Installing
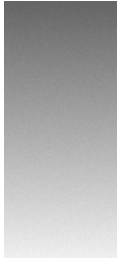# AppleWorks 6

Installing AppleWorks 6

This booklet provides instructions for

- installing and uninstalling AppleWorks
- setting up an AppleWorks Installer on a server, so that users can install AppleWorks over the network
- installing AppleWorks on a server, so that multiple users can use the same copy over the network

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

What You Need

To install AppleWorks, you need

- the CD-ROM disc in the AppleWorks 6 package
- a Macintosh computer with at least 24 megabytes (MB) of memory and a PowerPC™ processor or higher (You can't use AppleWorks 6 on 68000-based Macintosh computers.)
- a CD-ROM or DVD drive
- Mac OS 8.1 or later
- virtual memory turned on in the Memory control panel for versions of Mac OS earlier than Mac OS X
- QuickTime 4.1.2 or later installed on your computer

To access additional templates and clip art, you need a connection to the Internet.

Important You cannot open AppleWorks from the CD-ROM disc. To use AppleWorks, you must install it or use a copy installed on a network server, as described in this booklet.

Before You Install

Before you begin installation, register your new software and turn off virus protection. You may also need to update your system software.

Registering Your Software

Register your copy of AppleWorks at the following Web site:

register.apple.com/

Or complete and mail the product registration card included in your package.

Turning Off Virus Protection

Some virus-protection programs may conflict with the AppleWorks Installer. Before you install AppleWorks, turn off any virus-protection programs. See the documentation that came with your virus-protection software for more information.

After you complete the installation, you can turn virus protection back on.

Updating Your System Software if Necessary

If you use certain versions of Mac OS, Apple recommends that you update your system software with the appropriate updates, provided on the AppleWorks CD:

- Mac OS 8.0 should be updated to Mac OS 8.1.
- Mac OS 8.5 or 8.5.1 should be updated to Mac OS 8.6.
- All versions of Mac OS 9.0 should be updated to Mac OS 9.1.

Installing AppleWorks

You have two options for installing AppleWorks on your hard disk:

- Easy (complete) installation is recommended. The Installer installs the entire AppleWorks package.
- Custom installation lets you choose the files you install.

AppleWorks is installed in a folder named AppleWorks 6. If you have previous versions of ClarisWorks or AppleWorks, the Installer will not remove any of your existing documents.

Important If you upgrade to Mac OS X after installing AppleWorks 6.1 on Mac OS 9.0 or earlier, you must reinstall AppleWorks.

Doing an Easy Installation

To install the complete AppleWorks package:

1   Insert the AppleWorks CD-ROM disc into the drive.

A window appears on your screen with two Installer icons. (If you see only the icon for the CD-ROM disc, double-click the icon.)

2   Double-click the appropriate Installer icon for your country.

3   Click Continue.

4   If you agree to the terms of the Software License Agreement, click Accept.

5   Click Install.

6   Follow the onscreen instructions.

7   Click Continue or Quit.

If you're installing AppleWorks for the first time, the installation is complete.

If you are upgrading from a previous version of ClarisWorks or AppleWorks, continue to the next step.

8   If you previously created custom stationery (templates), move your stationery documents to the Templates folder in the Starting Points folder, which is in the AppleWorks 6 folder.

Doing a Custom Installation

To install a subset of the AppleWorks files:

1   Follow steps 1 through 4 in "Doing an Easy Installation," above.

2   Choose Custom Install from the pop-up menu.

3   Select the items you want to install.

4   Complete the installation by following steps 5 through 8 in "Doing an Easy Installation," above.

Uninstalling AppleWorks

To remove all of the AppleWorks components from your system:

1   Follow steps 1 through 4 in "Doing an Easy Installation," above.

2   Choose Uninstall from the pop-up menu.

3   Follow the onscreen instructions.

4   Click Quit.

Note: The Uninstaller does not remove any documents from your computer.

Using a Network Server

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

- Copy the appropriate Installer from the AppleWorks CD-ROM disc to a folder on the server so users can install AppleWorks on their computers from the server. This is the recommended method.

- Install AppleWorks on a network server so multiple users can use one copy of the application.

  Warning You may install AppleWorks on a network for use 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 AppleWorks, or (2) paid for an authorized, licensed copy of AppleWorks for each computer connected to the network. Contact Apple or an authorized Apple reseller if you need to license additional copies of AppleWorks.

Setting Up an AppleWorks Installer on a Server

To set up an AppleWorks Installer on a server so that users can install AppleWorks onto their own computers from the server:

1 Create a folder on the server named AppleWorks Installation (or a similar name).

2 Open the new folder.

3 Insert the AppleWorks CD-ROM disc into the drive.

4 From the CD-ROM window, drag all the files to the folder you created on the server.

5 Close the folder. With the folder still selected, choose Sharing from the File menu (or choose Get Info from the File menu, then choose Sharing from the submenu).

6 Set permissions so users and groups can read the contents of the folder but can't make changes.

For more information about setting privileges and sharing folders, see the documentation that came with your computer. If you are working directly on the server, you must set permissions using the AppleShare Admin program. See your AppleShare documentation for instructions.

The installation folder is now set up for users to install AppleWorks over the network. To begin installation, users double-click the appropriate Installer icon.

Installing AppleWorks on a Network Server

You can install AppleWorks on a network server so that many users with read/write access can run the same copy of the application. Most AppleWorks files can reside on the server, but personal user dictionaries and other private documents can also be saved locally on the user's computer.

AppleWorks usually runs more slowly over a network.

Multiple users sharing one copy of AppleWorks over a network cannot use all of the application's capabilities unless you install the following AppleWorks components on each user's computer:

- Special fonts used by the extensive Template collection
- AppleWorks Help

Installing AppleWorks on a Server

These instructions describe how to install AppleWorks on a network server so multiple users can use the same copy at the same time. If you are not the network administrator for the server, you should get the administrator's approval before installing AppleWorks.

AppleWorks 6 requires QuickTime 4.1.2. A QuickTime Installer is on the AppleWorks 6 CD-ROM disc. Make sure that QuickTime 4.1.2 or later is installed on the network users' computers.

AppleWorks 6 also uses Navigation Services, a feature included in Mac OS 8.5 and later. For Mac OS 8.1 users, you must install the Navigation extension 1.01 on each user's computer. Select "Navigation Extension" when doing a custom installation.

1. Make sure that no one else is using the server.

2. Insert the AppleWorks CD-ROM disc into the drive.

3. Follow the instructions in "Doing an Easy Installation" on page 5 or "Doing a Custom Installation" on page 5. If the server uses Mac OS 8.1, you may be required to restart after installation.

4. Open the application and enter registration information if requested.

5. On each user's computer, do a custom installation to install AppleWorks Help and fonts in the user's System Folder. If the user's computer uses Mac OS 8.1, you must select "Navigation Extension" to install the Navigation extension 1.01.

Users can now open AppleWorks over the network.

Installing a Personal User Dictionary on Each User's Computer

1   Find or create a folder for the user dictionary.

    This can be on a local hard disk or in a private folder on the network where the user has read/write access. (You don't have to reserve the folder exclusively for AppleWorks files.)

2   Start AppleWorks on the user's computer.

3   Create a new AppleWorks word-processing document, choose Writing Tools from the AppleWorks Edit menu, then choose Select Dictionaries from the submenu.

4   Select User Dictionary and then click New.

5   Type a name for the new user dictionary.

6   Save the new user dictionary in the folder you created in step 1.

7   Click Done.

    To use the new user dictionary, you need to select it as the active user dictionary. Follow these steps:

1   Choose Writing Tools from the Edit menu, then choose Select Dictionaries from the submenu.

2   Click User Dictionary, then click Choose.

3   Navigate to the folder created for the user dictionary and click the user dictionary.

4   Click Select, then click Done.