

Freelance Graphics for Windows Install Program

The Help Table of Contents is not available while you are installing Freelance Graphics.

Recording Your Name and Company Name

This dialog box appears the first time you install Freelance Graphics. When you type your name and company name, Install records them permanently on your installed copy of Freelance Graphics for Windows.

1. Type your name in the Your name text box. Limit the name to 30 characters.
2. Click the Company name text box or press TAB. Then type your company name. Limit the name to 30 characters. If you do not have a company name, type your own name a second time.
3. Click OK or press ENTER.

Confirm that the names you typed are accurate.

- * If the information is incorrect, click No.

Install allows you to retype the names as often as necessary.

- * If the information is accurate, click Yes.

Install records the names and proceeds with the onscreen installation instructions.

Recording Your Name

This dialog box appears when you install Freelance Graphics from the network, or when you reinstall Freelance Graphics from diskettes. When you type your name, Install records it permanently on your installed copy of Freelance Graphics for Windows. Your company name is already displayed in the Company name text box.

1. Type your name in the Your name text box. Limit the name to 30 characters.
2. Click OK or press ENTER.

Confirm that the name you typed is accurate.

- * If the information is incorrect, click No.

Install allows you to retype your name as often as necessary.

- * If the information is accurate, click Yes.

Install records the name and proceeds with the onscreen installation instructions.

Main Menu

The Main Menu dialog box lets you install Freelance Graphics on either a hard disk or a network server; or read product updates.

Click one of the following command buttons:

Install Freelance Graphics

Install copies the Freelance Graphics program files to your hard disk. If this is the first time you are using Install and you are installing Freelance Graphics on your hard disk, click this button.

Install Freelance Graphics on Server

Install copies the Freelance Graphics program files to a server disk. If you are installing Freelance Graphics on a network, click this button.

Important Information about Freelance Graphics

Install displays the Freelance Graphics READ.ME file, which contains important information about Freelance Graphics.

To exit from the display of READ.ME, choose File Exit from the menu bar.

Main Menu

The Main Menu dialog box lets you install Freelance Graphics and read product updates.

Click either one of the following command buttons:

Install Freelance Graphics

Install copies different files to your hard disk, depending on what is already installed.

If you installed Freelance Graphics on your hard disk from diskettes

You can reinstall Freelance Graphics program files, or install any files that you chose not to install earlier on your hard disk. Install copies the files you select to your hard disk.

If Freelance Graphics is installed on the network

Node Install keeps the Freelance Graphics program files on the network and copies the Freelance Graphics personal files to your hard disk.

If you installed Freelance Graphics on your hard disk from the network

Install copies the Freelance Graphics program and personal files to your hard disk.

Important Information about Freelance Graphics

Install displays the Freelance Graphics READ.ME file, which contains important information about Freelance Graphics.

To exit from the display of READ.ME, choose File Exit from the menu bar.

Type of Installation

You can choose either Install with Defaults or Install with Options.

- * Choose Install with Defaults to install the complete set of Freelance Graphics program files on your hard disk, in directories that the Install program names for you.
- * Choose Install with Options to specify which Freelance Graphics program files you want to install on your hard disk, and to name the directories where you want to install them.

To save disk space, choose Install with Options to exclude files you do not need.

Choose Change Display Monitor if you have already installed Freelance Graphics and have changed the type of display monitor (graphics adapter) on your computer.

Install with Defaults

Specify the disk drive and directory name for the Freelance Graphics program directory. Install creates the designated directory if it does not exist already.

The default drive and directory name is C:\FLW. If you have a copy of Freelance Graphics for Windows already installed, the default name is the drive and program directory name for that copy.

Install continues as follows:

- * Install copies the Freelance Graphics program files to the program directory. Install also creates several subdirectories, with the default names or the names you have specified, and copies the corresponding files to them, as follows:
 - \MASTERS stores the SmartMaster sets, symbol categories, and palettes
 - \TUTORIAL stores the tutorial files
 - \WORK stores your Freelance Graphics presentation files
 - \BACKUP stores backup copies of your presentation files
 - \ICONS stores the files of customized SmartIcons
- * Install creates the Lotus common directory to store files shared by Freelance Graphics and other Lotus Windows products. The default directory name is \LOTUSAPP, and the default drive name is the name of the drive where the program directory was created.

Install creates subdirectories of \LOTUSAPP and copies the corresponding files to them, as follows:

- \SPELL stores the spell checker
 - \FILTERS stores the file filters for importing or exporting worksheet data, charts, and other file formats between other applications and Freelance Graphics
 - \EXCELFLT stores the Excel file filters for importing Excel worksheet data into Freelance Graphics
 - \MULTIMED stores the files necessary to run multimedia with Freelance Graphics, if you have Windows 3.0 with the multimedia extensions or Windows 3.1
- * Install places the icons for Freelance Graphics, Install, and Autographix Slide Service in a Windows Program Manager group named Lotus Applications.

If you have Windows 3.0 with the multimedia extensions or Windows 3.1, Install also adds the multimedia icons, Lotus Media Manager and Lotus Sound, to Lotus Applications.

Install with Options

Specify the disk drive and directory name for the Freelance Graphics program directory. Install creates the designated directory if it does not exist already.

The default drive and directory name is C:\FLW. If you have a copy of Freelance Graphics for Windows already installed, the default name is the drive and program directory name for that copy.

Specify which files to install and where to place them. As you mark files, Install automatically lists the

amount of space required for these files and the amount of space available on your hard disk after installing them.

Install continues as follows:

- * Install copies the selected Freelance Graphics program files to the program directory. Install also creates several subdirectories, with the default names or the names you specify, and copies files to them, as follows:
 - SmartMaster sets, symbol categories, and palettes (the default subdirectory name is \MASTERS)
 - Freelance Graphics presentation (work) files (the default name is \WORK)
 - Backup copies of your presentation files (the default name is \BACKUP)
 - Files of customized SmartIcons (the default name is \ICONS)

Note

Install automatically creates a subdirectory named \TUTORIAL for the tutorial files. You cannot specify a name for the tutorial subdirectory.

- * Install creates the Lotus common directory, to store files shared by Freelance Graphics and other Lotus Windows products. The default directory name is \LOTUSAPP, and the default drive name is the name of the drive where the program directory was created.

Install creates subdirectories of \LOTUSAPP and copies the corresponding files to them, as follows:

- \SPELL stores the spell checker
- \FILTERS stores the file filters for importing or exporting worksheet data, charts, and other file formats between other applications and Freelance Graphics
- \EXCELFLT stores the Excel file filters for importing Excel worksheet data into Freelance Graphics
- \MULTIMED stores the files necessary to run multimedia with Freelance Graphics, if you have Windows 3.0 with the multimedia extensions or Windows 3.1

Notes

You cannot specify names for these subdirectories of LOTUSAPP.

- * Install lets you either specify a group name or use the default name for the Windows Program Manager group in which the program icons are added.
- * Install places the icons for the programs that you asked to install in the Windows Program Manager group of your choice. You can choose the icons for any or all of Freelance Graphics, Install, and Autographix Slide Service.

If you have Windows 3.0 with the multimedia extensions or Windows 3.1 and you chose to install the multimedia files, you can add the multimedia icons, Lotus Media Manager and Lotus Sound, to a Program Manager group.

Change Display Monitor

If you have changed the type of monitor (graphics adapter) in your computer since installing Freelance Graphics, you must record the change here before using Freelance Graphics.

Type of Installation

Choose either Install with Defaults or Install with Options.

- * Choose Install with Defaults to install the Freelance Graphics personal files on your hard disk, in directories that the Install program names for you.
- * Choose Install with Options to name the directories where you want to install the Freelance Graphics personal files on your hard disk.

Choose Change Display Monitor if you have already installed Freelance Graphics and have changed the type of display monitor (graphics adapter) on your computer.

Install with Defaults

Specify the disk drive and directory name for the Freelance Graphics personal directory. Install creates the designated directory if it does not exist already.

The default drive and directory name is C:\FLW. If you have a copy of Freelance Graphics for Windows already installed, the default name is the drive and directory name for that copy.

Install continues as follows:

- * Install copies the Freelance Graphics personal files to the personal directory. Install also creates several subdirectories, as follows:
 - \WORK stores your Freelance Graphics presentation files
 - \BACKUP stores backup copies of your presentation files
 - \ICONS stores the files of customized SmartIcons
- * Install places the icons for Freelance Graphics, Install, and Autographix Slide Service in a Windows Program Manager group named Lotus Applications.

If you have Windows 3.0 with multimedia extensions or Windows 3.1 and your network administrator has installed the Freelance Graphics multimedia files on the server, Install adds the multimedia icons, Lotus Media Manager and Lotus Sound, to Lotus Applications in your system.

Install with Options

Specify the disk drive and directory name for the Freelance Graphics personal directory. Install creates the designated directory if it does not exist already.

The default drive and directory name is C:\FLW. If you have a copy of Freelance Graphics for Windows already installed, the default name is the drive and directory name for that copy.

Install also asks you to specify the names for subdirectories in your node installation.

Install continues as follows:

- * Install copies the selected Freelance Graphics personal files to the personal directory. Install also creates several subdirectories, with the default names or the names you specify, to store the following files:
 - Freelance Graphics presentation files (the default subdirectory name is \WORK)
 - Backup copies of your presentation files (the default name is \BACKUP)
 - Files of customized SmartIcons (the default name is \ICONS)
- * Install lets you either specify a group name or use the default name for the Windows Program Manager group in which the program icons are added.
- * Install places the icons for the programs that you asked to install in the Windows Program Manager group of your choice. You can choose the icons for any or all of Freelance Graphics, Install, and Autographix Slide Service.

If you have Windows 3.0 with the multimedia extensions or Windows 3.1 and your network

administrator has installed the Freelance Graphics multimedia files on the server, you can add the multimedia icons, Lotus Media Manager and Lotus Sound, to a Program Manager group.

Change Display Monitor

If you have changed the type of monitor (graphics adapter) in your computer since installing Freelance Graphics, you must record the change here before using Freelance Graphics.

Type of Installation

Server Installation

Install copies the Freelance Graphics program files to the server. Then each user can run the Node Installation over the network.

This method saves hard-disk space on each user's computer, and allows the network administrator to control the program files on the server.

Distribution Installation

Install copies the Freelance Graphics files in compressed form to the server. Then each user on the network can install the program files on a local hard disk by running Install from the network instead of from diskettes.

This method places the program files on each user's computer, and allows each user to customize these files.

Specifying Files and Directories

1. Choose a disk drive from the Drives and space drop-down box.

To see additional drives, click the arrow in the drop-down box. You see the available disk space on each drive on your system. The default drive (highlighted) is the first drive Install finds with enough space to store the Freelance Graphics program files.

To choose a different drive, click the drive you want.

Note

The drive names in parentheses represent drives with too little space to store the Freelance Graphics program files, and drives where you have read-only access.

To use a drive with too little space for Freelance Graphics, you must delete files to free up space. Press ALT+ESC to switch to the Windows Program Manager. Access DOS or the Windows File Manager, delete files as needed, and return to the Windows Program Manager. Then press ALT+ESC to return to Install and click Main Menu to restart Install.

To use a drive where you have read-only access, exit Install and have your network administrator obtain read-write access to the drive for you, or map another logical drive to a drive where you have read-write access. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit Install.

2. Lotus recommends that you accept the default name displayed in the Program Directory text box. This is \FLW if you do not have a copy of Freelance Graphics for Windows already installed. Otherwise, it is the name of the program directory for that copy.

To change it, press BACKSPACE to delete the displayed name and type the new directory path.

Directory names cannot contain more than eight characters. They cannot include spaces or any of the following characters:

[] ; , ? * : " + = < > |

Caution

If you specify the name of a program directory that already contains files, Install asks you to confirm that it can replace the Freelance Graphics program files in the directory and its subdirectories, including the Freelance Graphics program, SmartMaster sets (.MAS files), symbols (.SYM files), black-and-white palettes (.BW files), and color palettes (.PAL files). It does not delete or overwrite any presentation files you have created.

3. You can install all or some of the Freelance Graphics files. By default, none of the group of files are checked; indicate the files you want to install by clicking the check box for each set of files. If you do not have enough hard-disk space for all of the indicated files, Freelance Graphics displays a warning message.

Each set of files has its size listed next to it. At the bottom of the dialog box is the amount of space needed to install all selected files and the space available on your hard disk after installing these. Both values are automatically updated when you mark or unmark a check box.

Freelance Graphics allows you to install the following sets of files:

- * Freelance Graphics Program Files.
- * QuickStart Tutorial Files. You can run the QuickStart Tutorial on a VGA, a SuperVGA, or an 8514A monitor. If your computer has an EGA monitor (graphics adapter), this option is unavailable.
- * SmartMaster Files. You can choose to install all SmartMaster sets, a selection of sets, or none.
- * Import/Export File Filters - the file filters for transferring files between Freelance Graphics and other applications. You can choose to install all filters, a selection of filters, or none.
- * Dictionary Language Files - the files for the different language dictionaries that are used for spell checking. You can choose to install all dictionaries, a selection of dictionaries, or none.

- * Multimedia Files - the sound and animation files to create multimedia effects during screen shows. You can install these files if you have Windows 3.0 with the multimedia extensions or Windows 3.1 installed on your computer. If you do not have one of these, this option is unavailable.
 - * Autographix Slide Service.
 - * Help Files - the files for Freelance Graphics online Help.
4. Click OK or press ENTER.

Specifying Your Personal Directory

1. Choose a disk drive from the Drives and space drop-down box.

To see additional drives, click the arrow in the drop-down box. You see the available disk space on each drive on your system. The default drive (highlighted) is the first drive Install finds with enough space to store the Freelance Graphics personal files.

To choose a different drive, click the drive you want.

Note

The drive names in parentheses represent drives with too little space to store the Freelance Graphics personal files, and drives where you have read-only access.

To use a drive with too little space for Freelance Graphics, you must delete files to free up space. Press ALT+ESC to switch to the Windows Program Manager. Access DOS or the Windows File Manager, delete files as needed, and return to the Windows Program Manager. Then press ALT+ESC to return to Install and click Main Menu to restart Install.

To use a drive where you have read-only access, exit Install and have your network administrator obtain read-write access to the drive for you, or map another logical drive to a drive where you have read-write access. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit Install.

2. Lotus recommends that you accept the default name displayed in the Personal Directory text box. This is \FLW if you do not have a copy of Freelance Graphics for Windows already installed. Otherwise, it is the name of the directory for that copy.

To change it, press BACKSPACE to delete the displayed name and type the new directory path.

Directory names cannot contain more than eight characters. They cannot include spaces or any of the following characters:

[] ; , ? * : " + = < > |

3. Click OK or press ENTER.

Specifying Files and Directories

1. Choose a disk drive from the Drives and space drop-down box.

To see additional drives, click the arrow in the drop-down box. You see the available disk space on each drive on your system. The default drive (highlighted) is the first drive Install finds with enough space to store the Freelance Graphics program files.

To choose a different drive, click the drive you want.

Note

The drive names in parentheses represent drives with too little space to store the Freelance Graphics program files, and drives where you have read-only access.

To use a drive with too little space for Freelance Graphics, you must delete files to free up space. Press ALT+ESC to switch to the Windows Program Manager. Access DOS or the Windows File Manager, delete files as needed, and return to the Windows Program Manager. Then press ALT+ESC to return to Install and click Main Menu to restart Install.

To use a drive where you have read-only access, exit Install and obtain read-write access to the drive, or map another logical drive to a drive where you have read-write access. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit Install.

2. Lotus recommends that you accept the default name displayed in the Program Directory text box. This is \LOTUS\FLW if you do not have a copy of Freelance Graphics for Windows already installed. Otherwise, it is the name of the program directory for that copy.

To change it, press BACKSPACE to delete the displayed name and type the new directory path.

Directory names cannot contain more than eight characters. They cannot include spaces or any of the following characters:

[] ; , ? * : " + = < > |

Caution

If you specify the name of a program directory that already contains files, Install asks you to confirm that it can replace the Freelance Graphics program files in the directory and its subdirectories, including the Freelance Graphics program, SmartMaster sets (.MAS files), symbols (.SYM files), black-and-white palettes (.BW files), and color palettes (.PAL files). It does not delete or overwrite any presentation files the network user has created.

3. You can install either or both the Freelance Graphics files or the Adobe Type Manager files. By default, none of the group of files are checked; indicate the files you want to install by clicking the check box for each set of files. If you do not have enough hard-disk space for all of the indicated files, Freelance Graphics displays a warning message.

Each set of files has its size listed next to it. At the bottom of the dialog box is the space needed to install all selected files and the space available on your hard disk after installing these. Both values are automatically updated when you mark or unmark a check box.

4. Click OK or press ENTER.

Specifying The Distribution Directory

1. Choose a disk drive from the Drives and space drop-down box.

To see additional drives, click the arrow in the drop-down box. You see the available disk space on each drive on your system. The default drive (highlighted) is the first drive Install finds with enough space to store the Freelance Graphics compressed files.

To choose a different drive, click the drive you want.

Note

The drive names in parentheses represent drives with too little space to store the Freelance Graphics compressed files, and drives where you have read-only access.

To use a drive with too little space for Freelance Graphics, you must delete files to free up space. Press ALT+ESC to switch to the Windows Program Manager. Access DOS or the Windows File Manager, delete files as needed, and return to the Windows Program Manager. Then press ALT+ESC to return to Install and click Main Menu to restart Install.

To use a drive where you have read-only access, exit Install and obtain read-write access to the drive, or map another logical drive to a drive where you have read-write access. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit Install.

2. Lotus recommends that you accept the default name displayed in the Distribution Directory text box. By default, this is \FLW_DIST. To change it, press BACKSPACE to delete the displayed name and type the new directory path.

Directory names cannot contain more than eight characters. They cannot include spaces or any of the following characters:

[] ; , ? * : " + = < > |

3. Click OK or press ENTER.

Specifying the Program Directory

1. Choose a disk drive from the Drives and space drop-down box.

To see additional drives, click the arrow in the drop-down box. You see the available disk space on each drive on your system. The default drive (highlighted) is the first drive Install finds with enough space to store the Freelance Graphics program files.

To choose a different drive, click the drive you want.

Note

The drive names in parentheses represent drives with too little space to store the Freelance Graphics program files, and drives where you have read-only access.

To use a drive with too little space for Freelance Graphics, you must delete files to free up space. Press ALT+ESC to switch to the Windows Program Manager. Access DOS or the Windows File Manager, delete files as needed, and return to the Windows Program Manager. Then press ALT+ESC to return to Install and click Main Menu to restart Install.

To use a drive where you have read-only access, exit Install and obtain read-write access to the drive, or map another logical drive to a drive where you have read-write access. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit Install.

2. Lotus recommends that you accept the default name displayed in the Program Directory text box. This is \FLW if you do not have a copy of Freelance Graphics for Windows already installed. Otherwise, it is the name of the program directory for that copy.

To change it, press BACKSPACE to delete the displayed name and type the new directory path.

Directory names cannot contain more than eight characters. They cannot include spaces or any of the following characters:

[] ; , ? * : " + = < > |

Caution

If you specify the name of a program directory that already contains files, Install asks you to confirm that it can replace the Freelance Graphics program files in the directory and its subdirectories, including the Freelance Graphics program, SmartMaster sets (.MAS files), symbols (.SYM files), black-and-white palettes (.BW files), and color palettes (.PAL files). It does not delete or overwrite any presentation files you have created.

3. Click OK or press ENTER.

Specifying the Personal Directory

1. Choose a disk drive from the Drives and space drop-down box.

To see additional drives, click the arrow in the drop-down box. You see the available disk space on each drive on your system. The default drive (highlighted) is the first drive Install finds with enough space to store the Freelance Graphics personal files.

To choose a different drive, click the drive you want.

Note

The drive names in parentheses represent drives with too little space to store the Freelance Graphics personal files, and drives where you have read-only access.

To use a drive with too little space for Freelance Graphics, you must delete files to free up space. Press ALT+ESC to switch to the Windows Program Manager. Access DOS or the Windows File Manager, delete files as needed, and return to the Windows Program Manager. Then press ALT+ESC to return to Install and click Main Menu to restart Install.

To use a drive where you have read-only access, exit Install and have your network administrator obtain read-write access to the drive for you, or map another logical drive to a drive where you have read-write access. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit Install.

2. Lotus recommends that you accept the default name displayed in the Personal Directory text box. This is \FLW if you do not have a copy of Freelance Graphics for Windows already installed. Otherwise, it is the name of the directory for that copy.

To change it, press BACKSPACE to delete the displayed name and type the new directory path.

Directory names cannot contain more than eight characters. They cannot include spaces or any of the following characters:

[] ; , ? * : " + = < > |

3. Click OK or press ENTER.

Specifying the Licenser Directory

The Licenser directory stores the Licenser utility.

1. Choose a disk drive from the Drives and space drop-down box.

To see additional drives, click the arrow in the drop-down box. You see the available disk space on each drive on your system. The default drive (highlighted) is the first drive Install finds with enough space to store the Freelance Graphics Licenser utility files.

Lotus recommends that you install the Licenser utility on a local drive, for example C. This prevents anyone else on the network from accessing it.

To choose a different drive, click the drive you want.

Note

The drive names in parentheses represent drives with too little space to store the Freelance Graphics Licenser utility files, and drives where you have read-only access.

To use a drive with too little space for Freelance Graphics, you must delete files to free up space. Press ALT+ESC to switch to the Windows Program Manager. Access DOS or the Windows File Manager, delete files as needed, and return to the Windows Program Manager. Then press ALT+ESC to return to Install and click Main Menu to restart Install.

To use a drive where you have read-only access, exit Install and obtain read-write access to the drive, or map another logical drive to a drive where you have read-write access. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit Install.

2. Lotus recommends that you accept the default name displayed in the Licenser Directory text box. By default, this is \LICENSER. To change it, press BACKSPACE to delete the displayed name and type the new directory path.

Directory names cannot contain more than eight characters. They cannot include spaces or any of the following characters:

[] ; , ? * : " + = < > |

3. Click OK or press ENTER.

Note

Before you use the Licenser utility to set the license count on your network, you must create the license count directory (\LOTSHARE\FLW.V20) manually. For more information, see "Create the License Directory" in Chapter 3 of the *Network Administrator's Guide*.

Specifying the Lotus Common Directory

Specify the disk drive and directory name of the Lotus common directory, if it does not already exist. This directory stores files shared by Lotus Windows products.

1. Choose a disk drive from the Drives and space drop-down box.

To see additional drives, click the arrow in the drop-down box. You see the available disk space on each drive on your system. The default drive (highlighted) is the first drive Install finds with enough space to store the Lotus common directory files.

To choose a different drive, click the drive you want.

Note

The drive names in parentheses represent drives with too little space to store the Lotus common directory, and drives where you have read-only access.

To use a drive with too little space for Freelance Graphics, you must delete files to free up space. Press ALT+ESC to switch to the Windows Program Manager. Access DOS or the Windows File Manager, delete files as needed, and return to the Windows Program Manager. Then press ALT+ESC to return to Install and click Main Menu to restart Install.

To use a drive where you have read-only access, exit Install and obtain read-write access to the drive, or map another logical drive to a drive where you have read-write access. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit Install.

2. Lotus recommends that you accept the default name displayed in the Lotus Common Directory text box. By default, this is \LOTUSAPP. To change it, press BACKSPACE to delete the displayed name and type the new directory path.

Directory names cannot contain more than eight characters. They cannot include spaces or any of the following characters:

[] ; , ? * : " + = < > |

3. Click OK or press ENTER.

Specifying the Lotus Common Directory

Specify the disk drive and directory name of the Lotus common directory on the server. This directory stores files shared by Lotus Windows products.

1. Choose a disk drive from the Drives and space drop-down box.

To see additional drives, click the arrow in the drop-down box.

To choose a different drive, click the drive you want.

2. The default path is where the network administrator installed the Lotus common directory on the network. By default, this is \LOTUSAPP.

Notes

Verify with your network administrator that the drive and path are correct according to your local configuration.

Directory names cannot contain more than eight characters. They cannot include spaces or any of the following characters:

[] ; , ? * : " + = < > |

3. Click OK or press ENTER.

Adding Freelance Icons to a Program Manager Group

Install adds icons for the Freelance Graphics program, the Install program, and the Autographix Slide Service to the Windows Program Manager group you choose. These icons provide access to these programs from the Windows Program Manager.

You can also add the multimedia icons, Lotus Media Manager and Lotus Sound, if you have Windows 3.0 with the multimedia extensions or Windows 3.1.

1. Choose a Program Manager group from the Group Name drop-down box, or create a new group.

To add the icons to an existing Program Manager group, click the arrow in the drop-down box or press ALT+DOWN, and do one of the following:

- Click the group name.
- Highlight the group name using the arrow keys.

To create a new group for the icons, click the Group Name drop-down box and type the new group name (up to 25 characters).

Note

The default Program Manager group is Lotus Applications. If this group is not already defined, Install automatically creates it.

2. By default, the check boxes for the icons are marked according to the group of files you asked to be installed. The available icons are the following:

Freelance Graphics

Adds the Freelance Graphics for Windows icon.

Install

Adds the Freelance Install program icon.

Note

Adding this icon lets you run Install again directly from your computer's hard disk.

Autographix Slide Service

Adds the Autographix Slide Service icon.

Lotus Media Manager

Adds the Lotus Media Manager icon.

Lotus Sound

Adds the Lotus Sound icon.

3. Click OK or press ENTER.

Adding Freelance Icons to a Program Manager Group

Install adds icons for the Freelance Graphics program, the Install program, and the Autographix Slide Service to the Windows Program Manager group you choose. These icons provide access to these programs from the Windows Program Manager.

You can also add the multimedia icons, Lotus Media Manager and Lotus Sound, if you have Windows 3.0 with the multimedia extensions or Windows 3.1.

1. Choose a Program Manager group from the Group Name drop-down box, or create a new group.

To add the icons to an existing Program Manager group, click the arrow in the drop-down box or press ALT+DOWN, and do one of the following:

- Click the group name.
- Highlight the group name using the arrow keys.

To create a new group for the icons, click the Group Name drop-down box and type the new group name (up to 25 characters).

Note

The default Program Manager group is Lotus Applications. If this group is not already defined, Install automatically creates it.

2. By default, the check boxes for the icons are marked according to the group of files you asked to be installed. The available icons are the following:

Freelance Graphics

Adds the Freelance Graphics for Windows icon.

Install

Adds the Freelance Install program icon.

Note

Adding this icon lets you run Install again directly from the network server.

Autographix Slide Service

Adds the Autographix Slide Service icon.

Lotus Media Manager

Adds the Lotus Media Manager icon.

Lotus Sound

Adds the Lotus Sound icon.

3. Click OK or press ENTER.

Adding Freelance Icons to a Program Manager Group

Install adds icons for the Freelance Graphics Node Install program and the Licenser utility to the Windows Program Manager group you choose. These icons provide access to these programs from the Windows Program Manager.

1. Choose a Program Manager group from the Group Name drop-down box, or create a new group.

To add the icons to an existing Program Manager group, click the arrow in the drop-down box or press ALT+DOWN. To choose the group name, do one of the following:

- Click the group name.
- Highlight the group name using the arrow keys.

To create a new group for the icons, click the Group Name drop-down box and type the new group name (up to 25 characters).

Note

The default Program Manager group is Lotus Applications. If this group is not already defined, Install automatically creates it.

2. By default, the check boxes for the icons are marked according to the group of files you asked to be installed. The available icons are the following:

Node Install

Adds the Node Install program icon.

Note

Adding this icon lets you run Node Install again directly from the server.

Licenser

Adds the Licenser program icon.

3. Click OK or press ENTER.

Freelance Graphics Default Preferences

Specify names for the directories to contain your presentation files; SmartMaster sets, palettes, and symbols; and backup files. By default, these are subdirectories of the program directory (usually named \FLW).

Each text box displays the complete path of a subdirectory, including the drive letter.

Presentation directory

The path of the subdirectory where Freelance Graphics stores your presentation files (the default subdirectory name is \WORK).

Note

You can always specify another directory for a presentation file when you open or save the file in Freelance Graphics.

SmartMasters, Palettes, and Symbols

The path of the subdirectory where Freelance Graphics stores SmartMaster sets, symbols, and both color and black-and-white palettes (the default subdirectory name is \MASTERS).

Backup directory

The path of the subdirectory where Freelance Graphics stores a backup copy of your presentation files (the default subdirectory name is \BACKUP).

Caution

The name of the backup directory must be different from the name of the presentation directory, since a Freelance Graphics backup file has the same name as the presentation file.

Freelance Graphics Default Preferences

Specify names for the directories to contain your presentation files and backup files. By default, these are subdirectories of the program directory (usually named \FLW).

Each text box displays the complete path of a subdirectory, including the drive letter.

Presentation directory

The path of the subdirectory where Freelance Graphics stores your presentation files (the default subdirectory name is \WORK).

Note

You can always specify another directory for a presentation file when you open or save the file in Freelance Graphics.

Backup directory

The path of the subdirectory where Freelance Graphics stores a backup copy of your presentation files (the default subdirectory name is \BACKUP).

Caution

The name of the backup directory must be different from the name of the presentation directory, since a Freelance Graphics backup file has the same name as the presentation file.

Selecting a Diskette Drive

Install needs to transfer files from the Freelance Graphics for Windows disks to the Freelance Graphics program directory on your hard disk.

1. Type the diskette drive letter in the Transfer from text box, or accept the default letter displayed there.
For example, type A or B. The default is the drive from which Freelance Graphics was originally installed.
2. Click OK or press ENTER.

Selecting a Directory Path

Install needs to transfer files from the Freelance Graphics for Windows distribution directory on the server to the Freelance Graphics program directory on your hard disk.

1. Type the distribution directory path in the Transfer from text box, or accept the default displayed there.

For example, type F:\FLW_DIST. The default is the distribution directory on the server from which Freelance Graphics was originally installed on your hard disk.

2. Click OK or press ENTER.

Inserting Freelance Graphics Disks

Each time Install prepares to copy files from a disk, it prompts you to insert the disk into the drive from which you are installing Freelance Graphics.

If you insert the wrong disk, Install prompts you to insert the correct disk.

Previous Version of Freelance Graphics Found

Install has found a copy of Freelance Graphics for Windows already installed on your computer.

By default, the check box for Install Over Previous Version is marked. This replaces the existing copy with the new one.

Unmark the check box if you do not want to replace the previous version. Then, Install puts the new copy in another directory and leaves the old copy intact.

If you choose to replace, Install replaces all the program files, including SmartMaster sets (.MAS files), symbols (.SYM files), black-and-white palettes (.BW files), and color palettes (.PAL files) in the directory and its subdirectories. It does not replace any presentation files that you have created.

If you choose to replace, mark the check box for Backup Currently Installed SmartMasters to save your existing SmartMasters directory and its files. The backup directory name is an eight-character name composed from the original directory name and two or more digits. For example, the backup directory for \MASTERS is named \MASTER01.

Previous Version of Freelance Graphics Found

Install has found a copy of Freelance Graphics for Windows Node Version already installed on your computer.

By default, the check box for Install Over Previous Version is marked. This replaces all the existing personal files in the directory. It does not replace any presentation files that you have created.

Unmark the check box if you do not want to replace the previous version. Then, Install puts the new copy in another directory and leaves the old copy intact.

Previous Version of Freelance Graphics Found

Install has found a copy of Freelance Graphics for Windows already installed on the server. By default, this check box is marked. This replaces the old copy with the new one. Unmark the check box if you do not want to replace it. If unmarked, Install puts the new copy in another directory and leaves the old copy intact.

If you choose to replace, Install replaces all the program files, including SmartMaster sets (.MAS files), symbols (.SYM files), black-and-white palettes (.BW files), and color palettes (.PAL files) already in the directory and its subdirectories. It does not replace any presentation files that network users have created.

Mark the check box for Backup Currently Installed SmartMasters to save the existing SmartMasters directory and its files. The backup directory name is an eight-character name composed from the original directory name and two or more digits. For example, the backup directory for \MASTERS is named \MASTER01.

Specifying SmartMasters to Install

Select one or more SmartMaster sets to install on your hard disk.

1. To select a SmartMaster set and view a sample page layout from the set, highlight the name in the list box. For each name, Install displays the amount of hard-disk space required.

Install displays both the space required for the complete collection of selected SmartMaster sets, and the space available on your hard-disk after installation. Both values are automatically updated when you select or deselect a name.

To deselect a highlighted name, click the name. To clear the entire set of selections, click Clear Selections.

Note

SmartMaster set names beginning with a "V" signify that the set is designed for portrait (vertical) page layouts.

2. Click OK.

Specifying Files to Install

Select one or more import/export file filters to install on your hard disk.

1. To select a filter, highlight its name in the list box. For each name, Install displays the amount of hard-disk space required.

Install displays both the space required for the complete collection of selected filters, and the space available on your hard-disk after installation. Both values are automatically updated when you select or deselect a name.

To deselect a highlighted name, click the name. To clear the entire set of selections, click Clear Selections.

2. Click OK.

Specifying Files to Install

Select one or more dictionaries to be installed on your hard disk.

1. To select a dictionary, highlight its name in the list box. For each name, Install displays the amount of hard-disk space required.

Install displays both the space required for the complete collection of selected dictionaries, and the space available on your hard-disk after installation. Both values are automatically updated when you select or deselect a name.

To deselect a highlighted name, click the name. To clear the entire set of selections, click Clear Selections.

2. Click OK.

Change Display Monitor

When you install Freelance Graphics for Windows, Install automatically records the type of monitor (graphics adapter) installed in your computer. If you install a different monitor after installing Freelance Graphics, you need to record the change here before using Freelance Graphics.

1. Click the button for the type of monitor on your computer according to its resolution: EGA (640 x 320), VGA (640 x 480), SVGA (800 x 600), or 8514 (1024 x 768).
2. Click OK.

Install prompts you to insert the Freelance Graphics disk that contains the necessary resource files.

Note

If your computer's hard disk has too little space for the resource files, you must delete files to free up space on the drive. Press ALT+ESC to switch to the Windows Program Manager. Access DOS or the Windows File Manager, delete files as needed, and return to the Windows Program Manager. Then press ALT+ESC to return to Install and click Main Menu to restart Install.