Custom Install

🖝   Installation Type, Custom

Purpose

Use Custom to modify the installation to suit your specific configuration needs.

Steps

1 Choose Custom from the Installation Type dialog box.
2 Choose Source, specify the drive and directory you are installing from, then choose OK.
3 Set the custom installation options you want in Destination, Files, and Printers.
4 Choose README to view the README files.
5 Choose Start Installation.

Choose from the following options for more information:
Source
Destination
Files
Printers
README

See Also

Additional Installation Options
Minimum Install
Network Install
Standard Install

—◆—

Additional Installation Options

👉 <u>Installation Type</u>, Options

Purpose
Use Options to install additional printers, fonts, and language modules and to view README files.

Steps
1 Choose Options in the Installation Type dialog box.
2 Choose Printer to install additional printer files.
3 Choose Language to install additional WordPerfect Language Modules.
4 Choose Fonts to install Bitstream TrueType fonts.
5 Choose README to read product information not contained in the printed documentation.

Choose from the following options for more information:
<u>Printer</u>
<u>Language</u>
<u>Fonts</u>
<u>Utilities</u>
<u>README</u>

See Also
<u>Custom Install</u>

— ◆ —

Destination

☞   Installation Type, Custom, Destination

☞   Installation Type, Network, Server, Destination

Purpose

Use the Install To dialog box to specify the drives, directories, and subdirectories where you want each group of files to be installed.   You may change the drive and directory for any group of files listed.   It is not necessary to create directories before installation.   If the directory you name for installation does not exist, it will be created for you.

If you are installing to a drive other than the one in which Windows is located, you will see Needed and Available memory listed for both the drive you have chosen to install the program files to and the drive where Windows is located.

!   The printed documentation for WordPerfect assumes that you have installed the program files in the default subdirectories set up by the installation program.

Steps

1 Choose Custom from the Installation Type dialog box, then choose Destination.
 or... Choose Network from the Installation Type dialog box, choose Server, then choose Destination.
2 Type the directory or subdirectory name in the Directory text boxes for each group of files you want to install.   For example, if you want to place your graphics files in a directory called "pictures," you could type c:\pictures in the Graphics text box.

Any changes to drives or directories for WordPerfect Program Files and WPC Shared Products files are reflected in the other text boxes.

After you change the directory for WPC Shared Products files, choose Yes to implement the change.

3 Choose OK.

Click the items below for information about the types of files you can install:
WordPerfect Program
WordPerfect Documents
Graphics
Macros
Templates
Learning Files
WPC Shared Products
Printer Files
Initialization Files
Main Dictionary
TrueType Font Files
QuickFinder Indexes
WP Draw Files

See Also

Custom Install

Utilities

— ◆ —

Network Basics

Purpose

Network Basics explains the basic steps you need to complete to run WordPerfect 6.0 for Windows from a network.

Steps

1 Choose Network from the Installation Type dialog box, then choose Server.
    2   Choose Net Info to read network specific information.

   Plan which Supervisor Options you will select after reading the Net Options explanation in Help.

3 Complete the Server portion of the installation.

   Read the README.NET file when the Server installation is finished, and refer to the printed documentation to learn how to customize WPWin6.0 for your users.

4 In Windows Program Manager, launch the WPWin6.0 icon named WPCNET Settings to create a default environment for your users by modifying Templates, Button Bars, Preferences items, and other default settings in the public .BIF file.

   All settings you make during this session are saved to the Public .BIF file (WPCNET.BIF) and Standard.WPT in the Template directory.   Users who access the network copy of WPWin6.0 will inherit their initial settings from the Public .BIF file and Standard.WPT.

5 Double-click the WPCNET Flagging icon to launch the BIF Editor, then read the BIF Editor overview contained in the BIF Edit topic in Help.
6 Flag settings in the Public .BIF file that you want to overrule users' private settings and choose Override.
7 Specify relative drive mappings for file locations.
8 Secure program files by giving users read-only access.
9 Choose Exit from the File menu to exit the BIF Editor and save your changes to the Public .BIF file.

See Also

— ◆ —

💡 Hint

Choosing Professional Install leaves the default directory path for templates, printers, and macros blank, and puts the network location for template, printer, and macro files in the Supplemental Files text box.

Choosing Corporate Install puts the network location for template, printer, and macro files in the Default Location text box and leaves the Supplemental Files text box blank.

Select Files

☞   <u>Installation Type</u>, <u>Custom</u>, Files

☞   <u>Installation Type</u>, <u>Network</u>, <u>Server</u>, Files

Purpose

All files are preselected for installation.   Use Select Files to specify which files you want to install.   The Select Files dialog box also identifies the disk space required for each file group, which is useful to know if disk space is limited.   If you are installing to a drive other than the one in which Windows is located, you will see Needed and Available memory listed for both the drive you have chosen to install the program files to and the drive where Windows is located.

❗   You must have the learning files installed to complete the lessons in the manual.

Steps

1 Choose Custom from the Installation Types dialog box, then choose Files.
   or... Choose Network from the Installation Type dialog box, choose Server, then choose Files.
2 If you want to install all files, make sure all the file groups are selected and choose OK.
   or...   Choose Mark All, then choose OK.
3 If you do not want to install all the file groups, deselect the ones you do not want by clicking their check boxes to remove the X.
   or...   Choose Unmark All, then select the file groups you want to install.

   File groups with an X in their check boxes will be installed; file groups with no X in their check boxes will not be installed.

4 Choose OK.

Click the items below for information about the types of files you can install:
<u>Dictionary Files and Word Lists</u>
<u>Graphics Files</u>
<u>Help Files</u>
<u>Learning Files</u>
<u>Macro Files</u>
<u>Template Files</u>
<u>TrueType Font Files</u>
<u>Utility Files</u>
<u>WordPerfect Program Files</u>
<u>WP Draw Program Files</u>
<u>WPC Shared Product Files</u>

See Also

<u>Custom Install</u>
<u>Utilities</u>

— ◆ —

Server Install

👉 <u>Installation Type</u>, <u>Network</u>, Server

Purpose
Use Server to install the program on a network.

❗ Before installing, make sure that you have sufficient rights or privileges to the drive where you are installing the program.   For example, you should be able to copy, rename, write, delete, read, and create files.   Also, make sure there is enough disk space available to install the program.   WordPerfect 6.0 for Windows requires at least 31M.

Server Install does not copy any files to any Windows directories.

Steps
1 Choose Network from the Installation Type dialog box, then choose Server. 🔼
    2   Choose Source to define where the files will be installed from.
    3   Choose Destination to define where the files will be installed to.
    4   Choose Files to select which files to install.
    5   Choose Net Options to set supervisor network options.
    6   Choose Printers to select which printers to install.
    7   Choose Start Installation.

Choose from the following options for more information:
<u>Source</u>
<u>Destination</u>
<u>Files</u>
<u>Net Options</u>
<u>Printers</u>

See Also
<u>Network Basics</u>
<u>Network Install</u>
<u>Workstation Install</u>

— ◆ —

Workstation Install

👉 <u>Installation Type</u>, <u>Network</u>, Workstation

Purpose
Use Workstation to set up the WordPerfect Group file in Windows and to create a
personal .BIF file for the user.

Steps
1 Choose Network from the Installation Type dialog box, then choose Workstation.
2 Specify the network drive and directory where the program files are located, then
   choose OK.
3 Select the Windows Program Manager Group where you want the program icons to
   appear, then choose OK.

See Also
<u>Network Basics</u>
<u>Network Install</u>
<u>Program Manager Group Set Up</u>
<u>Server Install</u>

— ◆ —

Installation Type

Purpose

Use Installation Type to choose the installation you want.   You can let the installation program create the necessary directories and install all the files, or you can customize your installation.   Standard Installation is recommended.

Steps

1 Choose the Installation Type you want.

Choose from the following options for more information:
Standard
Custom
Network
Minimum
Options

See Also

Network Basics
Tips and Tricks

— ◆ —

Language Install

Purpose
Use Language to install an additional language module for the Speller and Thesaurus. You must already have the language modules to install them.

Steps
1 Choose Options from the Installation Type dialog box, then choose Language.
2 Select Speller to change the language the Speller uses.

If you do not want the Speller files installed with the language module, click the check box to remove the X.

3 Select Thesaurus to change the language the Thesaurus uses.

If you do not want the Thesaurus files installed with the language module, click the check box to remove the X.

4 Specify the directory to install files from in the Install From text box.
5 Specify the directory to install files to in the Install To text box.
6 Choose OK.

See Also
Additional Installation Options

— ◆ —

Minimum Install

☞ <u>Installation Type</u>, Minimum

Purpose

Use Minimum to install WordPerfect 6.0 for Windows on laptop computers or to conserve disk space.   It installs only those program and shared files that are necessary to run the program and does not install optional files (for example, Speller, Thesaurus, macros, and learning files).   Files not installed at this time can be installed later.

Steps

1 Choose Minimum from the Installation Type dialog box.
2 Choose Yes to continue.

See Also

<u>Custom Install</u>
<u>Printer Selection</u>

— ♦ —

Network Install

Installation Type, Network

Purpose

Use Network to install the program on a network.   All information required for a successful install on a network is included in Install Help.

Steps

1 Choose Network from the Installation Type dialog box.
2 Choose Server to install the program on a network.
  or... Choose Workstation to set up your WPWin6.0 group and icons in Program Manager and create your personal .BIF file.

Choose from the following options for more information:
Server
Workstation

See Also

Network Basics
Installation Type
Printer Selection

— ♦ —

Program Manager Group Set Up

☞   <u>Installation Type</u>, <u>Network</u>, Workstation

☞   <u>Installation Type</u>, Custom

Purpose

Use Program Manager Group Set Up to create the WordPerfect Group file or to choose the Windows Program Manager group the program icons will appear in.   This can be done for your personal computer, an entire network, or on each workstation, depending on your needs.

Steps

1 Choose Network from the Installation Type dialog box, then choose Workstation.
  or...   Choose Custom from the Installation Type dialog box, specify your custom install options, then choose OK.
2 Specify the network drive and directory where the program files are located.
3 Choose Yes to install the shared program files to your local drive.
  or... If disk space is limited, choose No.
4 If you chose Yes, specify the directory for the shared program files, then choose OK.
5 Select the Windows Program Manager Group where you want the program icons to appear, then choose OK.

See Also

<u>Custom Install</u>
<u>Network Basics</u>
<u>Workstation Install</u>

— ◆ —

Source

☞　Installation Type, Custom, Source

☞　Installation Type, Network, Server, Source

Purpose
Use Source to specify the drive and directory where the installation diskettes are located.

Steps
1 Choose Custom from the Installation Type dialog box, then choose Source.
   or... Choose Network from the Installation Type dialog box, choose Server, then choose Source.
2 Specify the drive and directory where the installation disks are located.
3 Choose OK.

See Also
Custom Install
Network Install

—◆—

Standard Install

Purpose
Use Standard to install all program, shared program, Help, graphics, Button Bar, keyboard, macro, style library, conversion utility, Speller, and Thesaurus files into the appropriate directories on your hard drive.   This is the recommended installation.

Steps
1 Choose Standard from the Installation Type dialog box.
2 Specify which drive you want to install the files to, then choose OK.

See Also
Custom Install
Minimum Install
Network Basics
Network Install
Printer Selection

— ◆ —

Tips and Tricks

You can get extra help while installing the program by choosing the Help button in a dialog box.

Help topics contain the following Help tools:

Pop-ups   Colored, dotted-underlined words or phrases that contain pop-up windows. You can click a pop-up to see more information.   This is a pop-up: <u>pop-up definition</u>

Jumps   Colored, solid-underlined words or phrases that you can click to move to another Help topic.   This is a jump: <u>Installation Type</u>.   Click on it to move to the Help topic that lets you choose different types of installations, then use the Back button at the top of the Help screen to come back to this topic.

Hints   Light bulb icons that contain extra helpful information.   Click once on the light bulb to read the hint.   This is a Hint about using Help:

!   Information by an Important icon is necessary information.

See Also
<u>Network Basics</u>

— ◆ —

💡 Hint

To delete a printer from the selection list, click the name of the printer in the Printers to Be Installed list box, then choose Unselect.

💡 Hint

If your printer is not listed and WordPerfect supports it, you can order a printer driver from WordPerfect Corporation.   To do so, call (800) 321-4566 or write to:

    ORDERS DEPT MS SC-30
    WORDPERFECT CORPORATION
    1555 N TECHNOLOGY WAY
    OREM UT   84057-2399

Provide your return address, your software license number, the name of your printer, and the size of your disk drive (3.5" or 5.25").

If you have a modem, you can download printer files from the WordPerfect BBS at (801) 225-4414, 24 hours a day.   Set your modem to 1200 or 2400 baud, 8 data bits, no parity, and 1 stopbit.

If you are outside the United States, Puerto Rico, the U.S. Virgin Islands, or Canada, please contact your local WordPerfect Affiliate to obtain these printer drivers.

Printer Selection

☞   <u>Installation Type</u>, <u>Options</u>, Printer

☞   <u>Installation Type</u>, <u>Custom</u>, Printer

💡   <u>Installation Type</u>, <u>Network</u>, <u>Server</u>, Printers

Purpose

Use Printer Selection to choose WordPerfect printer drivers for the printers you will be using.   The printer drivers you choose for installation will be selected when you start WordPerfect, but you can use a Windows printer driver while running WordPerfect.

💡   WordPerfect 6.0 for Windows uses the same printer drivers (.PRS files) as WordPerfect 6.0 for DOS.   WordPerfect 5.2 for Windows uses different .PRS files, so if you have installed those files, you will need to choose Yes to install the printer drivers for WordPerfect 6.0 for Windows.

Steps

1 Choose Custom from the Installation Type dialog box, then choose Printers.
  or...   Choose Network from the Installation Type dialog box, then choose Server, then choose Printers.
  or...   Choose Options from the Installation Type dialog box, then choose Printers.
2 Specify a source directory for the printer files in the Install from text box.
3 Specify a destination directory for the printer files in the Install to text box, then choose OK.
4 Select the printers whose drivers you want to install by double-clicking the printer names in the Printers list box.💡

  The printer names you have selected appear in the Printers to Be Installed list box.💡

5 Choose Select, then choose OK.

See Also

<u>Custom Install</u>
<u>Minimum Install</u>
<u>Network Install</u>
<u>Standard Install</u>

💡

💡 Hint

If you are installing WordPerfect on a network, you should secure files that are critical to its operation.   Secure these directories or files by granting read-only rights (or equivalent), which lets users use files but prevents them from modifying the files.   For more information, please see the Network Appendix in the printed documentation.

💡 Hint

The total number of copies of the program in use on the network should not exceed the number printed on your Certificate of License.

💡 Hint

Selecting this option does not copy Bitstream TrueType font files to the users' Windows directory.

README Files

Purpose

Use README files to view information that was not included in the printed documentation. This option appears on several dialog boxes.   You can copy README files onto your hard drive and view or print them for future reference.   These files are located on the installation diskettes.

Steps

1 Choose the README button on any dialog box where it appears.
2 Choose a README file.
3 When you are finished with the README files, choose Exit.

See Also

Additional Installation Options
Network Basics
README Files Location

💡 **Hint**
You can keep Help on your screen as you go through the installation procedure.   Choose Always on Top from the Help menu above, then size the Help screen and position it where you want it.

pop-up definition
This is an example of a pop-up window that contains information about the colored, dotted-underlined word you clicked.   Click once outside a pop-up window to close the window and continue.

README Files Location

Purpose
Use README Files Location to specify the drive and directory where the README files will be installed.

Steps
1 Choose Options from the Installation Type dialog box, then choose README.
2 Choose a README file, then specify the drive and directory where the README files will be installed.
3 Choose OK.

See Also
README Files

💡

TrueType Font Files

Files with .TTF extensions containing Bitstream TrueType fonts.   Place these files in the directory where you store Bitstream TrueType fonts, then use the Fonts option in the Windows Control Panel to manage the files.

💡 Hint

Two prompts at the bottom of the dialog box display how much disk space the program files you are installing require and how much space is available on the drive you specified.

Dictionary Files and Word Lists

Files, usually with .LEX or .THS extensions, containing the word lists for the Speller and Thesaurus.

Graphics Files
Files with .WPG extensions containing clip art figures you can use in your documents.
WordPerfect installs several graphics files for you.

Initialization Files
Files with .BIF extensions containing the changes you make to the default settings in WordPerfect.   .BIF files are stored in your personal Windows directory or in a shared network directory.

Macro Files

Files with .WCM extensions containing macro commands.   Predefined macros come with WordPerfect, and the destination you specify becomes the default directory for macros you create.

Printer Files
Files with .PRS extensions containing the printer drivers supplied by WordPerfect.

QuickFinder Index Files
Files with .IDX extensions containing indexes you define.   No index files are included in the initial installation.   The directory you choose will become the default directory for the indexes you define.

WP Draw Program Files
Files with various extensions needed to run WP Draw.

Template Files

Files with .WPT extensions containing keyboard layouts, Button Bars, and formatting codes. WordPerfect installs many templates, and the directory you specify becomes the default directory for keyboard layouts, Button Bars, and templates you define.

WordPerfect Documents

Files you create in WordPerfect.   The drive and directory you specify become the default directory for all your WordPerfect documents.

WordPerfect Program Files
Files with .EXE, .FIL, and .DLL extensions that are necessary for WordPerfect to operate.

💡   You must install these files the first time you install WordPerfect.

Learning Files
Files with .WPD extensions that contain examples of documents and graphics you use as you follow the lessons in the printed Learning Guide.

WPC Shared Products Files
Files, usually with .EXE and .DLL extensions, that contain the files necessary to run WordPerfect and independent programs such as Speller, Thesaurus, QuickFinder, Macro Facility, and Grammatik.

💡   You must install the shared program files the first time you install WordPerfect.   You can choose whether or not to install Thesaurus, Speller, QuickFinder and Grammatik, but you must install the Macro Facility if you want to create macros.

Help Files
Files with .HLP extensions containing the online Help for WordPerfect, Macros, WP Draw, Install, KickOff, and Shared Products such as Speller, Thesaurus, Grammatik, and Macro Facility.

Utility Files
Files with various extensions containing additional functionality and options.

Supervisor Options

Network Install, Server, Net Options, Supervisor Options

Purpose

Use Supervisor Options to specify the location of users' personal .BIF files, to set default file locations, and to set the password for printer initialization.

These options are designed for the network administrator who is installing WordPerfect to a file server.   These options will affect all users who access WordPerfect from the network.

Steps

1 Choose Network from the Installation Type dialog box, then choose Server.
2 Choose Net Options.
3 Select Users' Windows Directory to save users' .BIF files in their users' personal Windows directory.
   or... Select Shared directory on network, then specify the network drive and directory for users' .BIF files.
4 Select Yes (Professional Install) to allow users to set their own default file locations in Preferences.
   or... Select No (Corporate Install) to set default file locations to the network directories specified during installation.
5 Select Install Bitstream TrueType Fonts to make installed fonts available to network users.
   6   Type the Supervisor Password in the text box.
   7   Choose OK.

See Also

Network Basics
Network Install
Server Install

💡 Hint

All users trying to initialize (copy fonts to) a network printer will have to use this password. The password can be up to 82 characters long.

Fonts

Purpose

Use Fonts to install and set up the TrueType Font Files that come with WordPerfect 6.0 for Windows.   Use this option if you did not choose to install these fonts during your initial installation, if the font files have been deleted, or if you have received updated fonts from WordPerfect.

If you choose Do Not Restart Windows after installing WordPerfect, you must manually install the fonts into the Control Panel in Program Manager.

Steps

1 Choose Options from the Installation Type dialog box, then choose Fonts.
2 Specify a source directory for the font files in the Install from text box.
3 Specify a destination directory for the font files in the Install to text box.
4 Choose OK.

See Also

Printer Selection

💡 Hint

You must complete the Server install before you can run the Workstation install.

💡 Hint

This will improve the speed of the program, but it requires more disk space on your workstation.

Utilities

 　　　Installation Type, Options, Utilities

Purpose

Use Utilities to install files with additional functionality and options, such as SPELL.EXE and PTR.EXE.

Steps

1　Choose Options from the Installation Type dialog box, then choose Utilities.
2　Specify a source directory for the utility files in the Install from text box.
3　Specify a destination directory for the utility files in the Install to text box.
4　Choose OK.

See Also

Destination
Select Files