



WordPerfect[®] **OFFICE 2000**

Network Administrator Guide

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This file (ADMN9EN.PDF) should be placed in the following folder:

C:\Program Files\Corel\WordPerfect Office 2000\Shared\Refcntr

(where "C:" indicates the installation folder in a typical install)

Version: 9.00

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INTRODUCTION

Welcome to the WordPerfect Office 2000 Network Administrator Guide. You can use this guide to help you install and maintain WordPerfect Office 2000 applications in a networked environment.



- Unless noted otherwise, the information in this guide applies to all editions of WordPerfect Office 2000.

This guide covers the following topics:

- preparing for installation and distribution
- installing to a server
- installing to a workstation
- using the Corel Settings Editor
- working with clipart and writing tools
- using command line switches

In order to run WordPerfect Office 2000, your computer must meet the system requirements necessary to run the version of Windows required by the version of WordPerfect you are running. Systems that barely meet the system requirements will not run WordPerfect optimally.

WordPerfect Office 2000 requires:

- Microsoft Windows 95, Windows 98 or Windows NT 4.0
- 486 PC, 66 MHZ processor
- 16 MB RAM (32 MB recommended)
- 170 MB Hard disk space (280 MB for a typical install)
- CD-ROM drive
- VGA monitor

- mouse or tablet

What's included in WordPerfect Office 2000?

The following applications are included in most editions of WordPerfect Office 2000. Not all WordPerfect Office 2000 editions include all the applications noted below. For example, WordPerfect Office 2000 Standard Edition does not include Paradox, while the Professional Edition (Enterprise Edition outside of North America) does.

Contents of WordPerfect Office 2000

- WordPerfect 9
- Quattro Pro 9
- Corel Presentations 9
- Paradox 9 (Professional/Enterprise Edition)
- CorelCENTRAL 9
- Desktop Application Director (DAD) 9
- Corel Versions
- Trellix
- Adobe Acrobat Viewer
- Microsoft Visual Basic for Applications
- Bitstream Font Navigator
- More than 100 True Type Fonts
- Quick View Plus
- WordPerfect Office 2000 Software Developers Kit (SDK)

All the WordPerfect Office 2000 editions contain all of the documentation on the CD. The documentation can be accessed by double-clicking the SETUP.EXE at the root level and clicking the Corel Reference Center. You can print or copy and paste items in the documentation. Printed documentation is available from Corel Sales. You can access the Release Notes by clicking the Release Notes button in the Corel Setup Wizard Welcome Screen.

A text file called VOLINFO.TXT is stored in a folder at the root level of each WordPerfect Office 2000 CD. You can use this file to determine which version of WordPerfect you are using.

Installation Types Available from WordPerfect Office 2000 CD

On the WordPerfect Office 2000 CD there are two installation executables: SETUPEXE and NETSETUPEXE. Use SETUPEXE for standalone installations and NETSETUPEXE for server installations.

Running SETUPEXE gives the following installation options after selecting WordPerfect Office 2000 from the menu:

- **Typical Setup**
This is a predefined installation of the most commonly installed components of the suite. It is customizable in that you can specify the main location (drive and main folder) of where the suite will be installed.
- **Compact Setup**
This item will only install the necessary components needed to run the core applications of the suite, such as WordPerfect, Quattro Pro, Presentations, Corel Central for the Standard edition of WordPerfect Office 2000. Paradox is also included in the Professional edition of WordPerfect Office 2000.
- **Custom Setup**
Enabling this option gives the user the ability to select and deselect components according to disk space, requirements, and so on. There are other options that are available when performing the custom install that are not available when performing a typical install.



- All of the installation options can be run from the CD-ROM as CD-ROM-based installations. You can enable this option when there is very little hard drive space available for installation. If you enable this option, you must have the CD-ROM in the system whenever you run a WordPerfect Office 2000 application.
-

Server installation

In order to install WordPerfect Office 2000 to a server, NETSETUPEXE must be used. NETSETUPEXE is stored in the \NetAdmin folder found in the root folder of the WordPerfect Office 2000 CD-ROM. You can run this executable from the CD to do initial server installations, and then run it from the server in a multi-server environment to install to additional servers if necessary. For more information about server installation, see the “Installing to a server” chapter of this document.



- You must run NETSETUPEXE to install WordPerfect Office 2000 to a server. You cannot simply copy a server installation to a different server instead of performing a server installation. Because UNC path information is generated and stored in files necessary for a server installation, this operation copying a server installation will not install WordPerfect Office 2000.
-

PREPARING FOR INSTALLATION AND DISTRIBUTION

You can prepare to install and distribute WordPerfect Office 2000 by using the following plan:

- assemble your team
- choose a strategy
- test installation and distribution methods
- perform server installation and preliminary distribution
- complete your final distribution



- Keep a detailed record of your install and distribute process. You can use the record to plan subsequent steps and troubleshoot installation and distribution problems.
-

Assembling your team

Your team can include the following people:

- Internal Support (IS) personnel to coordinate and prepare the test environment
- testers to explore WordPerfect Office 2000 in a test environment
- installers to deploy the installation of WordPerfect Office 2000
- trainers to train and inform users
- support personnel to assist users during and after distribution

You and your team should prepare in the following ways:

- Understand the Windows Registry and System Policies. You can find detailed information in the Windows 95 Resource Kit, Windows 98 Resource Kit, and the Windows NT Resource Kit.
- Review an organizational chart of your organization, and decide how WordPerfect Office 2000 will meet the different needs of the departments and groups. Discuss with your team several distribution strategies and decide on those that you will test.

- Read the release notes found in the Corel Reference Center.

Choosing a strategy

Before you install WordPerfect Office 2000, you must decide on an installation strategy. Planning your installation involves choosing the which installation type and location you will allow the users to install, whether you want to use response files during setup, and whether you want to use third-party distribution software.

Installation choices

During Network Setup, you can choose to install every WordPerfect Office 2000 application, the default setting, or you can customize your installation by selecting only the applications or components that you want.

| Installation choice | Description |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| Default installation | Installs the default settings, which include every WordPerfect Office 2000 application, to your server. |
| Customized installation | Installs only the applications and components you want to install. |

During Network Setup, you can choose to let users run a Local installation, a Run from Network installation, or let them decide. You are given the following options:

| If you enable... | then running Setup at a workstation... |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Allow Only Run From Network Installation | configures the workstation to run WordPerfect Office 2000 applications from the shared installation on a network server. This might be desirable if the hardware in your organization lacks sufficient disk space. |
| Allow Only Local Installation | installs WordPerfect Office 2000 applications on the user's local hard drive. This might be desirable if you are worried about network traffic. |
| Allow Both Local And Run From Network Installation | either installs WordPerfect Office 2000 applications on the user's local hard drive or configures the workstation to run the applications from the shared installation on a network server. The user chooses. |

We recommend that you choose Allow Both Local And Run From Network Installation. This offers the most flexibility since there are other opportunities for you to control whether a workstation runs from the network or is locally installed. If you choose Allow Only Local Installation or Allow Only Run From Network installation, you must reinstall WordPerfect Office 2000 if you later want both options.

If you install all WordPerfect Office 2000 applications and select Allow Both Local And Run From Network Installation, you need to install WordPerfect Office 2000 only once. You will have maximum control and flexibility to determine the exact configuration of WordPerfect Office 2000 on each workstation in your organization.

Running a workstation install

Upon completion of the administrative setup, the user installing the software on his or her workstation navigates to the SETUP32.EXE program in the root of the server administrative installation folder.

Controlling installation with response files

If you do not want users to select their own installation configuration, you can predetermine the configuration by using a response file. A response file contains information about a particular configuration of a workstation installation. By inserting a response file into the Setup shortcut, you can control the installation process so that it is configured the way you want; there is no user input.

Different response files — each with different installation information — provide the flexibility to meet a wide range of needs. For example, you can insert a response file into a Setup shortcut that requires the default installation of every WordPerfect Office 2000 application and a local installation on the user's hard drive. Another response file might allow only the installation of WordPerfect Office 2000 core applications and require that they be run from the network. Using response files with Setup shortcuts still requires that users take the initiative to install WordPerfect Office 2000 to their workstations, but you can control their configuration.

A further modification of the Setup shortcut can create a silent installation. A silent installation suppresses all of the installation's user interface so that the user sees nothing during the copying of files to his or her local drive. Silent installations are most often used with third-party distributions software. For more information about response files and silent installations, see the "Controlling Setup Configuration with Response Files" section on page 25 of the "Installing to a Workstation" chapter.



- You can tell that a silent setup is running by noting the animated Corel icon in the system tray. If you place your mouse over the animated icon, you can see percentage installed.
-

Third-party distribution software

WordPerfect Office 2000 can also be distributed using software such as Seagate WinInstall, Novell ManageWise, or Microsoft Systems Management Server. If you are already using third-party software for your organization's distribution, you may want to consider using it to distribute WordPerfect Office 2000. For details, consult the third-party product documentation.

Using third-party software with Corel command line switches allows for a push installation. WordPerfect Office 2000 applications can be installed without the user's knowledge. You will probably need to use the /RSPFile and /Silent command line switches. For information about command line switches, consult the third-party product documentation and see Appendix B on page 41.

Testing installation and distribution

Testing WordPerfect Office 2000 in a lab environment helps you resolve any installation issues, choose a standard installation, and gain the experience necessary to smoothly distribute applications. Prepare for testing by gathering information about the hardware used in your company. This enables you to set up an accurate test environment and determine if workstations meet the minimum requirements to run WordPerfect Office 2000 (see "Preparing for server installation" on page 12 for server requirements and "Preparing for workstation installation" on page 22 for workstation requirements). After the test hardware has been assembled, be sure to run any virus detection, disk scanning, and defragmentation before running the test installation. You should also back up any important files before testing. You can then focus on installation concerns rather than complicate the test with hardware issues.

Perform the following:

- Install WordPerfect Office 2000 on your test server.
- Test your options for client installations.

With WordPerfect Office 2000 installed on the workstations, you should:

- Open, run, and close all of the core WordPerfect Office 2000 applications.
- Open existing files from Corel WordPerfect Suite 8 in WordPerfect Office 2000 applications, if applicable.
- Test the major features of all applications, including opening, modifying, saving, and printing documents.

After you have thoroughly tested WordPerfect Office 2000, uninstall WordPerfect Office 2000 from each workstation using Corel Remove program. For more information about removing WordPerfect Office 2000 from a workstation, see the "Corel Remove Program" section on page 27. Also, uninstall WordPerfect Office 2000 from your test server using the Corel Network Remove program. For more information about removing WordPerfect Office 2000 from a server, see the "Corel Network Remove Program" section on page 19.

Performing server installation and preliminary distribution

Before distributing WordPerfect Office 2000 to your entire organization, first select a small number of workstations and perform a preliminary distribution. Choose a department or group that will be least disrupted should problems occur. If possible, select a group that includes a good sampling of the hardware found in your organization. Give adequate time and attention to any user training that is required, and inform the affected employees of the upcoming installation. Also, make sure that the support team or help desk is prepared. Treat the preliminary distribution as another test situation, documenting the installation process as well as any problems that occur. Based on this preliminary distribution, you can anticipate the issues and the duration of the organization-wide distribution.

Completing your final distribution

Now that you have completed your preliminary distribution and resolved any issues, you can plan and implement the final distribution of WordPerfect Office 2000 to your organization. Depending on the size of your organization, you may want to proceed in a series of smaller distributions. However, for most situations, you should now be prepared and have the experience to complete the organization-wide distribution. Use your notes from the previous steps as a guide. Be sure to allow enough time for user training and have all the necessary support in place to assist with user issues. Keep a detailed record of the final distribution to help with future troubleshooting, future upgrades, and personnel changes.

INSTALLING TO A SERVER

About the CD-ROMs

WordPerfect Office 2000 Disc 1 contains all the installation and program files. The files on the CD-ROM are uncompressed. However, simply copying the files from the CD to a network does not constitute a valid server installation. After successfully completing the network server installation (NETSETUP.EXE), you can use it to run workstation installation and program files. Once a valid network server installation exists, you can use it to run workstation installations that 1) set up the applications on a local hard drive, or 2) run the applications from the network.



- The number and contents of the CDs may vary for specialized versions, such as Academic editions or versions that are pre-installed on the system.

Installing WordPerfect Office 2000

WordPerfect Office 2000 gives you the option of installing the software so that it either runs from a server or runs from the user's local hard drive. Installing WordPerfect Office 2000 to a local hard drive may not be possible on some systems where hard drive space is limited. A server installation can be performed and then the software can be run from the network. WordPerfect Office 2000 includes the Network Administrator Setup wizard. Using this wizard, Information Technology (IT) managers and system administrators can deploy WordPerfect Office 2000 to multiple workstations by setting up WordPerfect Office 2000 so that it runs from a server.

Installing to a network cannot be done with the SETUP.EXE program. In order to get an installation of the suite on a server that will allow workstation installations, NETSETUP.EXE must be executed. NETSETUP.EXE launches the Network Setup program that installs WordPerfect Office 2000 to a server. You can find NETSETUP.EXE in the \NetAdmin folder.

Setting up WordPerfect Office 2000 to run from a network requires two installation procedures. Install WordPerfect Office 2000 to a network server by running the Network Setup program (NETSETUP.EXE). Then install WordPerfect Office 2000 to a workstation by running the Setup program (SETUP32.EXE) from the server.

Preparing for server installation

WordPerfect Office 2000 runs on Windows NT 4.0, Novell NetWare, and Banyan networks. It has also been tested successfully on peer-to-peer networks (such as Windows 95, or Windows 98). Here are some general recommendations, followed by information about each environment and/or client.

General recommendations

- The server and volume or share you choose needs at least 462 MB of free space. To install the Professional version, you need at least 533 MB.
- Run a virus program and exit it before running Network Setup to prevent corruption during installation.
- Do not run Network Setup from the server console. Network Setup must be run from a workstation connected to the server. Choose a workstation running Windows 95, Windows 98, or Windows NT 4.0.
- When you are running setup, WordPerfect Office 2000 is not actually installed to this workstation. However, some items are added to the Registry, and Corel Application Management is added to the workstation's Windows Start Menu.
- You need a user account on the server that has Read and Write access to the folder or share where you are installing. Use this account to log on to the server from your workstation.
- Make sure that your workstation is communicating with the server and is authenticating your rights at logon time. For example, do not do a Quick Logon from a Windows 95 or a Windows 98 workstation.
- From your workstation, make sure that you can create files in the folder or share where you install the applications. Do not continue Network Setup until you can create files in the necessary directories or shares.
- We recommend that you withhold all user access until after installation is complete.
- When distributing policies on Novell NetWare servers, workstations must be using Novell NetWare Client 32 for Windows 95/98 or Novell IntranetWare Client for Windows NT.



- WordPerfect Office 2000 does not support Windows NT 3.51.
-

Windows NT

You must have a user account on the Windows NT server that has Full Control access to the share where you install WordPerfect Office 2000.

In a Windows NT environment, you can choose either UNC (Universal Naming Conventions: \\server\volume\path) or mapped drives when selecting the Workstation installation paths during Network Setup. This determines how paths appear in the workstation Registry and shortcuts. Mapped drives to the network location of WordPerfect Office 2000 do not need to be consistent across workstations.

Novell NetWare

WordPerfect Office 2000 can be installed successfully on Novell NetWare 3.x, 4.x, and 5.x servers. You must have full rights (RWCMEF) to the volume that is used for the install. If you do not have these rights, you are limited to a local administration from the workstation.

To perform a workstation installation, users need Read and File Scan (RF) rights to the volume.

In a Novell NetWare environment, you can choose either UNC (Universal Naming Conventions: \\server\volume\path) or mapped drives when selecting the Workstation installation paths during Network Setup. This determines how paths appear in the workstation Registry and shortcuts. Mapped drives to the network location of WordPerfect Office 2000 do not need to be consistent across workstations.



- We recommend that you use LanManger's UNC conventions (\\server\volume or share) rather than Novell NetWare conventions (tree\NDS object).
-

Banyan

WordPerfect Office 2000 supports Banyan 7.x and 8.5 servers and Streetalk for NT 8.5. You must run Network Setup from an Admin Workstation and be logged in as the Administrator with full rights for the Banyan network.

Mapped drives is the only option for Banyan networks when selecting the Workstation installation paths during Network Setup. You cannot use UNC paths. We recommend that you use the same drive mapping for workstation installations as you do for the server installation.

Peer-to-peer operating systems

WordPerfect Office 2000 has been tested successfully on peer-to-peer networks. Before installing WordPerfect Office 2000 on a peer-to-peer network, you must set up the drives and directories where the installation resides as shared locations. For a Windows 95 or Windows 98 peer network, you initially grant Full permission. After the server installation is complete, change share rights to Read-only to ensure proper protection and security.

A Windows NT 4.0 peer network is similar to a Windows 95 or Windows 98 peer network. In addition, you can grant rights to specific users or groups as well as limit the number of users to the shared location. The person performing the server installation of WordPerfect Office 2000 needs Full Control. The share rights for users accessing the Setup program (for workstation installation) should be set to Read.

Installation may be performed using mapped. Mapped drives to the network location of WordPerfect Office 2000 do not need to be consistent across workstations.

Running the Network Setup program

Network Setup installs every application that comes with WordPerfect Office 2000 by default. We recommend that you perform this full installation to the server. However, if you want to customize the installation, disable the components that you do not want. Network Setup (NETSETUP.EXE) does not install or register any applications on the workstation from which it was run. To install and register WordPerfect Office 2000 on any workstation, you must run the Setup32 program, which was installed on a server.

Unless you will never use a certain application or component, we recommend that you accept the default settings. There are several opportunities during distribution for you to efficiently control the components and applications on a workstation installation. If you disable components during Network Setup and later need those components, you must reinstall WordPerfect Office 2000 or install a second copy of WordPerfect Office 2000 on the server.

Network Administration Options

As a network administrator, you might want to allow local installations because of insufficient network bandwidth. If this is not the case, you might allow the end user to make the decision based on their workstation's free hard drive space or by whatever other needs they may have. Also, depending on the type of network you may wish to allow users to install using UNC paths or you may choose the option to require they have a drive mapped to the server location for installation purposes. These options are customizable from the Network Administrator Options dialog.



- Mapped drives may allow greater versatility.
 - When installing to a Novell NetWare 4.x server using Microsoft Service for Novell NetWare Directory Services or Microsoft Client Services for Novell NetWare, you must select Mapped drives when choosing the Workstation installation path. Do not select UNC paths.
 - If you use the Novell NetWare Client 32 for Windows 95 or Novell IntranetWare Client for Windows NT, you can install to an NDS server using UNC paths or Mapped drives.
-

To run the Network Setup program

- 1 Insert the WordPerfect Office 2000 CD into the CD-ROM drive.
If the Auto-Run window starts up, click Exit.
- 2 On the Windows Taskbar, click Start, Run.
- 3 Type the drive letter of the CD-ROM drive, followed by \NetAdmin\NETSETUP, and click OK.

For example, to install from drive D, type: D:\NetAdmin\NETSETUP.

- 4 Follow the instructions in the wizard. You will be asked to perform the following:
 - accept the WordPerfect license agreement
 - enter your name and organization name to personalize copy of WordPerfect Office 2000
 - enter the serial number found on your Product Authenticity Card
 - enable the WordPerfect Office 2000 applications you want to install
 - enable conversion filters
 - enable Writing Tools languages
 - enable fonts
- 5 Do one of the following to select a destination folder:

| If you want to install... | then follow... |
|---------------------------------------------|------------------------------------------------------------------------------------|
| WordPerfect Office 2000 to one server | the “To install WordPerfect Office 2000 to one server” procedure on page 15 . |
| WordPerfect Office 2000 to multiple servers | the “To install WordPerfect Office 2000 to multiple servers” procedure on page 17. |

To install WordPerfect Office 2000 to one server

- 1 Click the Browse button to navigate to an installation location.



- To refresh the contents of the Corel Folder Browser, right-click the Corel Folder Browser and choose refresh.
 - To rename or create folders, right-click the Corel Folder Browser.
 - Double-clicking on a drive in the disk space information window will bring it into the Destination folder text field above.
-

- 2 Enable one of the following buttons to determine the workstation installation path, which determines the method used to locate program files on the network:

| Button | Description |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UNC Paths | Network installations to Novell NetWare or Windows NT servers can use U.C. paths (Universal Naming Convention) or Mapped drives. |
| Mapped Drives | All other servers, peer-to-peer networks (such as a Windows 95 or Windows 98 peer network), and other network operating systems can use only Mapped drives. Workstation mappings do not need to match the server installation mappings. |

- 3 Enable one of the following buttons to determine the installation options you want available to users when they install to their workstations.

| Button | Description |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Allow Only Run From Network Installation. | Running Setup at a workstation configures the workstation to run WordPerfect Office 2000 applications from the shared installation on the network server. |
| Allow Only Local Installation. | Running Setup at a workstation installs WordPerfect Office 2000 applications on the user's local hard drive. The user has the additional option of choosing Typical, Compact, or Custom installation. |
| Allow Both Local And Run From Network Installation. | Running Setup at a workstation either installs WordPerfect Office 2000 applications on the user's local hard drive or configures the workstation to run the applications from the shared installation on the network server. The user chooses Run From Network, Typical, Compact, or Custom installation. |

We recommend that you select Allow Both Local And Run From Network Installation. You will have other opportunities to control how WordPerfect Office 2000 applications are set up for workstation installations.



- The Network files Read-only option is checked by default during Network Setup. We highly recommend that you keep this setting. Disable this option only if you do not want Network Setup to mark the shared installation files Read-only.

To install WordPerfect Office 2000 to multiple servers

- 1 Enable the Install To Multiple Servers check box.
- 2 Click the drive icon to choose the default installation path.
- 3 Click the Remove button.
- 4 Click the Browse button to navigate to an installation location.
- 5 Double-click on a drive.
- 6 Right-click the drive, and click Create.
This creates a folder for you to store the server installation.
- 7 Repeat steps 4 to 6 to create additional destination folders as necessary.



- To refresh the contents of the Corel Folder Browser, right-click the Corel Folder Browser and choose refresh.
- To rename folders, right-click the Corel Folder Browser, and click Rename.
- To delete folders, right-click the Corel Folder Browser, and click Delete.

- 8 Click a destination folder.
- 9 In the Workstation Installation Options, enable one of the following buttons to determine the installation options you want available to users when they install to their workstations.

| Button | Description |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Allow Only Run From Network Installation. | Running Setup at a workstation configures the workstation to run WordPerfect Office 2000 applications from the shared installation on the network server. |
| Allow Only Local Installation. | Running Setup at a workstation installs WordPerfect Office 2000 applications on the user's local hard drive. |
| Allow Both Local And Run From Network Installation. | Running Setup at a workstation either installs WordPerfect Office 2000 applications on the user's local hard drive or configures the workstation to run the |

applications from the shared installation on the network server.

- 10 In the Workstation Installation Path section, enable one of the following buttons to determine the workstation installation path, which determines the method used to locate program files on the network:

| Button | Description |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UNC Paths | Network installations to Novell NetWare or Windows NT servers can use U.C. paths (Universal Naming Convention) or Mapped drives. |
| Mapped Drives | All other servers, peer-to-peer networks (such as a Windows 95 or Windows 98 peer network), and other network operating systems can use only Mapped drives. Workstation mappings do not need to match the server installation mappings. |

We recommend that you select Allow Both Local And Run From Network Installation. You will have other opportunities to control how WordPerfect Office 2000 applications are set up for workstation installations.

- 11 Repeat steps 4 to 6 to set the network administrator options for any additional destination folders.



- The Network files Read-only option is checked by default during Network Setup. We highly recommend that you keep this setting. Disable this option only if you do not want Network Setup to mark the shared installation files Read-only.

- 12 Click the Install button.

Removing a server installation of WordPerfect Office 2000

Corel Application Management provides two tools that let you uninstall WordPerfect Office 2000 applications. Corel Remove program uninstalls WordPerfect Office 2000 applications from workstations. Corel Network Remove program uninstalls applications from your server. For information about Corel Remove program, see the “Removing WordPerfect Office 2000 from a workstation” section on page 27.

Keep in mind the following:

- You can choose to remove all applications.

- Once you have removed the server installation of WordPerfect Office 2000, the only way to reinstall it is to the Network Setup program.
- When removing a server installation, we recommend that you remove all network-based workstation installations first.
- Make sure the applications to be removed and any associated files are closed.

Corel Network Remove program

You will need to manually remove the Corel Application Management group from the Start menu when do a server uninstall. If you are planning to re-install to the same location with the same installation configuration on the server, removing WordPerfect Office 2000 from the workstations may not be necessary.

To remove WordPerfect Office 2000 from a server

- 1 Click Start, Corel Application Management, Corel Network Remove Program.
- 2 Click the installation folder plus sign, and enable the WordPerfect Office 2000 check box for the server install you want to remove.



- Clicking the Next button at this point will uninstall the selected applications.

-
- 3 Click the Next button to uninstall the selected applications.
 - 4 Click the Finish button.



- Some directories or files are not removed during this process. You might need to select and delete them.
 - Users cannot use the Corel Remove program if the shared installation has been removed from the server. Do not remove WordPerfect Office 2000 from the server if you want users to have access to the Corel Remove program.
-

INSTALLING TO A WORKSTATION

Once the server installation of the WordPerfect Office 2000 has been completed, a workstation installation must be performed on each system where the applications in the suite will run. Depending on the environment, network administrators may wish to preform workstation installations using different procedures. In environments where the end-users are fairly computer literate, the administrator may simply wish to instruct each end-user to access the setup program and preform their own workstation installation based on the installation options selected during the server installation. In other environments, the network administrator may wish to configure workstation installs that will automatically run with the /RSPFILE and /SILENT startup options in which the administrator places a shortcut on the user's desktop so the user can activate it. For information about command line switches, see the "Command line switches" section on page 41.

Basic workstation installations

In cases where the network administrator has allowed both workstation install types, a dialog will appear that allows the user to enable either Run From Network or Install All Files Locally. If the administrator has not enabled Allow Both Local And Run From Network Installations, no dialog will appear.

In environments where the administrator wants to setup a more automated process for workstation installations, he or she can create a shortcut using command line switches. This shortcut can then be edited to include the /RSPFILE command line switch which will use a response file with the desired installation options pre-selected. More than one shortcut can be created in this manner with each using a different response file to do different types of installations. For more information about controlling setup, see the "Controlling setup configuration with response files" section on page 25. The table below provides some installation options:

| If... | then you can... |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| you want users to install the program themselves and choose the setup options | make a shortcut of the Setup program available to users |
| you want to determine the user's installation | make a shortcut of the Setup program, modified by a response file, available to users |

Preparing for workstation installation

Before installing WordPerfect Office 2000 on a workstation, make sure each user has sufficient rights to access the SETUP32.EXE from the server. Each workstation must meet the following requirements:

- Windows 95, Windows 98, or Windows NT 4.0 workstation
- Minimum 486/66
- Minimum 16 MB RAM
- VGA monitor or higher
- CD-ROM drive
- mouse
- Minimum 170 MB of hard disk space for Compact installation, 280 MB for Typical installation. Voice-powered versions require 220 MB of hard disk space for a Compact installation and 330 MB for a Typical installation.



- WordPerfect Office 2000 does not support Windows NT 3.51.
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Running the Setup program

SETUP32.EXE is at the root level of the folder to which you installed the server installation. Users should have only the necessary rights that allow them to launch the Setup program.

You can control the setup process using response files, or users can complete the following procedure on each workstation. For more information about response files, see the "Controlling Setup Configuration with Response Files" section on page 25.

To run the setup program for a workstation install

- 1 From the workstation where you want to install WordPerfect Office 2000, access the folder containing SETUP32.EXE.
- 2 Double-click the SETUP32.EXE icon.
- 3 Follow the directions in the Corel Setup Wizard, including:
 - accepting the license agreement
 - personalizing your copy of WordPerfect Office 2000

If you

have never installed WordPerfect on this workstation

then

go to the procedure, "To install for the first time" on page 23.

previously installed to this workstation go to the procedure, "To install to a workstation that already has installed" on page 24.

To install WordPerfect Office 2000 for the first time

- 1 Enable one of the following buttons to choose the installation type you want to install on your workstation:
 - Leave Files On Network — leaves most program files on the network. Copies only essential files to the workstation's hard drive.
 - Install Files Locally — copies all files to the workstation.
- 2 Right-click on the display and select one of the following options (depending on settings established during the network server installation, some of these options may be unavailable):
 - Select All — lets you select all of the components
 - Clear All — lets you clear all of the components
 - Default Custom — lets you choose which WordPerfect Office 2000 components to install. This option gives you the most control over the installation process. Choose this option if you need to install specialized components that are not included in the Typical or Compact installation setups.
 - Typical — installs the most commonly used applications, utilities, and files, and is recommended installation type for most users. Use this option if you're not sure which WordPerfect Office 2000 components you want to install. You can add and remove components afterwards.
 - Compact — conserves hard drive space by installing the minimum number of applications, utilities, and files needed to operate WordPerfect Office 2000. Enable this option if you have little free disk space and require only minimum components. This installation is often used for laptop computers.
- 3 Enable check boxes for the following:
 - Conversion File Type
 - Writing Tools Languages
 - Fonts
- 4 Accept the default Corel Destination Folder, or change to another folder by clicking the Browse button.
- 5 Click Yes to create a destination folder.
- 6 Click Install.



- Corel Setup Wizard may prompt you to reboot. Click OK.
- WordPerfect Office 2000 applications and associated files are placed in the C:\Program Files\Corel\WordPerfect Office 2000 folder (unless you chose a different folder during Setup), and a shortcut to has been added to your Windows Start Menu.

To install to a workstation that already has WordPerfect Office 2000 installed

- 1 Enable one of the following buttons to choose the installation type you want to install on your workstation:
 - Add New Components — adds new components to the WordPerfect Office 2000 components currently installed on this workstation
 - Update Current Installation — refreshes the files and configurations of the copy of that is currently installed on this workstation
 - Custom Setup — lets you choose from the available installation types and options
- 2 Perform one of the following:

| If you enabled... | then go to the following procedure... |
|-----------------------------|------------------------------------------------------------------------------|
| Add New Components | "To add new components from WordPerfect Office 2000" on page 24. |
| Update Current Installation | "To update your current installation of WordPerfect Office 2000" on page 24. |

To add new components from WordPerfect Office 2000

- 1 Enable the WordPerfect Office 2000 component checkboxes for the components you want to install.
- 2 Enable the font check boxes for the fonts you want to install.
- 3 Accept the default WordPerfect Office 2000 applications main path, or change to another folder by clicking Change Path.

We recommend that you accept the default path.
- 4 Click Install.

To update your current installation of WordPerfect Office 2000

- Click Install.

Controlling setup configuration with response files

Response files (.RSP) are text files that answer the setup's questions. Response files prevent the user from interacting with the setup's prompts. These files can be created by using a command line switch and running a setup. After creating a response file, you can add it to a Setup shortcut, replacing the Setup program's user interface; thereby, eliminating the need for user input.

Creating response files

In order to create response files, you must have completed running Network Setup. You can create a response file by running SETUP32.EXE with the /creatersp command line switch. Any options you enable at this time will be included in the response file. You can also create a Create RSP File shortcut. Creating this shortcut can decrease the amount of time it takes to create response files, which is helpful if you have to create many response files.

To create a response file

- 1 Right-click the SETUP32.EXE icon, and click Create Shortcut.
- 2 Right-click the SETUP32.EXE shortcut icon, and click Properties.
- 3 Click the Shortcut tab.
- 4 In the Target box, after the command line add a space and type /creatersp=c:\rsp\wp9.rsp where c:\rsp\wp9.rsp represents the path where the rsp file will be stored.

You may want to create a folder to store all of your response files.

- 5 Click Apply, and click Close.
- 6 Double-click on the SETUP32.EXE shortcut icon to run setup.

Any options you enable during setup will be recorded in the response file.

Adding a response file to the Setup shortcut

After you have created a response file, you can add it to a Setup shortcut. After the response file is added to a Setup shortcut, the shortcut automatically uses your settings when installing to a workstation. Users have no input. (For Novell NetWare servers, we recommend that the OS/2 Name Space be loaded to allow for more descriptive naming of the shortcut.)

You can repeat the following procedure as often as necessary to accommodate the various installations you would otherwise have to perform manually. You can place the shortcuts anywhere on the server.

To add a response file to the Setup shortcut

- 1 Place a copy of the SETUP32.EXE shortcut at the root of your WordPerfect Office 2000 network installation.
- 2 Rename the SETUP32.EXE shortcut (which you will use with the response file) to a name that describes what that shortcut will do, for example, Workstation Setup of WP and QP.lnk.
- 3 Right-click the SETUP32.EXE shortcut icon, and click Properties.
- 4 Click the Shortcut tab.
- 5 In the Target box, after the command line add a space and type `rspfile=c:\rsp\wp9.rsp` where `c:\rsp\wp9.rsp` represents the path where the rsp file is stored.

This adds a switch to the end of the command line (or Target) of the shortcut. You should use the following format in your switch:

```
/RspFile= <"full path to response file">\<response filename">
```

- <full path to response file> is either the fully qualified UNC path or a mapped drive to where you placed your response file. (We recommend that you use UNC paths.)
- <response filename> is the filename of the response file for this shortcut.

The command line now resembles the following example:

```
\\OurServer\Dir1\SETUP32.EXE <space>/RspFile="C:\rsp\wp9.rsp"
```

Running a silent installation

A silent installation suppresses all of the installation's user interface so that the user sees only the copying of files to his or her local drive. Frequently, a silent installation is used when users are not at their workstations. This type of installation is used primarily with third-party distribution products. To run a silent workstation installation, you should add the `/Silent` switch along with the `/RSPFile` switch when you modify a Setup shortcut.

The `/Silent` switch should be used with the `/RSPFile` switch. If you're using shortcuts as described above, you add the `/Silent` switch to the command line, as in the following example:

```
\\OurServer\Dir1\SETUP32.EXE <space>/RspFile="C:\rsp\wp9.rsp" <space>/Silent
```

When used with a software distribution package such as Novell ManageWise, silent installations can push installations without any further user or administrator involvement. For more information, please consult the third-party product documentation.



- If a fatal error occurs during a silent installation, the installation process aborts without notification. The error is logged in the `setup.LOG` file in the `....\Appian\Admin\LogFiles` folder. The fatal error message appears at the end of the `setup.LOG` file.
-

Removing WordPerfect Office 2000 from a workstation

Corel Application Management provides two tools that let you uninstall WordPerfect Office 2000 applications. Corel Remove program uninstalls WordPerfect Office 2000 applications from workstations. Corel Network Remove program uninstalls applications from your server. For information about Corel Network Remove, see the “Removing a server installation of WordPerfect Office 2000” on page 18.

Keep in mind the following:

- You can choose to remove all applications, or you can choose to remove only individual applications.
- Files and documents that you have created are not removed.
- Once you have uninstalled an application, the only way to reinstall it is to run the Setup program.

Corel Remove program

At some point in time, it may become necessary to remove WordPerfect Office 2000 from a system. The simplest method to remove WordPerfect Office 2000 from a workstation is to use Corel Remove Program. This launches the Uninst32.EXE utility which is used to remove from a workstation. You have the option of selecting all of the components installed or selecting just specific components for removal. Once the components for removal have been selected, you must click “Remove” to start the process. Running Uninst32.EXE deletes the program files from the system and un-registers the selected components from the Windows Registry.



- If the Corel Remove program shortcut is not available, you can also remove programs by using the Add/Remove Programs utility in the Control Panels.
 - Make sure the applications to be removed and any associated files are closed on the workstation where you want to uninstall applications.
-

To remove from a workstation

- 1 Click Start, Programs, WordPerfect Office 2000, Setup And Notes, Corel Remove Program.
- 2 Click the plus sign, and enable the applications you want to remove.
- 3 If necessary, click one of the following buttons:
 - Back — to change any selections
 - Exit — to cancel the Remove program (you cannot cancel the Remove program once you click Remove)
- 4 Click the Remove button to uninstall the selected applications.

- 5 Click the Finish button.
- 6 Click Yes to restart your system.



- Some folders or files are not removed during this process. You might need to select and delete them.
-

USING THE COREL SETTINGS EDITOR

The Corel Settings Editor lets you change settings for WordPerfect Office 2000 applications in the Windows 95, Windows 98, or Windows NT Registry. With the Corel Settings Editor, a system administrator can:

- Provide a standard setup throughout the organization by creating system policies.
- Edit Corel application settings that the Windows Registry sees as only data.
- Change the Registry on multiple computers.
- Mandate both user-specific and computer-specific settings.

Before using Corel Settings Editor, keep in mind the following information:

- In a network environment, Corel Settings Editor is a powerful tool. Only knowledgeable and properly authorized personnel should use it to create policies.
- When using Corel Settings Editor from a Windows NT workstation, you must have administration rights on the workstation.
- You must successfully install to a server that can be accessed by all users and groups you intend to receive policies.
- Corel Settings Editor combines some of the best features of two Windows tools that you may be familiar with: Windows Registry Editor and Windows System Policy Editor. To create or edit registry settings for WordPerfect Office 2000, we recommend that you use the Corel Settings Editor rather than the Registry Editor or Windows System Policy Editor (that installs with Windows 95, Windows 98, and Windows NT).
- To apply policies to workstations, the administrator must be running on the same operating system as the workstations that receive the policy.



- WordPerfect Office 2000 does not support Windows NT 3.51 workstations.
-

- Enable user profiles on any workstation that you want to affect with a system policy. Windows NT clients have user profiles enabled by default, whereas Windows 95 or Windows 98 clients do not and must be enabled.
- Make sure all workstations are using a 32-bit protected network client.

- When using Corel Settings Editor from a Windows 95 or Windows 98 environment to see a user or group list in a Windows NT domain, you must enable User-level access control by clicking the Start menu, Settings, Network Access Control tab, then select User-level access control. You must specify the domain.



- The functionality of the Corel Settings editor is similar to that of Windows regedit. Therefore, we recommend that you back up your Registry before making any changes.

Thus, backing up your registry before making any changes is recommended.

About the Windows registry

The Windows 95, Windows 98, and Windows NT Registry stores configuration settings formerly contained in CONFIG.SYS, AUTOEXEC.BAT, SYSTEM.INI, WIN.INI, and .INI files created by individual applications. For example, the Windows Registry:

- Provides one source for storing configuration information for both software and hardware.
- Separates user, application, and computer-related information so multiple users can share a single system while maintaining their own setups.
- Lets users roam between workstations and still maintain preference settings.
- Prevents unauthorized changes to critical configuration information while letting users choose personal preference settings, such as desktop shortcuts or colors.
- Provides a way to restore configuration information after the system crashes.
- Provides tools to configure individual workstations over a network.
- Lets administrators distribute registry settings to users over a network.

About system policies

System policies define the common desktop and network configuration used on each Windows 95, Windows 98, or Windows NT workstation. Using system policies, an administrator can establish a common setup for each workstation, such as customizing the look of WordPerfect 9 or Corel Presentations 9 and restricting what settings users can change.

System policies reside in a central network location. Each Windows 95, Windows 98, or Windows NT workstation automatically uses the system policies to update or modify local registry settings when the user logs on to the network.

Keys and Values

When you launch Corel Settings Editor, four root keys appear under the My Computer icon. These keys are accessible in a tree structure similar to the Microsoft Windows Explorer tree structure. You navigate through the tree by clicking on the root key to expose sub-keys. As you navigate the keys on the left side of the Corel Settings Editor, value types appear on the right. Settings for WordPerfect Office 2000 applications are stored in HKEY_LOCAL_MACHINE and in HKEY_CURRENT_USER. For more information about keys, see the Windows 95 Resource Kit, Windows 98 Resource Kit, and the Windows NT Resource Kit.

There are two value types used in the Registry: String, and DWord. Corel Settings Editor uses these and provides its own set of value types that simplify editing settings for WordPerfect Office 2000. (A list of these values can be displayed by clicking Edit, New in the Corel Settings Editor.) Keep in mind the following information:

- Most of the Corel value types display as values in the Registry Editor.
- Only Corel value types can be marked as Override or Read-only in the Corel Settings Editor.

Backing Up and Restoring Registry Files

It is important to make backup copies of the registry files before 1) installing new software or devices, 2) creating policies or user profiles, or 3) editing registry entries with the Corel Settings Editor. If registry files are incorrect or corrupt, Windows or individual applications might not start.

- **Windows NT**
To back up the Windows NT registry, create an Emergency Repair Disk. You can also use one of the Microsoft utilities, Regback.EXE or Regrest.EXE. For more information, see the Windows NT Resource Kit.



- **Windows 95 and Windows 98**
The Windows 95 and Windows 98 Registry is contained in two files: System.DAT and User.DAT. You can back up the Windows 95 or Windows 98 registry files by using the Microsoft utility Cfgback.EXE, or you can export the registry files to a .REG file if you do not have access to the utility. For more information, see the Windows 95 Resource Kit or the Windows 98 Resource Kit.

Using Corel Settings Editor

The Corel Settings Editor can be used in a variety of ways. Three of the most common are described in detail.

- **Editing the Registry**
You can change the settings in the Registry on your system, or if Microsoft Registry Remote services have been installed, you can change the settings on any machine on the network. Both workstations must be running Microsoft Registry Remote services. You must have Remote Administration enabled in order to connect to a remote

Registry. For information about the Registry, Windows 95 Resource Kit or the Windows 98 Resource Kit.

- **Creating and Applying Policy Files by Making Changes to WordPerfect Office 2000 Applications**

You can easily establish the WordPerfect Office 2000 default settings and implement a organization-wide standard configuration by opening your applications and creating a policy file based on the changes you make.

- **Creating and Applying Policy Files for Specific Groups or Users**

You can create a policy file for any group or user on your network that allows or prevents a variety of configurations.



- Each time you create a policy file, do so on a workstation that has a new installation of WordPerfect Office 2000. If the workstation does not have a new installation, you may change some settings unintentionally.

Editing the Registry

You can use the Corel Settings Editor to edit a Registry key or sub-key and to create a new registry key. The Corel Settings Editor allows you to edit and create Registry keys on local or remote Registries. If you are making changes to another computer's Registry, make sure that Remote Registry service is installed on both the computers you are working from and the target system. For more information about Remote Registry services, see the Windows 95 Resource Kit, Windows 98 Resource Kit, and the Windows NT Resource Kit. For information about editing the registry using the Corel Settings Editor, see the Corel Settings Editor online Help.



- The administrator should never modify the Registry without considering the security implications and planning for system recovery.

To make changes to another system's Registry

- 1 Click Start, Corel Application Management, Corel Settings Editor.
- 2 Click File, Connect Network Registry.
- 3 Type the name of the target system in the Computer Name box.
- 4 Do one of the following:

| If you want to... | then go to the following procedure... |
|---------------------------|----------------------------------------------|
| create a new Registry key | "To create a Registry key" on page 33. |

| | |
|---------------------------------|----------------------------------------------|
| create a new Registry key value | "To create a Registry key value" on page 33. |
| edit a Registry key value | "To edit a Registry key value" on page 33. |

To create a Registry key

- 1 Click Start, Corel Application Management, Corel Settings Editor.
- 2 Choose the Registry key or sub-key to which you want to add the new key.
- 3 Click Edit, New, Key.
- 4 Right-click the filename box, and click Rename.
- 5 Type a filename in the filename box.

To create a Registry key value

- 1 Click Start, Corel Application Management, Corel Settings Editor.
- 2 Choose the Registry key or sub-key to which you want to add the new value.
- 3 Click Edit, New, and click one of the following value types:
 - Corel String Value
 - Corel Binary Value
 - Corel DWORD Value
 - Corel Boolean Value
 - Corel Word Value
 - Corel Byte Value
 - Corel Logical Value
 - Corel Word String Value
- 4 Type a filename in the filename box.

To edit a Registry key value

- 1 Click Start, Corel Application Management, Corel Settings Editor.
- 2 Choose the Registry key or sub-key that you want to edit.
- 3 From the value display, choose the value to modify.
- 4 Click Edit, Modify.
- 5 In the Value Data box, type a new value.

Creating and applying policy files by changing applications

Policy files are Registry settings that are set automatically when the user logs on. Policy files can be applied to computers, users, and groups. Policy files allow network administrators to increase their control of workstations across a network. For instance,

network administrators can use policy files to restrict the workstation user's use of the Control Panel, customize parts of the workstation's desktop, and configure network settings. When you create a policy file, the settings you chose and saved are added to the Registry. The next time users log on to the network, their applications will be configured to these settings. If users previously changed their settings, some of your changes may not be recognized. To ensure that your settings are implemented, you must create a policy and mark the settings as Override. Users can still change their settings. So, if you want to prevent users from changing any particular setting, you must create a policy and mark the setting as Read-only. The following section explains how you can use the Override and Read-only features. Before you can begin this procedure you must have installed to a workstation using the Setup program.



- The administrator should never modify the Registry without considering the security implications and planning for system recovery.
-

To create and apply a policy file by making changes to applications

- 1 Open the applications you want to set default settings for.
- 2 In each application, change the settings you want.
This changes the Registry on your system.
- 3 Click Start, Corel Application Management, Corel Settings Editor.
The Registry tree reflects your changes to the applications.
- 4 Click File, New.
The Registry tree appears, showing your changes.
- 5 Click File, Save.
- 6 In the File Name box, type a name for the new policy file.
- 7 Click Save.

You have now created a new policy file that contains the default settings. The new policy file is saved in the ...\Appian\Admin\Polfiles folder by default.

To implement this policy, merge the policy file with either Config.POL or NTConfig.POL (found on the logon server), by completing the “To merge the new policy file with an existing policy file” procedure on page 35.



- Your network may not have a Config.POL or NTConfig.POL file. If it does not, simply save the policy file with your default settings as either Config.POL or NTConfig.POL and place it on the logon server. You do not need to complete the following steps. For more information, see the Windows 95 Resource Kit, Windows 98 Resource Kit, or the Windows NT Resource Kit.

To merge the new policy file with an existing policy file

- 1 In the Settings Editor, click File, Merge.
- 2 In the Corel Settings section, enable one of the following buttons to choose the policy file you just created:
 - On Disk — lets you choose an existing policy file
 - Open Policy Files — lets you choose a policy file that is still open in the Corel Settings Editor
- 3 In the Other Settings section, enable one of the following buttons to choose either Config.POL or NTConfig.POL:
 - On Disk — lets you choose an existing policy file
 - Open Policy Files — lets you choose a policy file that is still open in the Corel Settings Editor



- Any Microsoft policy's group priorities in the Other Settings section override a policy's group priorities in the Corel Settings section.

- 4 Click Merge.

When merging policy files, you may be prompted to replace old Corel settings with newer Corel settings.

| If you want | then click |
|-----------------------------------------------------------------|------------|
| the new merged policy file to contain the newest Corel settings | Yes |
| the older settings to be retained | No |

- 5 Click File, Save to save the newly merged policy file. Save as Config.POL or NTConfig.POL (on the logon server), whichever file you are using.

Creating and applying policy files for specific groups or users

You can create or copy from the lists of computers, groups, and users that are part of a policy file. If this is a new policy file, you see only .default, which contains the current

Registry settings. As you add computers, groups, and users, they appear in the list. You can base any new computer, group, or user on the default Registry settings (.default) or on the settings of a previously created computer, group, or user that appear in the list.



- The .Default user file contains the current Registry information found in HKEY_CURRENT_USER. The .Default computer contains the current Registry information found in HKEY_LOCAL_MACHINE. If you do not want the current Registry settings applied across the network, delete .default user and .default computer before saving this policy. Deleting them should be the last thing you do before saving this policy, for once you delete .default user and .default computer, you cannot add new users, groups, or computers to this policy file. The next time you create a new policy file, you will have a .default user and .default computer, based on your current Registry settings.
-

To create a policy file for specific groups or users

You can use the Corel Settings Editor to create a policy file, which contains settings for a specific group or user. To distribute this policy, merge the policy file with either Config.POL or NTConfig.POL (found on the logon server) by completing the “To distribute the policy file” procedure on page 37. For more information about creating policy files, see the Corel Settings Editor online Help.

Before creating a policy file, you should back up the Registry.



- If you want to create and apply group policy files to Windows 95 or Windows 98 workstations, you must place GROUPOPOL.DLL in the SYSTEM subfolder of the Windows folder on each client system. For more information, see the Windows 95 Resource Kit or Windows 98 Resource Kit.
-

- 1 Click Start, Corel Application Management, Corel Settings Editor.
- 2 Click File, New.
- 3 Click Policy, and click one of the following:
 - Add A Computer — lets you add a system
 - Add A Group — lets you add a group
 - Add A User — lets you add a user
- 4 In the New Name box, type the name of the computer, group, or user for which you will be creating a policy.
- 5 Edit the keys.

For information about editing keys, see the “To edit a Registry key value” procedure on page 33.

- 6 Click the policy.
- 7 Click Edit, and click one of the following commands:
 - **Override** — lets you allow the user to make changes to the settings in the application. Each time the user logs on to the network, the setting in the network policy file overwrites the local Registry setting.
 - **Read-Only** — lets you prevent the user from making any changes to that setting.

We recommend that you mark values in newly created policy files as Override to ensure that your policy is accepted.

- 8 Click File, Save.
- 9 Type a name for the policy file in the File Name box, and save it to the folder of your choice.

By default, Corel Settings Editor saves the new policy file to the ...\\Appian\Admin\\Polfiles folder.



- Your network may not have a Config.POL or NTConfig.POL file. If it does not, simply save the policy file with your default settings as either Config.POL or NTConfig.POL and place it on the logon server. You do not need to complete the following steps. For more information, see the Windows 95 Resource Kit, Windows 98 Resource Kit, and the Windows NT Resource Kit.

To prioritize how the Registry will apply multiple groups

When creating or editing a policy with more than one group, you can prioritize how the Registry will apply multiple groups.

- 1 Click Policy, Group Priorities.
- 2 Choose the group from the list.
- 3 Click one of the following buttons to set the priority:
 - Move Up
 - Move Down

To distribute the policy file

- 1 Click File, Merge.
- 2 In Corel Settings section, enable one of the following buttons:
 - On Disk — use if you want to browse for your file
 - Open Policy Files — use if your policy file is still open in Corel Settings Editor

- 3 Type the name of the policy file.
- 4 In Other Settings section, enable one of the following buttons:
 - On Disk — use if you want to browse for your file
 - Open Policy Files — use if your policy file is still open in Corel Settings Editor
- 5 Type either Config.POL or NTConfig.POL.
- 6 Click Merge.

When merging policy files, you may be prompted to replace old Corel settings with newer Corel settings.

| If you want | then click |
|-----------------------------------------------------------------|------------|
| the new merged policy file to contain the newest Corel settings | Yes |
| the older settings to be retained | No |

- 7 Click File, Save to save the newly merged policy file.
- 8 Type one of the following in the File Name box:
 - Config.POL
 - NTConfig.POL (on the logon server)

The settings that you chose and saved as a policy file are added to the Registry. The next time users log on to the network, their WordPerfect Office 2000 applications will be configured to these settings.



- Any Microsoft policy's group priorities in the Other Settings section override a policy's group priorities in the Corel Settings section.

APPENDIX A

WORKING WITH CLIPART AND WRITING TOOLS

Making Clipart accessible over a network

WordPerfect Office 2000 ships with over 12,000 Clipart images. These images are stored and accessed from Corel core applications through the Scrapbook™. During installation, only a small number of images are installed to the server. After a successful server installation and client installation, users can access this small collection in any Corel core application by clicking Insert, Graphics, Clipart and then clicking the Clipart tab.

The majority of Clipart is not installed to the server and must be made accessible to users by the system administrator.

To make the Clipart available to users

- 1 Copy the Graphics folder from Disc 2 to a location on the server or mount the Disc 2 on the network.
- 2 Create a network share at same level as the folder where the Graphics folder has been copied.

For instance, if you copied the graphics folder to the following location
\\servername\directory1\directory2\directory3\graphics you need to share directory3.
Novell NetWare administrators can use the map root option

This share can be set as read-only access.

In order for users to access this clipart they only need to map a drive to the share that has been created. The next time that they access the Scrapbook, it will scan there drives and locate the graphics folder containing the clipart.

Language support for Writing Tools

Writing Tools for all languages included with WordPerfect are enabled by default. If you do not want the users to have access to all languages, you must manually deselect them. If you only want to let users have access to English language Writing Tools, then you can disable all other languages. However, you cannot disable the language of your operating system. For instance, if you are running Windows 95 in English, then you cannot disable the English language. During Setup or during the creation of a response file, perform the following:

To disable Writing Tools for individual languages manually

- 1 Double-click the Writing Tools Languages folder.
- 2 Disable the check box for the language you want to remove.

To disable Writing Tools for all other languages

- 1 Right-click on the Writing Tools list box.
- 2 Click Clear All.

Registry pointing to network on local installation

WordPerfect Office 2000 installation uses some files from the network location of the shared installation, even on a local installation. The paths for these files will point to the network location and not the local hard drive. This reduces the amount of space required on the local machine and still allows some rarely used features to work.

APPENDIX B

USING COMMAND LINE SWITCHES

Command line switches

The setup program can be launched with command line switches (start up switches) that provide additional control over the setup. When using a command line switch with a Windows applications, the program must be launched from a command line (that is, Start | Run). Windows applications need to have a space between the EXE extension and the command line switch and any subsequent switches. For example:

```
C:\Core\SETUP32.EXE /RSPFILE=C:\WRKSTN.RSP /silent
```

The following section briefly describes the command line options that are available for SETUP32.EXE. The text in italics represents information that the users must provide themselves.

/Admin or /Net

Informs the setup to provide extra wizard pages to enable a network installation.

/Batch #

Runs the setup with any combination of the following user interface options.

| Option | Description |
|---------------|-----------------------|
| 0 | No UI |
| 1 | Show final completion |
| 2 | Show progress bar |
| 3 | Show license |

/CreateRSP = <"full path to response file"> \<response filename">

Runs Setup in order to create a response file, but without performing an installation. You can specify the full path and filename of the .RSP file, and enclose the full name in quotation marks.

/Df = project filename, component filename

The setup will use the listed project and Comp.CSW files. If a file listed is not found, an error is presented and the setup will exit. No space is required between the project file name and the component file name; only a comma should separate these two names.

/Dmap

Run the setup and allow only drive mapped drives. Even if a server allows it, a UNC path cannot be used as the destination folder. All registry keys which contain paths will be stored with drive mapped paths.

/Dpath = path

Set the default destination path. Instead of using the default path defined in the .CSW file, the setup will use the one specified on the command line. If the path is not valid, an error is given. If the path does not exist, it will be created.

/Floppy

Setup will create a set of floppies that can be used to install the application.

/G{+}{=filename}

Log file settings, if /G+ is specified, the setup information will be appended to the default log file which is located in the Windows\Corel folder. If a filename is specified without a path, the file is saved in the default folder. If a path is specified that does not exist, it will be created.

/I = component name, component name, ...

Install only the components listed. Each component name is case-sensitive and must be input as it is found in the Comp.CSW file. An error is displayed if a listed component is not found. No space is required between each component name; only a comma should separate these two names.

/N=username

Lets you specify the default username

/Nodest

In conjunction with /Creators, causes the destination page not to be shown in creation time. Instead, the destination page will be shown in the time of using the response file.

/NoIcons

Suppresses the creation of icons during an installation. For example, use this switch when installing under Novell Application Launcher so that Novell Application Launcher can control the icons.

/O=*organization name*

Lets you specify the default organization name.

/RSPFile = <"*full path to response file*"\<*response filename*" >

Identifies the response file (.RSP) used to control an installation. Specify the full path and name for the response file in quotation marks. A response file forces setup selections and does not allow any user input.

/ShortOnly

If you use this switch, the setup will install the applications and substitute long file names with short file names for any file or folder. This is normally used for devices that do not support long file names.

/ShowComp = *filename*

Outputs a list of component names in the box (which are case-sensitive) and their descriptions. This list can be used for the single or multiple-component installs. If no filename is specified, the default (complist.CSW) is used and put in the Windows\Coreel folder. If no path is specified, the file is put in the default path.

/Silent

Suppresses all Setup dialogs including error messages. If no other options are specified, a typical install is performed. To install different options silently, use /i and specify the components to install or create a response file and use it. Use this option to run Setup with no user interaction and with third-party software distribution packages to *push* distribution without any further user or administrator involvement.

/Spath=*path*

Use an alternate source path for the installation files. The setup files will be used from the current folder but the files to be installed and the .CSW files will be found in the specified path

/U.c.

Run the setup and allow only UNC drives. Even if a server allows a mapped path, it cannot be used as the destination folder. All registry keys which contain paths will be stored with UNC style paths. If the path is specified, it will be used as the destination path.

`/Update{r}`

The setup will run without user input and will update (reinstall) the current installed applications. If the {r} is specified, only the registry will be updated.

APPENDIX C

GLOSSARY

administration server

The server to which you install WordPerfect Office 2000 applications using the Network Setup program and from which you manage the applications.

key

In the Windows Registry, information is stored in keys and sub-keys. A key is roughly analogous to a record in a database.

local installation

A workstation is configured to run WordPerfect Office 2000 applications from the local hard drive. Typical, Compact, and Custom installations are all local installations.

multiple server installation

You can place a server installation of WordPerfect Office 2000 on multiple servers simultaneously.

Network Setup

Creates for a shared installation on a network server.

Registry

A centralized database used by Windows 95, Windows 98, and Windows NT applications to store information such as initial settings and directories where programs are located. Designed to take the place of the .INI files used in Windows 3.x.

response file

Response files can be used to control an installation by replacing the Setup program's user interface, thereby eliminating the need for user input.

run from network installation

A workstation is configured to run WordPerfect Office 2000 applications from the shared installation on the network server. Some files are copied to the local hard drive.

Setup

Prepares for installation on a workstation. Does not prepare for a shared installation on a network server.

Setup.LOG file

The purpose of the setup.LOG is to provide a report which contains information on the type of setup that was performed, the source and destination paths of the files/directories/shortcuts created or installed, and the successes or failures of these occurrences. This file is created when the Setup Wizard is launch and information is added to it when the Install button is pressed.

The setup.LOG is a static output text file created by the setup under the \Windows\Coreel folder. This file is not appended to with subsequent installations and therefore only represents the last installation performed. When an existing Setup.LOG file is present on the install disk, a copy of that file is done to Setup.OLD.

The table below lists and describes the type of installation information that is reported in the setup.LOG prior to its reporting successes or errors.

silent installation

Suppresses all of the installation's user interface so that the user sees only the animated Corel icon in the system tray. Normally, a silent switch is used in conjunction with the /RspFile and /Silent switches. Silent switches are often used with third-party distribution products.

system policy

Defines common desktop and network configurations used on a Windows 95, Windows 98, or Windows NT workstation. Resides in a central network location. Each Windows 95, Windows 98, or Windows NT workstation automatically uses system policies to update or modify local registry settings when users log on to the network.

Uninstall.LOG file

The purpose of the uninstall.LOG is to provide a report which lists files/directories/shortcuts which are to be/have been, and the successes or failures of these occurrences. The uninstall.LOG is a static output file created by the .EXE under the \Windows\Coreel folder. This file is not appended to with subsequent uninstalls and therefore only represents the last uninstall performed.

value

In the Windows Registry, settings are stored in keys that contain values. By editing the value setting, you change the Registry.

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