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Introduction

In this installation guide you will read about

- ⇒ preparations before you install or upgrade
- ⇒ system requirements
- ⇒ backup of program disks
- ⇒ installation of single-user and multi-user version of SuperOffice
- ⇒ upgrade from SuperOffice 2.5 or 3.x to 4.0
- ⇒ update of SuperOffice

Before You Install or Upgrade SuperOffice 4.0

Before you start your installation or upgrade of SuperOffice, you should know the three options you have available: New Installation, Upgrade or Update.

Related Topics:

[New Installation](#)

[Upgrade](#)

[Update](#)

[Select Correct Database Engine](#)

[Fill Out the Registration Card or Upgrade Form](#)

[Make Backups of Program Disks](#)

[Read the License Agreement](#)

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[System Requirements](#)

New Installation

Select New Installation if you want to install SuperOffice for the first time. The program is installed with a new, empty database file.

Upgrade

Select Upgrade if you have a version 2.x or 3.x of SuperOffice and wish to upgrade to version 4.0.

Upgrading a large database can take a long time, perhaps as much as 12 hours depending on the size of the database file and the type of computer you are using. You may want to start an upgrade before leaving so the upgrade can be completed overnight. Make sure that you will not get disconnected from the network during the night, for example if you run an automatic backup routine every night. All users who may be on the system will be locked out when the database upgrade starts.

Related Topics:

[Make a Backup of the Database File](#)

Make a Backup of the Database File

Make sure you make a backup copy of your 2.x or 3.x database file before you start the upgrade to version 4.0. If something goes wrong during the upgrade, you still have a valid data file.

Normally, you find the database file SUPEROFF.DAT (for 2.x) or SUPEROF3.DAT (for 3.x) in the directory <VOLUME>\SO_ARC\DATA\, where <VOLUME> usually is C:\ if you have a single-user version of SuperOffice. If you have a multi-user version, the <VOLUME> is the server where SuperOffice is installed, for example G:\ or F:\.

How to make a backup of the 2.x or 3.x database file:

- 1 Make sure no other users are using SuperOffice.
- 2 Open Windows Explorer and go to the directory where the file SUPEROFF.DAT or SUPEROF3.DAT resides.
- 3 Highlight the file by clicking on it and select Copy in the File menu.
- 4 Go to the directory or drive where you want to copy the database file, for example A:.
Select Paste in the File menu.

You are now ready to upgrade to version 4.0.

Update

Select Update if you already have version 4.0 installed and only want to install new program versions. You also use this option if you want to upgrade from a single-user version 4.0 to the multi-user version of SuperOffice.

Select Correct Database Engine

SuperOffice can use two types of database engines:

- ODBC/SQL - database engines which support Microsoft's open database structure.
- C-Tree - proprietary database which is included with SuperOffice (same as version 2.x and 3.x).

Related Topics:

[ODBC/SQL Database Engine](#)

[C-Tree Database Engine](#)

ODBC/SQL Database Engine

If you select an ODBC/SQL database engine you get an "open" database. An open database gives you the advantage of performing queries directly on the database from other applications. This means that you for example can use an external third-party report generator to create your own custom reports, or directly read the SuperOffice database from other applications.

If you select to use ODBC/SQL in a *multi-user* environment of SuperOffice, you must also purchase the actual ODBC/SQL database program in addition. The single-user version of SuperOffice contains an SQL database from Sybase as a run-time version.

An ODBC/SQL database in a multi-user environment requires more system administration.

C-Tree Database Engine

If you select to use the C-Tree database (standard) you can only retrieve and query data in the database from SuperOffice's various screens and reports. When you purchase a SuperOffice package, the multi-user database engine is automatically included at no extra cost.

If you install a single-user version and later wish to install a multi-user version, it is useful to at first select a database engine which can also be used when you want to switch to be a multi-user system. You can switch to a multi-user database engine at a later time, but it involves a little more work.

More information about the various database types can be found in Chapter 10, *Advanced System Maintenance* in the User's Guide.

Fill Out the Registration Card or Upgrade Form

Fill out the registration card or upgrade form which is inside the package and fax or mail it back to SuperOffice Corporation. When we receive it we can register you and send back a keycode. The keycode allows you full use of SuperOffice past the first 60 days after your installation or upgrade.

As a registered SuperOffice user you will receive continuous information about new updates and upgrades and other valuable information such as the SuperOffice newsletter.

Make Backups of Program Disks

Before you begin the installation or upgrade, you should make a backup of the program disks. Use the DOS command DISKCOPY to copy between floppy disks.

Read the License Agreement

Before you open the disk envelope, you should read the license agreement. By opening the disk envelope you have agreed to the content of the complete license agreement.

Read the README.TXT File

In the README.TXT file you can read about any eventual changes to the program or manual which did not get included in the manual before printing.

System Requirements

To run SuperOffice 4.0 you need the following hardware and software:

- Windows 3.1 or newer version.
- VGA monitor or better.
- At least 6 MB of free hard disk space.
- At least 8 MB of memory (RAM). If you plan to use more applications together with SuperOffice, you should have at least 16 MB.
- Mouse or other pointing device.

Installing SuperOffice on a Network

Installation on a network means that you install SuperOffice on a server which other users can access and where the SuperOffice data file can be shared between all SuperOffice users. The network installation differs from a single-user installation in that you first install the SuperOffice program files and data directory on the server and thereafter run an individual installation from each workstation.

Related Topics:

[Network Types](#)

[Installing SuperOffice on a Network with a Dedicated File Server](#)

[Installing SuperOffice on a Distributed Network with the Server as a Workstation](#)

Network Types

In SuperOffice, there are two types of networks: Networks with one or more dedicated file servers (servers which *are not* used as workstations) and distributed networks, or peer-to-peer networks (networks where one or more workstation is also used as a file server). Below are some examples of the two network types.

Examples of networks with dedicated file servers:

Novell NetWare, Windows NT Advanced Server, LAN Manager OS/2 LAN Server, Banyan Vines and many others.

Examples of distributed, or peer-to-peer networks:

Windows 95, MS Windows for Workgroups, Novell NetWare Lite, Artisoft LANtastic and many others.

Related Topics:

[Network Installation with SuperOffice Data in an ODBC/SQL Database](#)

Network Installation with SuperOffice Data in an ODBC/SQL Database

If you want to use an ODBC/SQL database, you must first

- install the database server
- install the ODBC drivers on the computer you are installing SuperOffice on
- define a data source (DSN) in ODBC
- start the database engine on the computer you are installing from

If you have not defined a data source before, you should use *SuperOffice* as the DSN. Read more about data sources in the chapter *Advanced System Maintenance* in the User's Guide.

Note: If you install a new Sybase SQL Server on the network, there is an empty SuperOffice database on one of the installation disks which you can use as a starting point. The database is compressed, and you can expand it using the DOS command Expand.

Installing SuperOffice on a Network with a Dedicated File Server

If you have a network with a dedicated file server, you perform the installation from one of the workstations. Before you install you must do the following:

- Decide *where* you want to install SuperOffice, the drive and directory. You should install SuperOffice on a drive where you have other network programs installed.
The program directory should be named *SUPEROFF*. The path to the program directory could for example be P:\WINAPPS\SUPEROFF.
- Decide *where* you want the SuperOffice data to be. Data in SuperOffice is the data file itself, plus all written documents and the templates. You should name this directory *SO_ARC*. Example of the path to this directory is S:\SO_ARC.
- Make sure that all employees who are going to use SuperOffice can access the same drive and directories when they sign on to the network itself.
- If the network software allows defining user groups, it is useful to define a group of network users which is called *SuperOffice*. In most networks you can then define that all users belonging to this group has access privileges to the correct drives and directories.

Standard SuperOffice users must have the following directory access privileges:

Program directory to SuperOffice and all its sub-directories:

Only read privileges.

Data directory and all its sub-directories:

All privileges (right to read, edit, delete and create).

When you are done with these preparations, use one of the workstations and log on to the network (you must have access privileges to both the program and data directories) to begin the installation. Use the steps described in the section [Installation of Single-User/Server](#).

Installing SuperOffice on a Distributed Network with the Server as a Workstation

If you use a distributed network, you first install the server version of SuperOffice directly on the computer which is also the file server. Follow the steps in the section *Installation of Single-User/Server*.

After you have installed the server version, you assign the program directory and data directory as two different resources on the server, if this has not already been done. If you wish, you can also assign the whole drive on the server as a network resource.

Before you begin the installation of SuperOffice on the workstations, you must do the following:

- Decide which volume on each workstation corresponds to the data directory on the server where SuperOffice is installed. This volume should be permanently linked to each computer and should be the same on each workstation.
- Decide which volume on each workstation corresponds to the program directory on the server where SuperOffice is installed. The program directory does not need to be permanently linked if the program is located on each computer.

Below is an example of a setup on a distributed server:

- 1 Install SuperOffice in the directory C:\SUPEROFF. The data is in the directory C:\SO_ARC.
- 2 Assign the directory C:\SO_ARC permanently on the server and give the resource the name *SOData*. Assign the resource so that each user gets all the access privileges to it.
- 3 Distribute the directory C:\SUPEROFF on the server and give the resource the name *SOApps*.
- 4 From the workstation you define drive S: and link it permanently to the resource *SOData*.
- 5 Define drive P: and link the resource to *SOApps*.

In this example, each workstation now has a program directory P: and a data directory S:.

When you are done with the above, run the installation for each workstation. Read more about it in the section *Installation on a Workstation*.

Installation of Single-User/Server

Before you begin installing SuperOffice, you should have read the previous sections.

How to install a single-user and server version of SuperOffice 4.0:

- 1 Start Windows and insert the first program disk in drive A:
- 2 Select Run from the Windows 95 Start menu. The dialog box **Run** displays.
- 3 Type *A:SETUP* in the text box Command Line and click OK. The dialog box **Installation Language** displays.
- 4 Select the language you want the installation instructions in. Click the Continue button. The dialog box **SuperOffice 4.0 Installation** displays.
- 5 If you want to install a single-user version of SuperOffice, use one of the buttons on the left side in the dialog box. If you are installing the server version, select one of the buttons to the right. You can select between **New Installation**, **Upgrade from 2.x/3.x** and **Update**.

Select **New Installation** if you are installing SuperOffice for the first time. The program installs with an empty database file.

Use the option **Upgrade from 2.x/3.x** if you currently are using a version 2.x or 3.x of SuperOffice. When you select to upgrade, your old database is converted into the new version 4.0 format.

If you have a multi-user system of SuperOffice, all the users must switch to version 4.0 after you have upgraded. If you install the server version, multiple users can access the same database simultaneously. When you install this version, you get more files installed than if you only install the single-user version.

For security and backup reasons, the installation program does not delete the old version of SuperOffice when you upgrade. You can delete the old files after you have successfully upgraded to version 4.0.

IMPORTANT! If your organization has employees who use SuperOffice Travel, and are currently checked out, they must all upload their data to the central database before you upgrade to version 4.0.

Use the option **Update** if you have already installed version 4.0 and only need to install new program files. You also use the option when you want to upgrade from a 4.0 single-user to a server version of SuperOffice. This option does not affect your data, but only adds or updates program files.

After you have selected the desired option, the dialog box **SuperOffice Installation** displays.

- 6 At the top of the dialog box you can see which type of installation you have selected. If you have selected the incorrect option, you can go back one step using the Previous button and then select again.
- 7 Select the database type you want in the field Database Type. If you want to read more about the various database types, read the section Before you Install or Upgrade SuperOffice 4.0. This field is disabled if you are updating.

Select **C-Tree** if you do not have a need to access SuperOffice data using other database applications or report generators.

The option **Sybase SQL Anywhere Single-User** is only available if you are installing the single-user version of SuperOffice 4.0. It automatically installs an ODBC database with the

data source name *SuperOffice*.

If you plan to upgrade to a multi-user version of SuperOffice later, but do not want to purchase the multi-user license for Sybase SQL Anywhere, you should select SuperOffice C-Tree, or install the single-user version of the ODBC/SQL database you will use in the future together with the SuperOffice server version.

There is no problem selecting **Sybase SQL Anywhere Single-User**, but it will take more time to upgrade to a multi-user version later if you do not want to use Sybase SQL Anywhere server as the database engine together with the SuperOffice multi-user version.

If you select **Other ODBC Database**, you must have this ODBC database installed and have a data source defined. The list of available Data Source Name in the dialog box **SuperOffice Installation** is the same as the list in ODBC from the Control Panel in Windows. You may not necessarily have access to all the data sources in the list. You can find more information about the data sources you can use in Chapter 10, *Advanced System Maintenance* in the SuperOffice User's Guide.

- 8 In the field Program under Directories you select which directory to install the program files in. You should use *SUPEROFF*, but you can enter another name if you want. Click the Browse button if you want to find a specific directory.

If you are upgrading from version 2.x/3.x, it is recommended that you select the same program directory you used before. Old files in the directory will not be overwritten or deleted.

- 9 In the field Data under Directories you select which directory to install the data files in. You should use *SO_ARC*, but you can enter another name if you want. Click the Browse button if you want to find a specific directory.

If you are upgrading from version 2.x/3.x, you must select the same directory as you currently use. The upgrade does not overwrite your old data. This field is disabled when you perform an Update.

- 10 If you are installing SuperOffice for the first time, you select the word processor you want to use in conjunction with SuperOffice. Remember to select the correct version of the word processor you use, for example Microsoft Word 6.0 or Microsoft Word 7.0 or later.

If the desired word processor is not listed, select Other. After the installation is completed, you must manually link your desired application to SuperOffice using the Maintenance menu. Read more about Applications & Templates in the SuperOffice User's Guide.

If you are upgrading from an older version of SuperOffice or are updating the program, you can not select a word processor here.

- 11 Select the spreadsheet application you want to use in conjunction with SuperOffice. Remember to select the correct version of the application you use.

If the desired spreadsheet application is not listed, select Other. After the installation is completed, you must manually link your desired application to SuperOffice using the Maintenance menu. Read more about Applications & Templates in the SuperOffice User's Guide.

If you are upgrading from an older version of SuperOffice or are updating the program, you can not select a spreadsheet application here.

- 12 In the field SuperOffice Language you select which language you want SuperOffice to use as a default. Select English to have all the screen texts in English.

You can install other languages as well. This can be useful in those organizations where there are employees who want to use different languages while accessing the same database. If you want to install several languages, click in the check box Add Other Languages and select the languages you want.

Remember that if you select additional languages, the program directory gets larger. Each language takes approximately 400KB of disk space.

If you select additional languages, the dialog box **Extra Languages** displays.

- 13 This dialog box displays all the available languages. Click on the desired language(s) and click Continue. If you do not want to add extra languages, click Previous.
- 14 When you have made all the selections in the dialog box, click the Install button in the dialog box **SuperOffice Installation**. The installation program now installs all the required files on your computer.

When the installation is completed, you will get a message that the installation was successful. Click OK to finish.

Related Topics:

[After an Upgrade](#)

[Network Setup](#)

[Backups](#)

After an Upgrade

After the upgrade has completed, you should first make sure that the new version is working properly and that you have all the data converted. When you have finished checking the database, you should make a copy of it and also the old database.

When you are sure that the new program works properly and all the data is intact, you can delete the old program files and the old database file. The old database name is SUPEROFF.DAT (for 2.x) and SUPEROF3.DAT (for 3.x) and is normally in the directory SO_ARC\DATA.

In the program directory you can delete the following files if you were using SuperOffice 2.x: SUPEROFF.EXE, SUPERWP.DLL, SUPERBTN.DLL, CTPWIN.DLL, REBUILD.EXE, SUPERFNT.FON, SUPEROFF.INI and SOTRAVEL.EXE if it is there. If you were using SuperOffice 3.x, delete SUPEROF3.EXE.

Network Setup

When you install SuperOffice on a server, the installed files should be properly flagged. The flags used depend on the network server you have.

After you have completed the server installation, and have started SuperOffice for the first time, all the files in the program directory should be flagged as write protected. In some networks this is a requirement to start the program.

If you installed the C-Tree proprietary SuperOffice database, you should flag the files SUPEROF4.DAT and LOCK4.DAT for writing, reading and sharing.

Novell NetWare example:

Program directory: *flag *.* ro*

For proprietary database: *flag SUPEROF4.DAT s rw*

flag LOCK4.DAT s rw

Windows for Workgroups server or Artisoft LANtastic:

Program directory: *attrib -r *.**

Related Topics:

[Document Protection](#)

Document Protection

All users are assigned their own document directories. If you want to protect the documents so that users can not open others' documents, you have to assign protection on the users' directories. Read more in the network documentation for your network how to protect directories. Each user's directory has the same name as the user's ID in SuperOffice and is located in the SO_ARC directory.

You may also want to protect the document templates which are located in the SO_ARC\TEMPLATE directory. Only users who make changes to the templates should have write privileges. All other users should just have read privileges.

Backups

With a product like SuperOffice, it is very important to make regular backups of the data. You can use any method of backups you prefer, but make sure that at least the database file is backed up, and preferably also all of the users' documents.

If you use the C-Tree version of SuperOffice, the database file is SO_ARC\DATA\SUPEROF4.DAT. If you have the Sybase SQL Anywhere database which comes with SuperOffice, the file is SO_ARC\DATA\SUPEROF4.DB. If you have other ODBC databases, you can read more about backups in the manuals to your ODBC database.

IMPORTANT! Make backups when no other users are signed on to SuperOffice. In some servers you can define that users who are signed on will automatically be signed off at night before the backup starts.

Installation on a Workstation

If you installed the multi-user version of SuperOffice on a network, you must configure each workstation which will use SuperOffice.

How to configure the workstations:

- 1 Go to the first workstation and select Run from the Windows 95 Start menu. The dialog box **Run** displays.

- 2 Enter the following text in the Command Line:

<DRIVE>\SUPEROFF\SOWRKSTN\SETUP.EXE

where <Drive> is the location on the network where the multi-user version is installed. The dialog box **Workstation Installation** displays.

- 4 Select the desired type.

Select **Workstation** if you want to install a workstation which is always connected to the network server, for example a desktop computer.

Select **Distributed** if you have a distributed network or wish to install the SuperOffice program files locally on your own computer.

If you want to install SuperOffice on a portable computer, select **SuperOffice Travel**.

When you install the Travel version, you can also use SuperOffice even when you are not connected to the network. Read more about Travel in Chapter 6 in the SuperOffice User's Guide.

- 5 After you have selected the correct installation type, a new dialog box displays. The fields in the dialog box are virtually the same as in the dialog box where you install the single-user/server version.

You must define a directory for the program files and data files and select the language. Follow steps 7 to 13 in the section [Installation of Single-User/Server](#). Click the Install button when done. If the installation program cannot find the database, the dialog box **Select Archive Directory** displays.

- 6 Make sure you are connected to the network and use the Browse button to select the archive directory SuperOffice uses, for example F:\SO_ARC.

Starting SuperOffice the First Time

When you start SuperOffice the first time, you must enter the serial number, company name, country and the SuperOffice administrator.

How to enter information in the dialog box **Serial Number**:

- 1 Enter the serial number from the program package in the field Serial Number. The serial number is located on the box and on the first program disk. Press TAB to move to the field Company.
- 2 Enter your company's name and go to the field Country. Select the country you are in using the list arrow. Press TAB.
- 3 In the SO Administrator box you enter the name of the person who is responsible for SuperOffice in your organization. If this is yourself, enter your first and last name. SuperOffice creates your User ID.
- 4 Click OK when you have entered the information. The dialog box **Your Password** displays.
- 5 Enter the password you want to use and repeat it once more to confirm. Click OK. You are now ready to use SuperOffice.

Before you begin entering companies or importing an existing data file, you should define your employees and customize SuperOffice to your company's specific needs. Read more in the section *Employees* in Chapter 7 in the SuperOffice User's Guide.

