Exit Install

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

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 Organizer, click Change Folder.
 - **Note** If you add another language to your copy of Organizer, you cannot change the drive or folder. The files for the new language will be installed with the existing copy of Organizer.
- 4. Click Next.

Select Program Folder

Select the program folder where you want Install to copy the Organizer 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 Organizer 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.

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.

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.

Specify Distribution Folder

Specify the drive and folder where you want to copy the compressed Organizer 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 Organizer on the drive you select, and the amount of space that will be left on that drive after the Organizer files have been transferred. If you select a drive that doesn't have enough space to install Organizer, 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.

Select Program Group

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

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 Organizer 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 Organizer, you cannot change the drive or folder. The files for the new language will be installed with the existing copy of Organizer.

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.

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.

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.

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.

1. Type the folder where you want to copy the Lotus shared tools in the Folder text box.

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

1. 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 Organizer 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.

File Server Install or Network Distribution

Specify how you want to install Organizer on your server.

1. Select the type of install.

If you want users to run Node Install, which leaves most of the Organizer 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 Organizer 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_OVERVIEW_DIST;H_CI_OVERVIEW_SRV;H_CI_OVERVIEW_NODE;',0)} See related topics

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.

Personal Folder & Local Node Features

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

To specify your personal folder

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

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

To select the local node features

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

- Click the check box next to each feature you want to add to, or remove from, the list of features to copy.
 The description text box contains a description of the currently highlighted feature.
 In some cases, several items may be listed as part of a group under a main item. If you remove the check mark next to the main item, all the check marks are also removed from next to the sub-items. If you select only one sub-item, a check mark also appears next to the main item. However, only the checked items will be copied.
- 2. Click Next.

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.

Overview: Standalone Install

This Install program installs Organizer 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.

Overview: Node Install

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

Overview: Distribution Install

This Install program installs compressed Organizer 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 Organizer on your file server.
- Specify the drive and folder where you want to copy the compressed Organizer files.

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.

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 Organizer 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.

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.

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.

Using e-mail, scheduling, and Internet features in OrganizerTo use the e-mail and scheduling feature in Organizer, you need to have a working e-mail application that supports one of the following protocols: Simple MAPI, POP3, or IMAP4.

To use the Internet features in Organizer, you need to have a working browser application intsalled on your computer.

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.

Multiple Copies of OrganizerLotus recommends that you install this newest version of Organizer in the same folder as your existing version of Organizer.

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

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

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.

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.

Install Options & Folders

Select the type of install, and specify the drives and folders where you want to put the Organizer 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 Organizer 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 Organizer folder, type the folder in the Organizer 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 (COMPNENT) under your main Lotus product folder. Do not put the Lotus Shared Tools folder in any application's folder because if you later delete that application, you will no longer be able to run your Lotus applications.
- 6. Click Next.

Install Options & Organizer Folder

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

Organizer and Shared Tools Folders

Specify the drives and folders where you want to put the Organizer 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 Organizer 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 Organizer folder, type the folder in the Organizer folder text box.
- 3. To change the drive where you want to put the Lotus Shared Tools, select a drive from the third Drive drop-down
 - Install tells you how much space is available on that drive.
- 4. To change the Lotus Shared Tools folder, type the folder in the Lotus Shared Tools folder text box.

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

Install Options & Organizer Folder

Select the type of install and specify the drives and folders where you want to put the Organizer 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 Organizer 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 Organizer product folder, type the folder in the Organizer folder text box.
- 4. To change the drive where Install copies additional Organizer files, select a drive from the second Drive dropdown box.
 - Install tells you how much space is available on that drive.
- 5. To change the Organizer subfolder, type the folder in the Organizer folder2 text box.
- 6. Click Next.

Install Options & Organizer Folder

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

Organizer and Shared Tools Folders

Specify the drives and folders where you want to put the Organizer 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 Organizer 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 Organizer product folder, type the folder in the Organizer folder text box.
- To change the drive where Install copies additional Organizer files, select a drive from the second Drive dropdown box.
 - Install tells you how much space is available on that drive.
- 4. To change the Organizer subfolder, type the folder in the Organizer folder2 text box.
- 5. To change the drive where you want to put the Lotus Shared Tools, select a drive from the third Drive drop-down
 - Install tells you how much space is available on that drive.
- 6. To change the Lotus Shared Tools folder, type the folder in the Lotus Shared Tools folder text box.

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

Install Options & Organizer Folder

Select the type of install and specify the drives and folders where you want to put the Organizer 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 Organizer 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 Organizer product folder, type the folder in the Organizer folder text box.
- 4. To change the drive where Install copies additional Organizer files, select a drive from the second Drive dropdown box.
 - Install tells you how much space is available on that drive.
- 5. To change the Organizer subfolder, type the folder in the Organizer folder2 text box.
- 6. Click Next.

Organizer Folder

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

Install Options & Folders

Select the type of install, and specify the drives and folders where you want to put the Organizer 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 Organizer 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 Organizer product folder, type the folder in the Organizer folder text box.
- 4. To change the drive where Install copies additional Organizer files, select a drive from the second Drive dropdown box.
 - Install tells you how much space is available on that drive.
- 5. To change the Organizer subfolder, type the folder in the Organizer folder2 text box.
- 6. To change the drive where you want to put the Lotus shared tools, select a drive form the third Drive drop-down box.
 - Install tells you how much space is available on that drive.
- 7. To change the Shared Tools folder, type the folder in the Lotus Shared Tools folder text box. Lotus strongly recommends that you put the Lotus Shared Tools folder (COMPNENT) under your main Lotus product folder. Do not put the Lotus Shared Tools folder in any application's folder because if you later delete that application, you will no longer be able to run your Lotus applications.
- 8. Click Next.

Organizer Folder

Specify the drive and folder where you want to put the 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 where Install copies the Organizer 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 Organizer folder, type the folder in the Organizer folder text box.
- 3. Click Next.

Welcome to the Lotus Organizer Install Program

Names you enter in this dialog box become permanent and visible parts of your copy of Organizer. You will see these names every time you start Organizer, 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 Organizer 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 Organizer 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 Organizer 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_OVERVIEW_DIST;H_CI_OVERVIEW_SRV;H_CI_OVERVIEW_NODE;H_CI_OVERVIEW_STAND ARD;',0)} See related topics

Welcome to the Lotus Organizer Install Program

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

Welcome to the Lotus Organizer Install Program

The name you enter in this dialog box becomes a permanent and visible part of your copy of Organizer. You will see this name every time you start Organizer, 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_OVERVIEW_DIST;H_CI_OVERVIEW_SRV;H_CI_OVERVIEW_NODE;H_CI_OVERVIEW_STAND ARD;',0)} See related topics