells you how much space is available on that drive.
2. To change the main Lotus folder, enter the name in the "Folder" box.
3. Click Next.

You can change individual application folders later in Install.

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 SmartSuite 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 SmartSuite on the drive you select, and the amount of space that will be left on that drive after the SmartSuite files have been transferred. If you select a drive that doesn't have enough space to install SmartSuite, 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 SmartSuite 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 SmartSuite, click Change Folder.

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

4. Click Next.

File Server Install or Network Distribution

Specify how you want to install SmartSuite on your server.

1. Select the type of install.

If you want users to run Node Install, which leaves most of the SmartSuite 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 SmartSuite 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_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 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.

Insufficient User Privilege

Install has detected that you do not have the administrative privileges necessary to complete the Install program.

To complete the Install, exit from this Install and log onto an account that has administrative privileges, or contact your system administrator to install Lotus SmartSuite for you.

To exit Install, click Exit Install.

If you are certain that you have administrative privileges, click Next to continue installing.

Note If you are uncertain about your privileges, contact your system administrator.

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.

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

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.

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

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.

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 copied.
2. Click Next.

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

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 SmartSuite 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 SmartSuite on your file server.
- Specify the drive and folder where you want to copy the compressed SmartSuite files.

Overview: Node Install

This Install program installs SmartSuite 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 SmartSuite 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 SmartSuite files on your file server.
- Select the features node users can copy to their hard disks.

Overview: Standalone Install

This Install program installs SmartSuite 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 SmartSuite 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 SmartSuite, you cannot change the drive or folder. The files for the new language will be installed with the existing copy of SmartSuite.

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 SmartSuite 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 SmartSuite 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 new folder

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

Select Program Group

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

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 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 (COMPONENT) in your main Lotus folder. Do not put COMPONENT 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 SmartSuite 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.

SmartSuite Folder

Specify the drive and folder where you want to put the SmartSuite 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 SmartSuite 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 folder, type the folder in the SmartSuite folder text box.
3. Click Next.

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

Install Options & Folders

Select the type of install, and specify the drives and folders where you want to put the SmartSuite 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, Minimum 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 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 product folder, type the folder in the SmartSuite folder text box.
4. To change the drive where Install copies additional SmartSuite 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 subfolder, type the folder in the SmartSuite folder2 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 folder, type the folder in the Lotus Shared Tools folder text box.
Lotus strongly recommends that you put the Lotus Shared Tools folder (COMPONENT) 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.

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

Install Options & SmartSuite Folder

Select the type of install and specify the drives and folders where you want to put the SmartSuite 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 SmartSuite 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 product folder, type the folder in the SmartSuite folder text box.

4. To change the drive where Install copies additional SmartSuite 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 subfolder, type the folder in the SmartSuite folder2 text box.

6. Click Next.

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

Install Options & SmartSuite Folder

Select the type of install and specify the drives and folders where you want to put the SmartSuite 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 SmartSuite 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 product folder, type the folder in the SmartSuite folder text box.
4. To change the drive where Install copies additional SmartSuite 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 subfolder, type the folder in the SmartSuite folder2 text box.
6. Click Next.

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

SmartSuite and Shared Tools Folders

Specify the drives and folders where you want to put the SmartSuite 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 SmartSuite 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 folder, type the folder in the SmartSuite 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 box.
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(COMPONENT) 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.

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

Install Options & Folders

Select the type of install, and specify the drives and folders where you want to put the SmartSuite 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, Minimum 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 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 folder, type the folder in the SmartSuite folder 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 folder, type the folder in the Lotus Shared Tools folder text box.

Lotus strongly recommends that you put the Lotus Shared Tools folder (COMPONENT) 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.

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

Install Options & SmartSuite Folder

Select the type of install and specify where you want to put the SmartSuite 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 SmartSuite 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 folder, type the folder in the SmartSuite folder text box.
4. Click Next.

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

Install Options & SmartSuite Folder

Select the type of install and specify where you want to put the SmartSuite 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 SmartSuite 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 folder, type the folder in the SmartSuite folder text box.
4. Click Next.

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

SmartSuite Folder

Specify the drives and folders where you want to put the SmartSuite 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 SmartSuite product files, select a drive from the first Drive drop-down box.
2. To change the main SmartSuite product folder, type the folder in the SmartSuite folder text box.
3. To change the drive where Install copies additional SmartSuite files, select a drive from the second Drive drop-down box.
4. To change the SmartSuite subfolder, type the folder in the XX folder2 text box.
5. Click Next.

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

SmartSuite and Shared Tools Folders

Specify the drives and folders where you want to put the SmartSuite 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 SmartSuite 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 product folder, type the folder in the SmartSuite folder text box.
3. To change the drive where Install copies additional SmartSuite 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 subfolder, type the folder in the SmartSuite 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 box.

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 (COMPONENT) 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.

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

Welcome to the Lotus SmartSuite Install Program

Names you enter in this dialog box become permanent and visible parts of your copy of SmartSuite. You will see these names every time you start SmartSuite, 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 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 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 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_CI_OVERVIEW_STANDARD;';0)} [See related topics](#)

Welcome to the Lotus SmartSuite Install Program

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

The name you enter in this dialog box becomes a permanent and visible part of your copy of SmartSuite. You will see this name every time you start SmartSuite, 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](#)

