

## Introduction

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There are two ways to install the Microsoft Publisher 97 software:

- Install from the CD-ROM or floppy disks
- Install from a network server location that contains all the Publisher software

This Help file explains how to create a network server location for Publisher, and how to install Publisher from the server.

## Licensing

Using Publisher on a network 1 of 5

Every user must have a Microsoft Publisher 97 license, regardless of how they install Publisher. One license is provided with each retail package of Publisher; the full text of the license is printed on the package containing the Publisher disks.

If you don't want to purchase a complete copy of Publisher for every user, you can purchase a License Pak or a concurrent license. A License Pak allows one additional user to access the Publisher program files. You won't need to store extra copies of Publisher or the documentation, and it is less expensive than purchasing a retail package of Publisher.

If you are running Publisher from a network and can track the number of users on the system, you can purchase a concurrent license. With a concurrent license, you pay only for the number of users accessing Publisher at one time. For more information on licensing, contact any dealer that handles Microsoft products.

### See also

[Sharing Publisher program files](#)

[Sharing Publisher data files](#)

[To open a shared document](#)

[Sharing templates](#)

## Sharing Publisher program files

Using Publisher on a network 2 of 5

Network users can share the Microsoft Publisher 97 program, and documents created in Publisher. Before you install Publisher on a network, you must decide which type of network installation best suits your needs. There are several ways to run Publisher in a network environment:

- You can run Publisher entirely off the network server without installing the program files locally on your own computer or the network user's directory.
- You can install Publisher in its entirety on your own computer or your own private (home) directory on a network server.
- You can install the Publisher program files on your own computer and run the shared components from the network file server.

It is important to remember that any installation of Publisher on a network is a two-step process:

1. First create the administrative installation point by running SETUP.EXE from the CD-ROM/disks, using the /a command line option. You perform just one administrative setup to create the administrative installation point.
2. Next, perform the client installation from the administrative installation point to install the necessary Publisher files on the user's computer.

To perform a client installation, users run SETUP.EXE from the administrative installation point without the /a command-line option. You perform a client setup for every user who wants to install Publisher on his or her own computer. During the client installation, you indicate whether you will share Publisher from the file server or install it on the user's computer.

### See also

[Licensing](#)

[Sharing Publisher data files](#)

[To open a shared document](#)

[Sharing templates](#)

**administrative installation point**

The set of directories that holds all the Publisher software, and from which client installations are run.

### **/a command line option**

The /a switch after the command name setup.exe indicates an administrator's installation. At the Open line of the Run option in the Start menu, type **<drive letter>:\setup /a** and then press ENTER.

## Sharing Publisher data files

Using Publisher on a network 3 of 5

A shared document always resides on the network server or shared directory, and can be opened by more than one person at a time. Shared documents can be documents that several people use on a regular basis, for example, a copy of the company personnel manual.

When more than one user has opened a shared document, the document is “read-only.” This means that it cannot be changed by any of the current users.

To make changes to a shared document, a user opens it as “read-write.” No other user will be permitted to open the document until the user with “read-write” access has closed it.

### See also

[Licensing](#)

[Sharing Publisher program files](#)

[To open a shared document](#)

[Sharing templates](#)

## To open a shared document

Using Publisher on a network 4 of 5

1. Make sure the network connection to the server is functioning.
2. If necessary, start Windows, and then start Publisher.
3. In the Publisher Startup dialog box, click the Existing Publication tab.
4. Click the Open A Publication Not Listed Above button and change the directory or drive, or change the type of files listed to locate the file you want to open.
5. If you do not want to make changes to a document you open, click the Open As Read-Only option.
6. Once you have located the file, click the Open button.

### See also

[Licensing](#)

[Sharing Publisher program files](#)

[Sharing Publisher data files](#)

[Sharing templates](#)

## Sharing templates

Using Publisher on a network 5 of 5

Templates are documents that contain information and settings that you can reuse. Creating a new document from a template gives you a head start over creating a new document from scratch. If Publisher is installed on a network, templates created by one user can be used by others if the template is placed in the shared Template directory on the server.

When you create and save a template, it is saved to the Template directory on your local hard disk. If you want to share that template with other users on the network, you must copy that template file to the Template directory on the server. This shared Template directory is located in the directory that Publisher was installed to. If the Template directory does not exist, you can create it in the Publisher server directory.

For example, if you create a template called MYTEMP.PUB and you want all other users on the network to have access to it, copy MYTEMP.PUB to the shared Template directory on the server. If the server location for the Publisher program files is F:\MSPUB, then copy MYTEMP.PUB to the F:\MSPUB\TEMPLATE directory.

### See also

[Licensing](#)

[Sharing Publisher program files](#)

[Sharing Publisher data files](#)

[To open a shared document](#)



## **Knowing your Windows installation**

Knowing your Windows installation 1 of 1

It is important to know whether you have a local or shared installation of Windows. This will determine the location of the shared components and system files that are installed by Publisher.

### **Local Windows installation**

If Windows is installed locally, then the entire operating system is located on the hard disk of the workstation. Any new “system” files that Publisher needs to install are placed on the local hard disk even if you are performing a shared installation of Publisher.

### **Shared Windows installation**

If you are running a shared installation of Windows, most or all of the Windows program files reside on a server instead of the local workstation. In this case, the Windows system files installed by Publisher are placed on the server, and the workstations will access those files from the server.

## Overview

Network installation requirements 1 of 3

To install Microsoft Publisher 97 on your network, you must designate one computer as the workstation, and a different computer as the server, or specify your dedicated file server. Click the topics below to see the specific requirements for each type of computer.

### See also

[Workstation requirements](#)

[Server requirements](#)

## Workstation requirements

Network installation requirements 2 of 3

- **Operating system**

You must be running Windows 95 or Windows NT 3.51 or later on the workstations that will run and install Microsoft Publisher 97.

- **Disk space**

To perform a workstation installation in which you share the Publisher program files from the server, you need 29 MB of disk space on the workstation for the floppy disk version, and 54 MB for the CD version.

To perform a complete installation in which all the files are installed locally onto the workstation, you need 62 MB of disk space on the workstation for the floppy disk version, and 119 MB for the CD version.

To perform a workstation installation in which you install the Publisher program files locally and run the shared components (accessories) from the server, you need 57 MB of disk space on the workstation for the floppy disk version, and 98 MB for the CD version.

- **Video**

A VGA video adapter is required (SVGA 256-color recommended).

- **RAM**

To run Publisher 97, you need a minimum of 6 MB of memory; 8 MB is recommended for better performance.

- **Network must be functional**

Your network must be functional and operating properly before you attempt a network installation of Publisher.

- **Turn off anti-virus software during Setup**

Before running the Setup program for Publisher, turn off any virus detection software that is running on either the server or the workstation. Anti-virus software can interfere with the Setup program and prevent system files from being modified properly.

### See also

[Server requirements](#)

[Overview](#)

## Server requirements

Network installation requirements 3 of 3

### ■ **Disk space**

You need 72 MB of available disk space on the server for the floppy disk version, and 286 MB for the CD version. (The Publisher 97 CD Deluxe version includes over 5,000 clip art images, 100 fonts, and 100 borders.)

### ■ **Access privileges**

Local installation of Windows 95

- You need read, write, delete, and create permissions for the server directory on which you are installing Microsoft Publisher 97.
- Users need read access to the server share(s) you create for main and shared application files.
- Either before or after performing the administrative installation, share the directory that will contain the Publisher application files and the directory that will contain the shared components.
- Directories must be locked to network user access during the administrative installation.

Shared installation of Windows

If, in addition to the above requirements for a local installation of Windows, you are performing a network installation of Publisher using a shared copy of Windows, you must ensure that:

- Users sharing applications or running a shared copy of Windows from this server are logged off.
- You are running the administrative setup while logged onto the same shared Windows environment.
- You have write and create permissions to the shared Windows directories.

### ■ **Installation Location**

When installing Publisher onto the server, you must choose an empty directory as your destination. If you are installing to a directory on the server that contained a previous version of Publisher, you must remove all of the files from that directory before installing Publisher, or choose another directory for Publisher.

## See also

[Workstation requirements](#)

[Overview](#)

## Installing Publisher on your network

Installing Publisher on your network 1 of 4

### Step 1: Install Publisher on your network server

You use the workstation to run the setup administration process from the CD or disks. This process copies the shared Microsoft Publisher 97 program files to a designated place on your file server. Workstations are then able to run setup from this shared location, which is covered in Step 2.

[To install Publisher on a network server or shared directory](#)

### Step 2: Install Publisher on individual workstations

You use the shared setup which was created during Step 1 to install Publisher for use on each workstation. This process needs to be repeated for each workstation on your network.

[To install Publisher on workstations](#)

### See also

[Overview](#)

[Server requirements](#)

[Workstation requirements](#)

[Using batch mode to speed up workstation installations](#)

## To install Publisher on a network server or shared directory

Installing Publisher on your network 2 of 4

This is step 1 in a process that copies the shared Microsoft Publisher 97 program files to a designated place on your file server. Once this is completed, workstations can run setup from this shared location (see [To install Publisher on workstations](#)).

1. Ask all users who are sharing Windows or Microsoft applications to disconnect from the network file server or shared directory.
2. Start Microsoft Windows, and quit any other applications.
3. Insert the Microsoft Publisher 97 CD into the CD-ROM drive.  
-Or-  
To install Publisher from floppy disks, insert Setup Disk 1 in drive A or drive B.
4. If you are using Microsoft Windows, click the Start button and then click Run. If you are using Microsoft Windows NT, click Run on the File menu in either Program Manager or File Manager.
5. Type **<drive letter>:\setup /a** and then press ENTER. (The /a switch indicates an administrator's installation.)

For example, if you are using drive B, type **B:\setup /a**

Note that double-clicking the SETUP.EXE filename in File Manager (Windows NT) or Explorer (Windows 95) will not perform an administrative installation. You must use the Run command in the File menu of File Manager or Program Manager (Windows NT), or the Run command in the Start menu (Windows 95) with the [/a command line option](#).

6. Setup asks you for an organization name. This name is then used in all workstation installations from this installation point.
7. In Setup, verify the product identification number.
8. In Setup, specify the directory on the server where you want to install the main application files.
9. In Setup, specify the directory where you want to install the shared components. The shared components are accessories that are used with Publisher and can be used by other Windows applications. The shared components included with Publisher are:

Clip Gallery	System information
WordArt	Proofing tools
Draw	Text converters
Graphic filters	

10. Setup attempts to detect the network path for the shared components directory. This part of the setup allows you to specify how network users will connect to the shared components directory.

If your network supports the use of [UNC](#) paths of the form \\server\share, you can specify the network location of the shared components using the UNC path. For example, if you are installing shared components onto C:\MSAPPS on server SERVER1 and you share that directory as "MSAPPS", then specify here

Network Server:    \\SERVER1\MSAPPS                    Network Path:    <blank>

and click the Server Name option to indicate that the shared components directory will be accessed using the UNC path.

Or, if you are installing onto C:\MSPUB\MSAPPS and are sharing the C:\MSPUB directory, then

specify here:

Network Server: \\SERVER1\MSPUB                      Network Path: \MSAPPS

and click the Server Name option to indicate that the shared components directory will be accessed using the UNC path.

If your network does not support UNC, you can specify the network location of the shared components using a logical drive letter. For example, if you are installing the shared components onto C:\MSAPPS on the server SERVER1, with the directory shared as "MSAPPS" and drive G will always be mapped to the MSAPPS directory on SERVER1, then specify here:

Network Server: <blank> Network Path: <blank> Drive: G:

and click the Drive Letter option to indicate that the shared components directory is accessed using a logical drive letter instead of the UNC path.

11. Setup asks how the shared components will be installed by the end user; this determines whether the user will have the choice of installing the shared components locally or running them off the server. The options are:

- **Server** - Shared components are run from the server and users do not have a choice during the client installation.
- **Local hard disk** - Shared components are put on the user's hard disk and users do not have a choice during the client installation.
- **User's choice** - Users are asked during the client installation whether they want to run the shared components from the server or install them on their hard disk.

12. Setup checks for available disk space on the server and then copies all the files from the floppy disks to the administrative installation point.

If you are running a shared copy of Windows, some system files are also be copied to the Windows System directory so that all workstations that use the shared copy of Windows have access to the necessary system files.

13. Set the access privileges to read-only for the server directories in which you installed the Publisher components, and ensure that all users who may need to install Publisher on their workstations from the network have read privileges for those directories.

### **See also**

[To install Publisher on workstations](#)

[Using batch mode to speed up workstation installations](#)

## To install Publisher on workstations

Installing Publisher on your network 3 of 4

This is Step 2 in the installation. You will use the shared setup that was created in Step 1, [To install Publisher on a network server or shared directory](#). This process must be repeated for each workstation on your network.

1. If you are using Microsoft Windows 95, click the Start button and then click Run. If you are using Microsoft Windows NT, click Run on the File menu in either Program Manager or File Manager.
2. In the Open box (Windows 95) or the Command Line box (Windows NT), type the drive and the complete path name of the directory where Publisher was installed on the server, followed by **\\setup**. If your network supports UNC paths of the form \\server\share, you can use a path instead of a logical drive letter.

For example, if you are using a logical drive letter and you have mapped drive F to \\SERVER1\MSPUB, type **F:\setup**

If you are using UNC paths, type \\SERVER1\MSPUB\SETUP

3. Setup asks for the user's name (the organization name was defined when you created the [administrative installation point](#)).
4. In Setup, verify the Product Identification Number.
5. Setup asks for the destination directory for Publisher; the directory you specify here can be on the user's local hard disk, or it can be a network drive on which the user has read, write, create, and delete privileges.

**Note:** Even if the software is not installed locally, Setup creates a small directory that contains some specific files for Publisher.

6. When you created the administrative installation point, if you elected to allow the user to choose where shared components are installed ("User's Choice" option), the client Setup displays the following options for the user:
  - **Server** - Setup configures the user's system to point to the server share defined during administrative installation (the server location of the MSAPPS directory); the shared components will be accessed over the network.
  - **Local hard disk** - Setup copies the shared component files to the \WINDOWS\MSAPPS directory on the user's local hard disk.
7. Setup asks for one of three installation types:
  - **Complete installation** - All options and components of Publisher are installed to the user's local hard disk or network drive.
  - **Custom installation** - Setup displays a series of lists that allow the user to choose which components are to be installed to the user's local drive or network drive.
  - **Workstation installation** - The main Publisher application files are left on the server to be executed over the network.

If the user chooses Custom Installation, Setup displays a series of lists so the user can choose which components to install. The first list contains the main Publisher components:

Microsoft Publisher

Automated Design and Instruction

Fonts

PaperDirect Templates

Clip Art



Graphic Filters

Text Converters

Microsoft Draw

Setup and Microsoft Info

Mail Merge

For Text converters, Graphic filters, and Clip Art, the user can select the Change Option button to view the list of sub-options within the component. For example, selecting Graphic Filters and clicking the Change Option button displays the list of graphics formats supported by filters available with Publisher.

For each option displayed in the list, a check mark next to the option indicates that the option will be installed; no check mark indicates that the option will not be installed.

8. Once the user chooses the installation type and options (if required), Setup starts copying files.

**See also**

[To install Publisher on a network server or shared directory](#)

[Using batch mode to speed up workstation installations](#)

## Shared components and system files

Troubleshooting 1 of 2

### Shared components installed to wrong location

There are a few special cases in the way shared components are installed during a workstation installation:

- If client Setup finds a local copy of shared components already installed on the user's computer (it checks the registry), Setup will update the local installation of the shared components with the new versions, regardless of whether you or the user requested that the shared components be accessed over the network.

To avoid this situation, run Setup for the application that installed the shared components initially and remove these components from the user's system.

- If the combined UNC path defined for the shared components, including the server share and directory, is greater than 63 characters (beyond the legal limit for a UNC path), then Setup will attempt to map a drive letter to the server share.

To avoid this situation, be sure that the combined UNC path to the shared components is less than 63 characters.

- If Setup is unable to use the defined UNC path to access the server (or if the drive letter connection fails – see above), Setup will install the shared components locally to ensure they can be accessed. The UNC path could fail for a number of reasons, including that the share is down, the user's network software does not recognize UNC paths, or the user does not have access to the share.

To avoid this situation, ensure that your users have access to the shared components server share; if your network does not recognize UNC paths, then see [To install Publisher on a network server or shared directory](#) to learn how to define a drive letter instead of a UNC path for shared components.

### System files installed locally on workstations with shared Windows 95

The client Setup will install some system DLLs to the user's local Windows 95 directory if, during client installation, Setup is unable to locate the DLLs in the shared Windows directory. This could happen for the following reasons:

- The administrative installation was not performed under the same shared Windows installation.
- You didn't have full rights to the shared Windows 95 directory on the server.
- During administrative installation another user was also running the shared installation of Windows 95.

To avoid this problem, be sure you are performing the administrative installation under the same shared copy of Windows that your users are using. You must have read, write, create, and delete permissions in the Windows and Windows System directories, and all users must be logged off the server while you are installing.

### See also

[Extracting files manually](#)

**UNC**

universal naming convention

## Extracting files manually

Troubleshooting 2 of 2

With the exception of the Setup disk (Disk 1), the Microsoft Publisher 97 disks use a new format called DMF (Distribution Media Format). DMF increases the capacity of a 3.5-inch floppy disk, reducing the number of disks needed to install your application and therefore speeding up the installation process.

### WARNING

Because DMF is a new format, many existing utilities such as Norton Disk Doctor, Microsoft ScanDisk, MS-DOS DiskCopy, and Microsoft Windows Copy Disk do not recognize DMF. You should not use disk utilities to examine a DMF formatted disk, as these utilities can corrupt the DMF disk. You cannot copy DMF formatted disks using MS-DOS DiskCopy or Microsoft Windows Copy Disk.

### Using EXTRACT.EXE

To copy the Publisher disks onto a network server or other permanent storage drive, use the copy switch (/c) with the EXTRACT.EXE utility to copy the Publisher installation files to the target location. A copy of EXTRACT.EXE is in the C:\WINDOWS\COMMAND directory on any computer that has Windows 95 installed.

1. Create a directory called C:\DISKS on your hard disk, and then create a subdirectory for each disk called C:\DISKS\DISK1, C:\DISKS\DISK2, and so on.
2. Copy all the files on Disk 1 to the C:\DISKS\DISK1 directory. (Since Disk 1 does not use DMF, you can use the standard MS-DOS Copy command, COPY A:\\*.\* C:\DISKS\DISK1.)
3. Copy the EXTRACT.EXE utility from the C:\WINDOWS\COMMAND directory to the C:\DISKS directory.
4. From the C:\DISKS directory, type the following command to copy Disk 2 to the C:\DISKS\DISK2 directory:  

```
EXTRACT /C A:\PUB3_2.CAB C:\DISKS\DISK2
```
5. Repeat step 4 for each of the remaining disks, substituting the appropriate disk number for the cabinet file name and the disk directory name.

A cabinet (.cab) file includes many files stored as a single file. If you need only a single file that is contained in one of the cabinet files, you can search for it using the /d switch with EXTRACT.EXE. Once you find the file, you can use EXTRACT.EXE again to copy the file to the desired location. You can also type **extract /?** to get help on the Extract command options.

Here are some examples of how to use the Extract command to find files. To list all files in a cabinet file:

```
EXTRACT /D A:\cabinet filename
```

This replaces the cabinet filename with the name of your specific cabinet file.

To list all the files in a cabinet file that have an EXE extension:

```
EXTRACT /D A:\cabinet filename *.EXE
```

This replaces the cabinet filename with the name of your specific cabinet file.

Here are some examples of how to use EXTRACT.EXE to copy a single file out of a cabinet file.

To extract a file named SAMPLE.EXE from a cabinet file called FILES.CAB to the current directory:

```
EXTRACT A:\FILES.CAB SAMPLE.EXE
```

To extract a file named SAMPLE.EXE to C:\MSPUB:  
EXTRACT A:\FILES.CAB /L C:\MSPUB SAMPLE.EXE

**See also**

[Shared components and system files](#)

## Using batch mode to speed up workstation installations

Installing Publisher on your network 4 of 4

By running Setup in batch mode, you can run the client installation of Setup “silently” and perform a complete installation automatically without any additional input from the user.

- 1 If you are using Microsoft Windows 95, click the Start button and then click Run. If you are using Microsoft Windows NT, click Run on the File menu in either Program Manager or File Manager.
- 2 In the Open box (Windows 95) or the Command Line box (Windows NT), type the drive and the complete path name of the directory where Publisher was installed on the server, followed by **setup /q**

If your network supports UNC paths of the form \\server\share, you can use a path instead of a logical drive letter.

When you use this switch, Setup installs Publisher in the default program directory C:\MSPUB without prompting the user for information.

For example, suppose you installed Publisher in the MSPUB directory of a file server and you have mapped drive X to the file server. To perform a complete installation of Publisher, the command line would be **x:\mspub\setup.exe /q**

### See also

[Overview](#)

[To install Publisher on a network server or shared directory](#)

[To install Publisher on workstations](#)

