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 Freelance Graphics for Windows. This dialog box appears only the first time you install Freelance Graphics.

1. Type your name in the Your name <u>text box</u>.

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 Registration screen to repeat Steps 1 through 3.

*   If the information is accurate, click YES to proceed with the onscreen installation instructions.

You will see these names every time you start Freelance Graphics.

To see a glossary of terms, click the green underlined word, or press TAB to highlight the word and then press ENTER.

Selecting a Diskette Drive

Install needs to transfer files from the Freelance Graphics disks to your Freelance Graphics 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.

Freelance Graphics Default Preferences Dialog Box

You can specify default paths to the directories containing your Presentation, SmartMaster sets, palettes and symbols, and backup files.

Freelance Graphics creates these directories as part of the installation process and they are installed as subdirectories of \FLW.

Each text box displays the path of a subdirectory.   Accept the path or change it.   If you enter a new path, enter the new drive letter, directory name, and any subdirectory names.

Presentation Directory
Specifies the path to the subdirectory where Freelance Graphics stores your presentation files.

Note
While this dialog box sets the default subdirectories, you can always specify another subdirectory when you open or save a file.

SmartMaster Sets & Symbols
Specifies the path to the subdirectory where Freelance Graphics stores SmartMaster sets, symbol libraries, and palette files.

Backup
Specifies the path to the subdirectory where Freelance Graphics stores a backup of your presentation files.

Caution
The name of the backup subdirectory must be different from the presentation subdirectory. Freelance Graphics backup files do not use the .BAK file extension; they use the same extension as presentation files.

Inserting Freelance Graphics 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 Freelance Graphics.

If you insert the wrong disk, Freelance Graphics 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 Freelance Graphics 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 Freelance Graphics program 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 Freelance Graphics program files are displayed in parentheses.

   Tip
   If the drive you want to use is in parentheses, 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 Freelance Graphics program directory name (\FLW) 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 Freelance Graphics files into that directory, overwriting any Freelance Graphics program files, including SmartMaster set (.MAS), symbols (SYM), and palette (.PAL) files that already exist in the directory. It will not delete or overwrite any presentation files you have created.

3. Click OK or press ENTER.

Adding Freelance Graphics Icons to a Program Manager Group Dialog Box

Install adds the icons for the Freelance Graphics program and Installation program to the Windows Program Group you choose. These icons provide access to Freelance Graphics and Install from the Windows Program Manager.

1. Choose a Program Group from the Group Name <u>drop-down box</u> in the dialog box.

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

    -   Click the group name and press ENTER.

    -   Highlight the group name and press ENTER.

    To create a new group for the icons, type the new group name and click OK or press ENTER.

    Note:
    The default Program Group is Lotus Applications. If you don't have it, Install will automatically create it.

2. Under Check the icons you want to add, mark the <u>check box</u> for one or both of the following options:

    *** Freelance Graphics for Windows**
    Adds the Freelance Graphics for Windows icon to the Program Group you chose in Step 1.

    *** Install**
    Adds the Install program icon to the Program Group you chose in Step 1.

    Note:
    It is a good idea to add the Install icon to the Program Group you specified for Freelance Graphics, since it lets you run Install again directly from your hard-disk drive.

3. Click OK or press ENTER.

Main Menu Dialog Box

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

Choose one of the following command buttons:

Install Freelance Graphics
Copies the Freelance Graphics program files to your hard disk. If this is the first time you are using Install, select this option now.

View Product Updates
Displays the Freelance Graphics READ.ME file which contains important information about Freelance Graphics.

Type of Installation Dialog Box

Install provides you with two installation options: Install with Defaults or Install with Options.

Install with Defaults
Install suggests the disk drive and directory name for the Freelance Graphics program directory (C:\FLW). You can accept these or choose another disk drive and/or directory name.   Install then does the following:

*   Copies the Freelance Graphics program files to the program directory, and creates the following subdirectories:

    -   \MASTERS -- stores your SmartMaster sets, symbol libraries, and palette files

    -   \TUTORIAL -- stores the tutorial files

    -   \WORK   -- stores your Freelance Graphics presentation files

    -   \BACKUP   -- stores a backup of your presentation (work) files

*   Sets the Freelance Graphics initial default settings.   These include:

    -   Enabling the Edit Undo feature

    -   Assigning the international settings using the settings from the Windows international control panel

*   Places the icons for Freelance Graphics and Install in a Program Group named Lotus Applications.

Install with Options
Install asks you to specify the disk drive and directory name for the Freelance Graphics program directory. The default name is C:\FLW. You can either accept the name or change it. Install also asks you to specify the initial default settings for Freelance Graphics, and then it does the following:

*   Copies the Freelance Graphics program files to the program directory and creates the subdirectories, with the default names or the names you specified, to store the following files:

    -   SmartMaster sets, symbol libraries, and palette files (default name is \MASTERS)

    -   Presentation files (default name is \WORK)

    -   A backup of your presentation (work) files (default name is \BACKUP)

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

*   Assigns the international settings using the settings from the Windows international control panel.

*   Lets you choose to disable the Edit Undo feature.

*   Lets you specify the group name (up to 25 characters) or use the default name (Lotus Applications), and choose whether to add the Freelance Graphics for Windows and Install icons to this Program Group.

    Note:
    You cannot specify a name for the tutorial subdirectory.

*   Places the icons for the programs that you asked to install in the Program Group of your choice.   You can choose Freelance Graphics, Install, or both.

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 Freelance Graphics 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 Freelance Graphics program 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 Freelance Graphics program files are displayed in parentheses.

   Tip
   If the drive you want to use is in parentheses, 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 Freelance Graphics program directory name (\FLW) 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 Freelance Graphics files into that directory, overwriting any Freelance Graphics program files, including SmartMaster set (.MAS), symbols (.SYM), and palette (.PAL) files that already exist in the directory. It will not delete or overwrite any presentation files you have created.

3. Click OK or press ENTER.

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.

check box

A box that indicates whether the associated option is on or off.   Mark the check box to turn the option on, and unmark the check box to turn it off.   When the option is marked, it is on and an "X" appears in the box. When the option is unmarked, it is off and no "X" appears in the box.