

Recording Your Name and Company Name

Install uses the information you enter in this dialog box to record your name and company name permanently on your original copy of SmartPics for Windows. This dialog box appears only the first time you install SmartPics.

1. Type your name in the Your name text box.
2. Click the Company name text box or press TAB to move to this box. Then type your company name in the Company name text box. If you do not have a company name, type your own name a second time.

Limit the names to 30 characters each.

3. Click OK or press ENTER when you finish entering both names.

Be careful to type the names correctly because you cannot change them once they are recorded. Confirm that the names that you typed are accurate and do one of the following:

- * If the information is incorrect, click No to return to the Recording Your Name and Company Name dialog box to repeat Steps 1 through 3.
- * If the information is accurate, click Yes to proceed with the onscreen installation instructions.

Recording Your Name

Install uses the information you enter in this dialog box to add your name to the list of registered SmartPics users. This dialog box appears only the first time you install SmartPics.

1. Type your name in the Your name text box.

Limit the name to 30 characters.

2. Click OK or press ENTER when you finish entering your name.

Be careful to type your name correctly because you cannot change it once it is recorded. Confirm that the names that you typed are accurate and do one of the following:

- * If the information is incorrect, click No to return to the Recording Your Name dialog box to repeat Steps 1 and 2.
- * If the information is accurate, click Yes to proceed with the onscreen installation instructions.

Selecting a Diskette Drive

Install needs to transfer files from the SmartPics disks to your SmartPics for Windows program directory. To do this, Install needs to know the letter of the source diskette drive you are using.

1. Type the diskette drive letter in the Transfer from text box.

You must specify the letter of a diskette drive, not a hard-disk drive, for example, type A: or B:.

2. Click OK or press ENTER.

Inserting the SmartPics Disks

Each time Install finishes copying files from a disk, it prompts you to insert another disk into the diskette drive from which you are installing SmartPics.

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

Specifying the Program Directory Dialog Box

Install selects a disk drive to be the default disk drive according to the space available. It also displays a default SmartPics program directory name. You can either accept these or change them.

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

The Drives and space drop-down box lists all drives for your system and displays the available disk space on each. The default drive selected is the first drive Install found that contained enough space to store the SmartPics files.

To see additional drives, click the arrow in the drop-down box. To choose a different drive, click the drive you want.

Note

Drives that do not contain enough space to store the SmartPics files are displayed in parentheses. Install does not let you install to a drive that does not have enough disk space.

Network drives for which you do not have write-access privileges are also displayed in parentheses. You cannot install SmartPics to these drives.

Tip

If the drive you want to use does not have enough room, you can exit Install, delete files to free up space on the drive, and start Install again. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit install.

2. Install displays the default SmartPics program directory name (\smartpic) in the Program Directory text box.

Lotus recommends that you accept the default program directory name, but you can change the directory name displayed in the Program Directory text box.

To change the program directory name, press BACKSPACE to delete the name displayed in the Program Directory text box and type the new directory name and path. Remember that the directory name and each subdirectory name cannot contain more than eight characters.

In addition, directory names cannot contain any spaces or any of the following characters:

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

Caution

If you specify the name of a directory that contains files, Install will place SmartPics files into that directory, possibly overwriting SmartPics program and clip art files.

3. Click OK or press ENTER.

Specifying the Files and the Program Directory Dialog Box

Install displays the list of clip art files that you can choose to install. It also selects a disk drive to be the default disk drive according to the space available and displays a default SmartPics program directory name (c:\smartpic). You can either accept these or change them.

1. In the Click on the files to copy list box, click one or more clip art files that you want to install.

The list box displays the clip art files in the same order as they appear in the *Image Gallery* manual, so you can see which images are in each file.

To deselect a file, click on the file name again.

Notes

When you select or deselect a file, Install updates the disk space requirements displayed and shows how much disk space remains on your hard disk.

You can always run Install at a later time to install additional clip art files.

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

The Drives and space drop-down box lists all drives for your system and displays the available disk space on each. The default drive selected is the first drive Install found that contained enough space to store the SmartPics files.

To see additional drives, click the arrow in the drop-down box. To choose a different drive, click the drive you want.

Notes

Drives that do not contain enough space to store the SmartPics files are displayed in parentheses. Install does not let you install to a drive that does not have enough disk space for the files you have selected.

Network drives for which you do not have write-access rights are also displayed in parentheses. You cannot install SmartPics to these drives.

Tip

If the drive you want to use does not have enough space, you can exit Install, delete files to free up space on the drive, and start Install again. To exit Install, click Main Menu to return to the Main Menu dialog box, then click Exit install.

3. Install displays the default SmartPics program directory name (\smartpic) in the Program Directory text box.

Lotus recommends that you accept the default program directory name, but you can change the directory name displayed in the Program Directory text box.

To change the program directory name, press BACKSPACE to delete the name displayed in the Program Directory text box and type the new directory name and path. Remember that the directory name and each subdirectory name cannot contain more than eight characters.

In addition, directory names cannot contain any spaces or any of the following characters:

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

Caution

If you specify the name of a directory that contains files, Install will place SmartPics files into that directory, possibly overwriting SmartPics program and clip art files.

4. Click OK or press ENTER.

Choosing the Type of Standalone Installation

You can choose to install the SmartPics browser program and all the clip art files or you can select specific files to install.

- * To install the SmartPics browser program and all the clip art files, click Install full set.

This option requires about 12.2 MB of free hard-disk space.

- * To choose whether or not to install the SmartPics browser program and to choose the specific art files that you want to install, click Install custom set.

This option requires a minimum of 322K of free hard-disk space.

Note

If you choose Install custom set, you can always run Install at another time and choose this option again to install additional clip art files.

Choosing to Install the SmartPics Browser Program

Install lets you choose whether or not to install the SmartPics browser program, along with any clip art files you choose.

- * If you are installing SmartPics for the first time, click First time install.

This option automatically installs the SmartPics browser program. It also lets you choose the specific clip art files that you want to install.

- * If you have already installed SmartPics, click Clip art only.

This option lets you choose the specific clip art files that you want to add.

Note

You can always run Install at another time and choose this option again to install additional clip art files.

Choosing Standalone or Server Installation

Install lets you choose between installing the standalone or server edition of SmartPics.

- * If you are installing SmartPics on a standalone computer and not on a network, click Install standalone.

The standalone edition requires approximately 12.2 MB of free hard-disk space for the full installation and a minimum of 322K for the custom installation.

With the standalone edition, the SmartPics program and clip art files reside on your hard disk.

- * If you are installing SmartPics on a network, click Install server.

The server edition requires approximately 12.4 MB of hard-disk space. If you install the server edition, the network administrator in your company must purchase a node license for each registered SmartPics user.

With the server edition, the SmartPics installation and clip art files reside on the network. The SmartPics program files reside on each network user's hard disk.

Note

With both the standalone and server editions, Install copies about 300K of temporary files to your Windows subdirectory. These files are deleted when installation is complete, but are calculated into the Install free space requirements.

See also

[Choosing the Type of Standalone Installation](#)

SmartPics Network Maintenance Dialog Box

You (the network administrator) maintain information on SmartPics node installations and licenses in the SmartPics Network Maintenance dialog box. When your company has purchased node licenses, you use this dialog box to set the number of available licenses. You also use this dialog box to remove registered users from the user list.

1. Do one of the following:

- * To update licensing information, click Update and enter the total number of node licenses that have been purchased. Then click OK.

Note

When a user completes a node installation, their name is automatically added to the list of registered users. The number of available licenses is also reduced by one. If no licenses are available when a user tries to install SmartPics, a message is displayed notifying them of this fact. You must purchase additional node licenses.

- * To remove a user from the Registered users list box, highlight the user's name and click Remove.

Note

If a user removes all the SmartPics files from a node, you can make the unused license available by removing the user's name from the Registered users list. Simply removing a user's name from this list, however, does not remove the SmartPics files from that node. This must be done manually.

2. Click Accept to record your changes. Then click OK to confirm, or Cancel to display the SmartPics Network Maintenance dialog box.

Notes

SmartPics verifies whether or not you, as network administrator, have the authority to update network statistics by checking your file privileges in the SmartPics program directory (the default is \smartpic). You should set up this directory so that only you have read-write-create-delete access to it. All other users should have read-only access to it.

You should also set up the network SmartPics subdirectory (the default is \smartpic\net) so that all users have read-write-create-delete access to this subdirectory.

SmartPics for Windows Installation Program

The Help Index is not available when you are installing SmartPics for Windows.

Do one of the following:

- * To return to the Help screen you were viewing before you chose Index, click Back.
- * To close the Installation Help window, choose File Exit.

list box

A list of choices that appears in a dialog box. If there are more choices than can fit in the visible area of the dialog box, use the scroll bar to scroll other choices into view.

text box

A rectangular box, displayed in some dialog boxes, in which you enter information and edit text.

drop-down box

A box which lists options for you to choose from when you click the arrow.

