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# *Installing ClarisImpact*

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- This installation guide provides step-by-step instructions for:
- installing the ClarisImpact™ application and associated files
- uninstalling ClarisImpact, if necessary
- setting up virtual memory
- installing ClarisImpact on a network server
- starting ClarisImpact
- starting the ClarisImpact onscreen tutorial

**Important** These instructions assume you're familiar with standard Windows mouse techniques such as clicking and dragging. If you find you need more information about mouse techniques, working with disks, or making copies of documents, see your Windows documentation.

## **What you need**

To install and use ClarisImpact for Windows, you need the following equipment and software:

- the disks contained in this package
- an IBM-PC or equivalent with an 80386/DX 25MHz processor or better
- a 3.5-inch high-density disk drive or a CD-ROM disc drive
- Microsoft Windows system software version 3.1 or higher and MS-DOS version 5.0 or higher installed on your PC's hard disk drive
- approximately 20 MB (megabytes) of free disk space
- 8 MB of RAM (random access memory), but more provides optimum performance

## **Customer support and registration**

Please take the time to complete and mail the postage-paid product registration card for your new software<sup>11</sup>. For information about customer support, see the *Claris™* Technical Support Brochure included in the product package.

## Installing ClarisImpact software

You have several options for installing ClarisImpact on your hard disk:

- A full installation installs the ClarisImpact application, plus all associated files (such as ClarisArt clip art) that come with ClarisImpact.
- A minimum installation installs only the files you need to run ClarisImpact, without optional associated files.
- A partial, or *custom*, installation lets you choose the files to install.

You can also use the setup program to remove, or *uninstall*, some or all ClarisImpact files from your system.

**Important** You must use the setup program to install ClarisImpact for Windows. You can't copy the files to your hard disk using the DOS copy command, because the files are compressed to fit on fewer disks. The setup program decompresses the files during installation.

## Getting Started

Prepare for installation by following these steps:

1. If you are installing from 3.5-inch disks, protect them by sliding the locking tab on each disk to reveal the hole.
2. Start Microsoft Windows and make sure the Program Manager window is open.

If Windows is already running, exit from any open applications.

## Installing Win32s

If you are using Windows version 3.1 or Windows for Workgroups version 3.11, you need to install Win32s version 1.25a or later before installing ClarisImpact. After installing Win32s, you will still be able to run all the applications you currently use. If an earlier version of Win32s is installed on your system, use the following procedure to update it.

If you are using Windows version 3.1 or Windows for Workgroups version 3.11 and have already installed Win32s version 1.25a or later, Windows NT, or Windows 95, skip to "Installing ClarisImpact" on page 4.

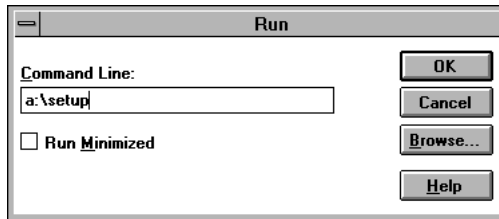
To install Win32s:

1. Insert the *Win32s1.25a Disk 1* or the ClarisImpact CD-ROM disc into the appropriate disk drive.

2. Choose Run from the Program Manager's File menu.

The Run dialog box appears.

3. If you are installing from 3.5-inch disks, type the drive letter and then the setup command in the command line box (for example, a:\setup), and click OK.



If you are installing from a CD-ROM disc, type the drive letter and the path of the setup command in the command line box (for example, d:\win32s1.25a\disk1\setup), and click OK.

**Note** You can also start the setup program from the File Manager. To do so, open the File Manager, locate the file SETUP.EXE on *Disk 1* or in the \WIN32S1.25A\Disk1 directory on the CD-ROM, and double-click SETUP.EXE to start the setup program.

The Microsoft Win32s setup program starts.



4. Follow the instructions that appear in the dialog boxes, clicking Continue or OK when prompted to proceed with the installation.

When the Win32s installation is complete, the Freecell Setup dialog box appears.



Claris recommends that you install the game Freecell because it can help you verify your Win32s software installation if a problem arises later.

5. Click Continue to install Freecell. The setup program leads you through a few additional dialog boxes, and restarts Windows.
6. If you are installing from 3.5-inch disks, eject the disk from the drive and follow the steps in the next section. If you are installing from a CD-ROM disc, leave the CD-ROM in the drive and follow the steps in the next section.

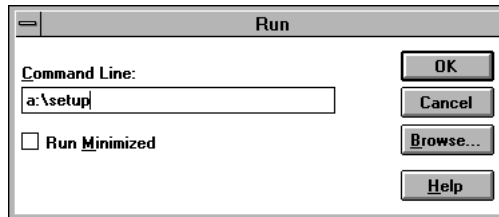
## Installing ClarisImpact

To install ClarisImpact:

1. If you are installing from 3.5-inch disks, insert the *ClarisImpact Disk 1* into a disk drive (usually drive A). If you are installing from a CD-ROM, insert the disc in the drive if it is not already there.
2. Choose Run from the Program Manager's File menu.

The Run dialog box appears.

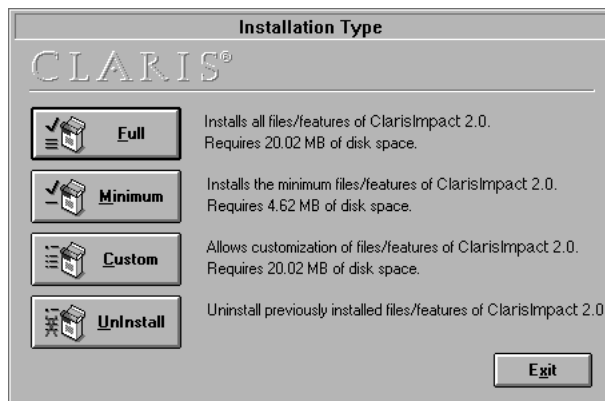
3. If you are installing from 3.5-inch disks, type the drive letter and then the setup command in the command line box (for example, a:\setup), and click OK.



If you are installing from a CD-ROM disc, type the drive letter and the path of the setup command) in the command line box (for example, d:\impact\disk1\setup), and click OK.

**Note** You can also start the setup program from the File Manager. To do so, open the File Manager, locate the file SETUP.EXE on *Disk 1* or in the \WIN32S1.25A\Disk1 directory on the CD-ROM, and double-click SETUP.EXE to start the setup program.

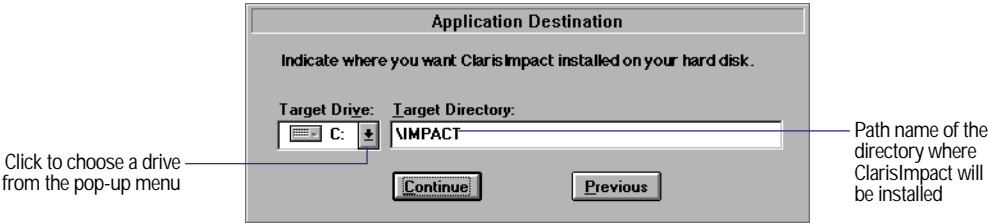
The setup program displays the Installation Type dialog box.



4. Click one of the four options described in the following table:

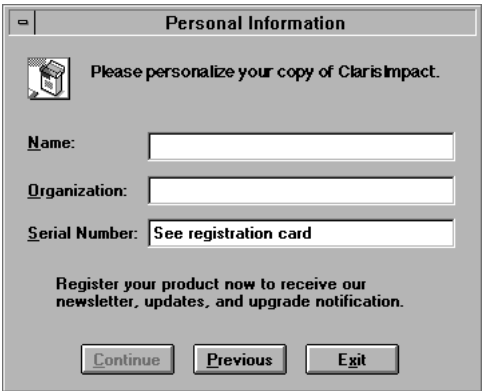
Click	To
Full	Install ClarisImpact along with all optional files (see “Where everything goes” on page 10)
Minimum	Install only the ClarisImpact application and dictionary files, excluding Help and all other optional features
Custom	Manually select which components you want to install (for further instructions, skip ahead to the section “Doing a custom installation” on page 8)
Uninstall	Remove some or all ClarisImpact components from your system (for further instructions, skip ahead to “Uninstalling ClarisImpact” on page 11)

If you click Full or Minimum, the Application Destination dialog box appears. This box displays the *path*—a sequence of one or more directories—that leads to the directory where the setup program installs ClarisImpact.



5. Click Continue to accept the preset path, or enter a new target drive or directory and click Continue.

The Personal Information dialog box appears.



6. Type your name at the blinking insertion point in the Name box, press Tab to move to the next box to enter more information, and click Continue.

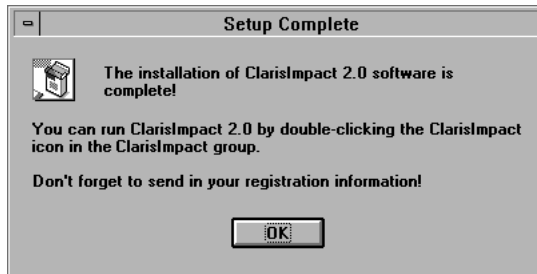
Typing your company name and serial number is optional, but Claris recommends typing the serial number here in case you lose your registration card. You need the serial number if you call Claris Customer Support. The information you enter in the Personal Information dialog box appears every time you start ClarisImpact.

**Note** After leaving this dialog box you can't change the information typed here unless you reinstall ClarisImpact. To make corrections, press the Tab and arrow keys to position the insertion point, and press Backspace or Delete to erase the mistake before clicking Continue.

7. If you are installing from 3.5-inch disks, insert each disk as you are asked for it. The setup program displays a dialog box telling you which disk to insert. Click Cancel if you want to cancel the installation process.

If you are installing from a CD-ROM, the installer opens each disk directory automatically as it is needed.

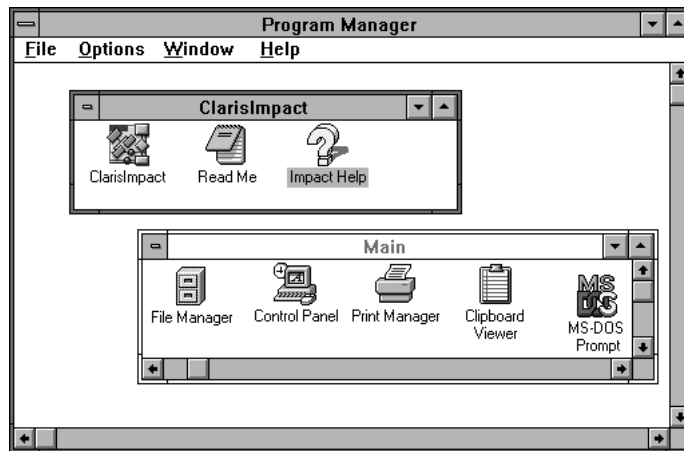
After the setup program copies all the files, it creates a program group for ClarisImpact that appears in the Program Manager. A message confirms that installation was successful.



8. Click OK to return to the Program Manager.



The ClarisImpact program group, containing the application, Read Me file, and Impact Help icons appears in the Program Manager window.



The Read Me file provides information about ClarisImpact that became available after the documentation was finished. Be sure to review the Read Me file before using ClarisImpact.

9. Eject the last installation disk or the CD-ROM from the drive and store it in a safe place.

You can now start ClarisImpact as described on page 17.

## Doing a custom installation

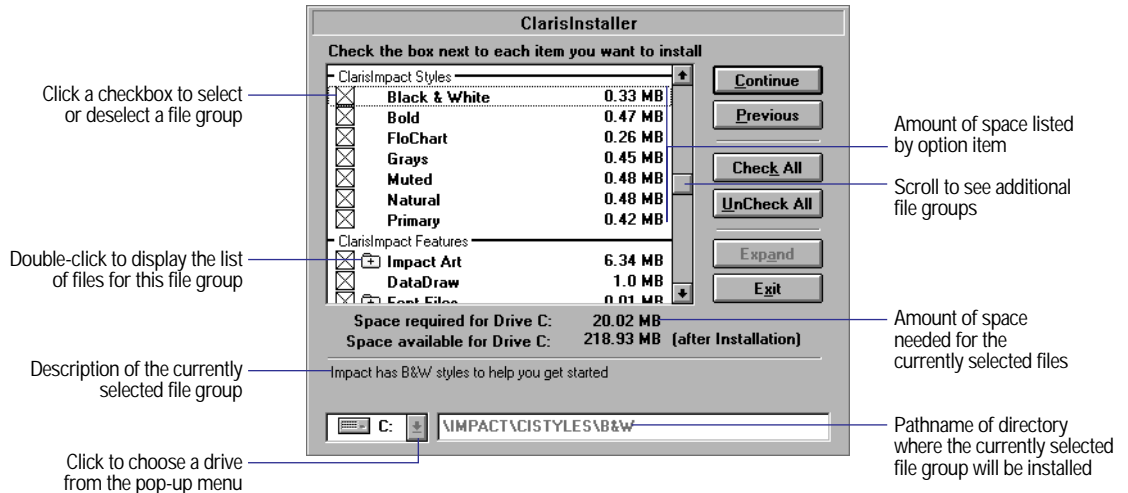
Use the Custom installation option to choose which ClarisImpact options to install and where to store them on your hard disk or network. Before attempting a custom installation, you might find it useful to read “Where everything goes” on page 10 for a description of the ClarisImpact files and where they’re stored.

To do a custom installation:

1. If you haven’t already, review the instructions in “Getting Started” and “Installing Win32s” beginning on page 2, and then follow steps 1 through 3 in “Installing ClarisImpact” beginning on page 4.

2. Click Custom in the Installation Type dialog box,


A dialog box appears that displays the ClarisImpact file groups you can install.



The Custom installation option is preset to install all ClarisImpact files and a subset of the most commonly used ClarisArt files, reducing the required disk space by 6 MB. You can specify any combination options to reduce the required disk space further, if needed.

**Note** The disk space requirements shown here might not match your system.

3. Click the checkbox for each file or group of files you want to install.

The amount of space needed for each option is listed near the menu scroll bar. To choose specific files within Impact Art, Font Files, or Filters, double-click a  and select the files you want to install.

4. To change the location of the \CLARIS directory, choose Claris Directory and enter a new path.

The \CLARIS directory can be located in the \WINDOWS directory or in the \IMPACT directory. However, if you have more than one Claris application installed on your computer, the \CLARIS directory should be located in the \WINDOWS directory.

If there is already a \CLARIS directory on your system (if you've already installed ClarisImpact or another Claris application), the Claris Directory option does not appear in the ClarisInstaller dialog box.

5. Complete the installation by following steps 5 through 9 of "Installing ClarisImpact" beginning on page 6.

## Where everything goes

The following table shows what you can install and where the setup program places each file or directory on your hard disk. Additional files (installed with any type of installation) are used by the application and are not listed here.

<b>Location on hard disk</b>	<b>Name of file or directory on hard disk</b>	<b>Description</b>
\IMPACT	\ART	Collections of clip art you can use in ClarisImpact documents
	\CISTYLES	Preset styles for business graphics
	CITIPS	Hints and tips file
	\DATADRAW™	Directory containing FileMaker® Pro and Excel sample files
	IMPACT.EXE	The ClarisImpact application
	IMPACT.HLP	Onscreen instructions you can read while using ClarisImpact
	README.WRI	A text file of important last-minute information
	\PALETTES	Alternate color and gradient palettes used by the fill, pen, and text controls
	SAMPLES	Sample documents for selecting the best colors, gradients, and patterns for printed output
	TEMPLATE	Directory where you can store document templates you create
	TUTORIAL	Onscreen lessons for learning ClarisImpact
\WINDOWS\CLARIS	USEGLISH.CHY	Software for hyphenating words
	USEGLISH.MSP	A 100,000-word dictionary for checking spelling
	USEGLISH.MTH	A 660,000-word thesaurus
	USER.USP	Your customised list of spelling exceptions and additions to the main dictionary
	WF32.DLL	Software for searching text

## Uninstalling ClarisImpact

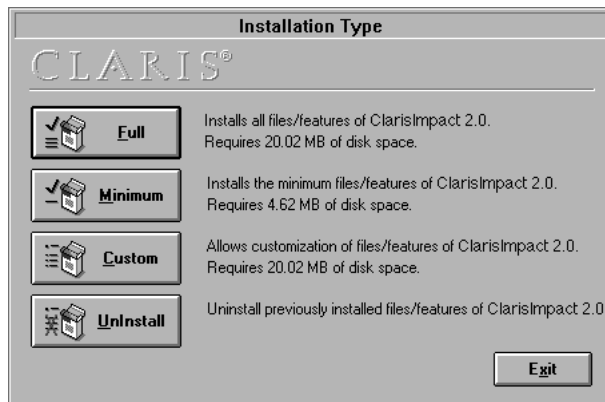
The Uninstall option provides an easy way to remove some or all ClarisImpact files from your system, even if you don't know where they're stored or what they're named.

**Note** Uninstall includes an option named Claris Support Files. This option refers to certain files (such as the user dictionary file) stored in the \CLARIS directory that are common to all Claris applications. If you are using other Claris applications, you should make sure that Claris Support Files is not selected when you use Uninstall. This prevents Uninstall from removing files needed by another Claris application.

To uninstall some or all of your ClarisImpact files:

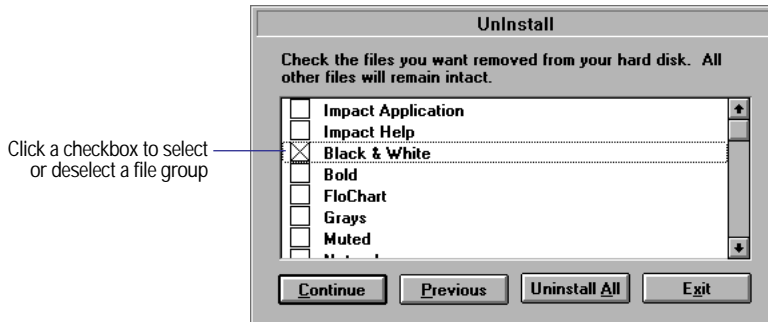
1. If you haven't already, follow steps 1 through 3 in "Installing ClarisImpact" beginning on page 4.

The setup program displays the Installation Type dialog box.



2. Click Uninstall.

The Uninstall dialog box appears, which displays the groups of ClarisImpact files you can remove.



3. Click the checkbox for each file group you want to remove, or click Uninstall All to remove all ClarisImpact files.

4. Click Continue to remove the selected file groups.

A dialog box appears asking you to confirm your selection. After you click Yes to continue, the setup program deletes all the files you selected and returns to the Installation Type dialog box.

5. Click Exit to quit the setup program.

## Setting up virtual memory

To install and run ClarisImpact, you must have specified at least one megabyte of virtual memory on your hard disk. Use the 386 Enhanced control panel to change virtual memory settings. For best performance, set virtual memory to the recommended size shown in the Virtual Memory dialog box. See your Windows documentation for more information about virtual memory.

If you have free space on your hard disk and have set virtual memory to the recommended size but ClarisImpact runs very slowly, use the 386 Enhanced control panel to change the virtual memory type from temporary to permanent, and turn on the Use 32-Bit Disk Access option to improve performance.

## Setting up ClarisImpact for multiple users

These instructions are for network administrators who want to set up ClarisImpact on a server so users can access ClarisImpact over a network. You can set up ClarisImpact for multiple users in either of the following ways:

- Copy the contents of the original ClarisImpact disks to a directory on a server so users can install ClarisImpact from the server to their local hard disks. This is the recommended method.
- Install ClarisImpact on a network server so multiple users can run one copy of the application.

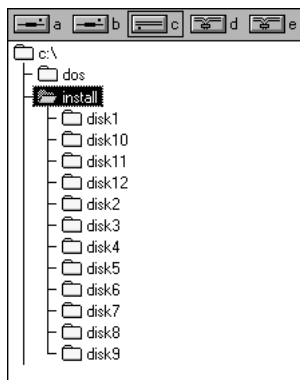
**Important** You can install ClarisImpact on a network that is accessible by multiple computers only if you have either (1) installed software that locks out any concurrent users in excess of the number of licensed copies of ClarisImpact, or (2) paid for an authorised, licensed copy of ClarisImpact for each computer connected to the network. Please contact Claris or a Claris reseller if you need to license more copies of ClarisImpact.

### Copying your 3.5-inch disks to a server

These instructions describe how to copy ClarisImpact files onto the server from 3.5-inch installation disks.

1. Open the File Manager and display the contents of a server.
2. Create a new directory for the ClarisImpact installation files (for example, \INSTALL) and then create a directory for each installation disk (\DISK1, \DISK2, and so on) inside the ClarisImpact installation directory.

Each disk must have its own directory and each directory must be named \DISK1, \DISK2, and so on. Don't merge all the application files into one directory. Your directory structure should look similar to this:



3. Insert the ClarisImpact *Disk 1* into a disk drive (usually drive A), and use the File Manager to display the contents of the disk.
4. Drag the contents of *Disk 1* to the directory on the server named DISK1 that you created in step 2.
5. Repeat steps 3 and 4 above with each installation disk, and eject the last disk from the drive.
6. Repeat the above procedure with the Win32s disks, if needed.

### **Copying the directories from a CD-ROM to a server**

These instructions describe how to copy ClarisImpact files onto the server from the CD-ROM installation disc.

1. Insert the CD-ROM into the drive and use the File Manager to display its contents.
2. Drag the installation directory named \IMPACT (and the directory named \WIN32s1.25A, if needed) to the hard disk on the server.
3. Eject the CD-ROM disc from the drive.

### **Installing ClarisImpact on user computers from a server**

To install ClarisImpact from a network server to local drives on user computers:

1. If user computers are not running Windows 3.1 or Windows for Workgroups 3.11 with Win32s version 1.25a or later, Windows NT, or Windows 95, follow the installation instructions in “Installing Win32s” beginning on page 2, substituting the path on the server for \DISK1 when using the Run command. If user computers are 32-bit, proceed to the following step.
2. Follow the installation instructions in “Installing ClarisImpact” beginning on page 4, substituting the path on the server for \DISK1 when using the Run command.
3. When asked to specify paths for the \CLARIS directory and the \IMPACT directory, specify paths for your local drive (for example, drive C).

### **Installing ClarisImpact on a network server**

You can install ClarisImpact on a network server so that many users can run the same copy. Although sharing one copy of ClarisImpact over the network is not the best alternative for most users, some network managers might prefer this method. (For users who don’t have room on their hard disks to install ClarisImpact, consider having them store files on the server rather than trying to run ClarisImpact from the server.)

### Limitations to sharing ClarisImpact

ClarisImpact usually runs slower over a network because of network traffic and other conditions. Also, multiple users sharing one copy of ClarisImpact over a network cannot use all of the application's capabilities:

- When the CISTYLES directory is located on a server, multiple users can simultaneously access the styles contained in it. However, if simultaneous users modify styles, only the changes from the last save are retained. For this reason, Claris recommends that users who access ClarisImpact from a server store the CISTYLES directory on their own hard disks.
- Most ClarisImpact files can reside on the server, but each user must have his or her own user dictionary in a server directory with read/write access.
- Libraries stored on a server can be accessed by only one ClarisImpact user at a time.

### Steps for installing ClarisImpact on a server

These instructions describe how to install ClarisImpact on a network server so multiple users can run one copy of the application. If you are not the network administrator for the server, you should get the administrator's approval before installing ClarisImpact. To install ClarisImpact on the server, you need creation and read/write access to the server.

1. Run the ClarisImpact setup program following the steps in "Doing a custom installation" beginning on page 8. After you've selected the file groups to install, but before you click Continue to proceed with the installation, complete the following steps.
2. Select ClarisImpact Application and use the Target Drive pop-up menu and Target Directory box to enter the path to the network server where you want to create the ClarisImpact application directory named \IMPACT.
3. Select the Claris Directory option (at the bottom of the list), and then enter the path to the network server where you want to create the \CLARIS directory.

To avoid additional steps for users, you should place the \CLARIS directory inside the \IMPACT directory. The path should look like this: \PATHNAME\IMPACT\CLARIS (where PATHNAME is the path to the \IMPACT directory on the server).

4. Complete the installation by following steps 5 through 9 of "Installing ClarisImpact" beginning on page 6.



### Setting up user computers to run ClarisImpact from a server

After installing ClarisImpact successfully on your network server, you need to create an application icon and set up files on each computer used to access ClarisImpact on the server. This provides users the ability to start ClarisImpact from their own computers, use stationery files, add terms to their own user dictionaries, and change preferences.

To create a ClarisImpact program icon on each user computer:

1. In the Program Manager, choose New from the File menu.
2. When the New Program Item dialog box appears, click Program Item and then click OK.
3. In the description line, type `ClarisImpact` or a similar label.

The name typed here appears beneath the application icon.

4. In the command line, type the path to ClarisImpact on the server (for example, `d:\site_lic\impact\impact.exe`).
5. On the next line, type the name of the working directory, or leave this box blank.
6. Click Change Icon, choose the ClarisImpact application icon, and then click OK.

The ClarisImpact icon appears in Program Manager.

7. Associate ClarisImpact files (`.CCP`, `.CID` `CIT`, and `.CGP`) with the ClarisImpact application.

Use the Associate command in File Manager. (See your Windows documentation for instructions.) Or, add the following lines to the [Extensions] section of the WIN.INI file:

```
ccp=d:\pathname\impact.exe ^.ccp
cid=d:\pathname\impact.exe ^.cid
cit=d:\pathname\impact.exe ^.cit
cgp=d:\pathname\impact.exe ^.cgp
```

where `d:\pathname` designates the drive and path to the ClarisImpact application on the server.

To store the user dictionary and preferences on each user's computer or in a private directory:

1. Find or create a directory for the user dictionary.

This directory can be on a local hard disk or in a private directory on the network server where the user has read/write access.

2. Start ClarisImpact as described in “Starting ClarisImpact” below, choose Writing Tools from the Edit menu, and then choose Select Dictionaries.
3. In the Select Dictionaries dialog box, choose User Dictionary from the Select Dictionary pop-up menu.
4. Use the Drives and Directories list boxes to locate the destination directory you chose or created in step 1.
5. Enter `USER.USD` in the File Name box.
6. Click New.

ClarisImpact copies the user dictionary to the drive and directory specified. This procedure also changes the location for the preferences file.

7. Exit ClarisImpact.

Users can now run ClarisImpact over the network. Be sure to advise them of the limitations described on page 15.

## Starting ClarisImpact



To start ClarisImpact, start Windows, make sure the Program Manager is open, and double-click the ClarisImpact application icon in the ClarisImpact program group.

The first time you start ClarisImpact, you're asked to enter your name, company name, if applicable, and product serial number. You need to do this only the first time you start ClarisImpact.

**Important** Check your typing carefully. If you find a mistake, press Tab to move through the boxes and correct the error or type the information again. You can't change the name, company, or serial number after you leave this dialog box unless you reinstall ClarisImpact.

## Starting the ClarisImpact onscreen tutorial

If you haven't used ClarisImpact before, Claris recommends that you work through the ClarisImpact onscreen tutorial. To start the tutorial, start Windows and open the File Manager. Open the IMPACT directory, and then double-click the LESSON\_1.CID document in the TUTORIAL directory.

After you complete the tutorial or if you are an experienced ClarisImpact user, be sure to read the *ClarisImpact User's Guide* to learn more about ClarisImpact and its onscreen Help system.

