



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)

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INTRODUCTION

Welcome to the WordPerfect Office 2000 Network Administrator Guide. This guide was specifically created to help you, as a network administrator, to 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

System requirements

In order to run WordPerfect Office 2000, your computer must meet the system requirements necessary to run the version of Microsoft 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 requirements

- 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 installation)
- a CD-ROM drive

- a VGA monitor
- a 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 North America) does.

Contents of WordPerfect Office 2000

- WordPerfect 9
- Quattro Pro 9
- Corel Presentations 9
- Paradox 9 (Professional or 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 Developer's Kit (SDK)

All the documentation for WordPerfect Office 2000 editions are contained on the CD. You can print or copy and paste items in the documentation. Printed documentation is available from Corel Sales.

To access the Release Notes and the WordPerfect Office 2000 documentation from the CDROM

- 1 Insert the WordPerfect Office 2000 CD into the CD-ROM drive.
If the Auto-Run window does not start up, double-click the Setup.EXE at the root level of the CD-ROM.
- 2 Click 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 the WordPerfect Office 2000 CDROM

The WordPerfect Office 2000 CD includes two installation executables: SETUP32.EXE and NETSETUP.EXE. Use SETUP32.EXE for standalone installations and NETSETUP.EXE for server installations.

SETUP32.EXE provides you with three installation options:

- **Typical Setup**
This option installs the most commonly installed components of the suite. You can specify the drive and main folder where the suite will be installed.
- **Compact Setup**
This option installs only the components required to run the core applications of the suite, such as WordPerfect, Quattro Pro, Corel Presentations, CorelCENTRAL for the Standard edition of WordPerfect Office 2000. Paradox is also included in the Professional edition of WordPerfect Office 2000.
- **Custom Setup**
This option lets you select and deselect components according to disk space, requirements, and so on. There are 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.

Installing WordPerfect Office 2000 to a server

In order to install WordPerfect Office 2000 to a server, you must use NETSETUP.EXE. NETSETUP.EXE 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 multiserver environment to install to additional servers if necessary. For more information about server installation, see the “Installing to a server” chapter on page 13 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 Universal Naming Convention (UNC) path information is generated and stored in files necessary for a server installation, copying and pasting a server installation will not install WordPerfect Office 2000.
-

Installation Files

During the installation process, SETUP32.EXE uses and creates series of files to accomplish specific functions. These files include:

PROJECT.CSW file

The PROJECT.CSW is an output file to the Setup Builder, and it is also the input data file that the SETUPEXE uses to define the User Interface (UI). This .CSW file allows you to turn pages on or off that appear during Setup. The PROJECT.CSW also allows you to modify the properties of these pages.

The PROJECT.CSW exists at the location of the source files for the setup and resides in the setup folder. The SPM Setup Builder creates the PROJECT.CSW file. The PROJECT.CSW file remains at the source, unless an administrative setup is done in which case the file is copied to the server in the setup folder. There are other sections in the PROJECT.CSW file that are defined with square brackets. The majority of these sections correspond to the pages that are shown to the user. Within some sections, you can turn the pages on or off for a particular Setup option.

COMP.CSW file

The COMPCSW is a data file that contains component information. It defines what files, registry keys, and so on are associated with which component. The COMPCSW also defines any directories or shortcuts that need to be created when a certain component is installed.

The COMPCSW exists at the location of the source files for the setup and resides in the setup folder. The SETUPEXE outputs an amended version of the COMPCSW to the \\Windows\Core\Product Name\Version. At any time, there can be multiple versions of the COMPCSW file in the \\Windows\Core\ directory; folders created by the SETUP32.EXE separate versions of the COMPCSW from the Product Name key.

The COMPCSW, which a member of the setup team creates and maintains, is a SETUPEXE input file. After an installation is complete, a COMPCSW file, created by the SETUPEXE, exists in the \\Windows\Core\Product Name\Version folder. The data contained at the source of the COMPCSW represents all the possibilities for every type of installation that you can perform; the COMPCSW file on the installation system represents only the components that the user has chosen to install. The COMPCSW is divided into sections which are identified by square bracket [like this]; each one of these

sections is called an element. Each element contains a description of the characteristics of the element.

SETUP.STR file

The SETUP.STR is a data file that contains all the string information for changeable text in the Setup. This file is helpful for localization purposes, so that all text changes can be made in one file. The SETUP.STR exists at the location of the Setup source files and resides in the Setup folder. This file remains at the source, except during an administration install. During an administrative installation, the SETUP.STR file is copied into the Setup folder on the server.

SETUPEXE file

The SETUPEXE file is the first file to be executed on the CD. It runs the AUTORUN.INF file. Two commands line exist for use with this .EXE file.

<Billboard>.BIL file

The <Billboard>.BIL file is an input data file to the SETUPEXE; it defines the billboards presented to a user as files are being copied to his or her machine. The name of the <Billboard> file is specified in the product information within the <product>.SPM file. This file is created by the Setup Builder.

The PRODUCT.BIL file exists at the location of the Setup source files and resides in the Setup folder. The PRODUCT.BIL file remains at the source, and the values contained in it are only relevant to the Setup billboards. The data is divided into sections. With the exception of [Strings], a number in square brackets... [1], [2], and so on defines each section. Each numbered section represents a single billboard and its properties. Any given billboard can be specified by changing the appropriate values.

Response files

The Response File is another ASCII text file that is created during the UI phase of the installation process. At this time, the installation program asks several questions that allow you to customize your installation. For example, it asks you what the desired install location is, what programs to install, what is your username, and so on. The installation program stores the answers to these questions in a file with an .RSP extension located in the \Windows\Core\WordPerfect Office 2000\9 folder. The default filename is _____.RSP. Once you create an RSP file, which contains the desired answers to the installation questions, you can re-use it by using the /RSPfile command line switch. This allows you to facilitate a semi-hands free installation of the WordPerfect Office 2000 on other workstations. The answers in the response file would appear as the default choices. The user would, however, have the option of overriding this choice by adding or changing the information as the question appears.

There are many methods for creating a response (*.RSP) file, including the following methods, which are two of most common. The first method involves running the Setup

wizard until the Ready To Install screen appears. At this point, clicking on “Next” or “Cancel” creates the *.RSP file. Once you have created this file, you can move and rename it (provided you keep the .RSP extension).

SETUP.LOG file

The SETUP.LOG provides a report that contains information on the type of Setup that was performed, the source and destination paths of the files/folders/shortcuts that were created or installed, and the successes or failures of these installations. This file is created when the Setup wizard is started. Information is added to the SETUP.LOG file when you click the Install button.

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

SETUPBUILD.LOG file

The SETUPBUILD.LOG file provides information on the successes and failures of the build. The Setup Builder creates the SETUPBUILD.LOG, which is a static output text file, under the \Windows\Coreel folder.

UNINSTALL.LOG file

The UNINSTALL.LOG provides a report that lists past and present files/folders/shortcuts, and the successes or failures of these occurrences. The .EXE creates UNINSTALL.LOG, which is a static output file, under the \Windows\Coreel folder. This file is not appended to with subsequent uninstalls; therefore, it only represents the last uninstall performed.

PREPARING FOR INSTALLATION AND DISTRIBUTION

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

- assemble an installation and distribution team
- choose an installation and distribution strategy
- test installation and distribution methods
- install WordPerfect Office 2000 to a server and test a preliminary distribution
- deploy your final distribution

Assembling an installation and distribution team

Your team might 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 needs of the departments and groups. Discuss several distribution strategies with your team and decide on which strategies you will test.
- Read the release notes located in the Corel Reference Center.

Choosing a strategy

Before you install WordPerfect Office 2000, you must choose an installation strategy. You must choose an installation type and location, whether to use response files during setup, and whether to use third-party distribution software.

Installation choices

Network Setup provides two installation choices: the Default Installation and a Customized Installation. The Default Installation lets you install all WordPerfect Office 2000 applications. The Customized Installation lets you customize your installation by choosing only the applications or components that you want. We recommend that you choose the Default Installation.

During Network Setup, you can choose to let users run WordPerfect Office 2000 locally or from a network. You can also let the users decide for themselves. If you enable either Allow Only Local Installation or Allow Only Run From Network installation, you must reinstall WordPerfect Office 2000 if you want to provide the user with the choice of both options. The Network Administrator Setup wizard gives you the following options:

Option	Description
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 option can be used if you are concerned about network traffic.
Allow Both Local And Run From Network Installation	Installs either 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 one of these options.

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

If you install all WordPerfect Office 2000 applications and enable 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 using response files

If you do not want users to choose 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 a shortcut to SETUP32.EXE, you can control the installation process so that it is configured the way you want; there is no user input.

Response files let you meet a variety of needs. For example, you can insert a response file into a Setup shortcut that allows the default installation of all WordPerfect Office 2000 applications 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 requires that they run from the network. Using response files with Setup shortcuts still requires that users install WordPerfect Office 2000 to their workstations.

You can modify the Setup shortcut to create a silent installation. A silent installation suppresses the installation's user interface so that users do not see the files being copied 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 20 of the "Installing to a Workstation" chapter.



- You can tell a silent setup is running by noting the animated Corel icon in the system tray. Position the cursor over the animated icon to see the percentage installed.
-

Third-party distribution software

WordPerfect Office 2000 can 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 this software to distribute WordPerfect Office 2000. For more information about this method of distribution, see 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 by using an /RSPFile and a /Silent command line switch. For information about command line switches, consult the third-party product documentation and see Appendix B on page 47.

Testing installation and distribution

Testing WordPerfect Office 2000 in a lab environment helps you resolve 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 lets you 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 14 for server requirements and “Preparing for workstation installation” on page 26 for workstation requirements). After the test hardware has been assembled, run 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.

Once WordPerfect Office 2000 is installed on the workstations, you should:

- Open, run, and close all the core WordPerfect Office 2000 applications.
- Open 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 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 29. 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 23.

Performing a preliminary distribution

Before distributing WordPerfect Office 2000 to your entire organization, first choose a small number of workstations and perform a preliminary distribution. Choose a department or group that will be the least disrupted if problems occur. If possible, choose a group that has a good sample of the hardware found in your organization. Give adequate 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 to complete the organization-wide distribution. Use your notes from the previous stages as a guide. 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, upgrades, and personnel changes.



- Disable virus scanners when you are performing any installation.



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

INSTALLING WORDPERFECT OFFICE 2000 TO A SERVER

About the WordPerfect Office 2000 CD-ROMs

WordPerfect Office 2000 Disc 1 contains all the installation and program files. The files are uncompressed. However, copying the files from the CD to a network does not constitute a valid server installation.

n. After successfully completing the network server installation (NETSETUPEXE), 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 set up the applications on a local hard drive or 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 preinstalled on the system.

Choosing a type of WordPerfect Office 2000 installation

You can install WordPerfect Office 2000 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 systems where hard drive space is limited. However, you can install WordPerfect Office 2000 to a server and then the users can run the software 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.

You cannot install WordPerfect Office 2000 using the SETUP32.EXE program. In order to get an installation of the suite on a server that will allow workstation installations, NETSETUPEXE must be executed. NETSETUPEXE starts the Network Setup program that installs WordPerfect Office 2000 to a server. You can find NETSETUPEXE 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 (NETSETUPEXE). Then install WordPerfect Office 2000 to a workstation by running the Setup program (SETUP32.EXE) from the server. For more information

about performing these installations, see the following section and the "Installing to a workstation" chapter on page 25.

Preparing to install WordPerfect Office 2000 to a server

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 Microsoft Windows 95 or Windows 98). WordPerfect Office 2000 is not designed to run on a Windows NT 3.51 network; Corel Corporation does not support this environment for WordPerfect Office 2000. Here are some general recommendations, followed by information about each environment or client.

General information and recommendations

- The server and volume or share you choose requires at least 462 MB of free space. The Professional version requires at least 533 MB of free space.
- Run a virus scanner 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 Network 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.
- You should 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 Microsoft Windows 95 or Windows 98 or Novell IntranetWare Client for Microsoft Windows NT.



- Servers that do not support long file names should use the /ShortOnly switch. For more information about command line switches, see the "Command Line Options" section on page 47.

Windows NT

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

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



- We recommend that you use 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 administrative workstation and be logged in as the administrator with full rights for the Banyan network.

When you specify the workstation installation paths during Network Setup for Banyan networks, we recommend that you use mapped drives. We also recommend that you use the same drive mapping for workstation installations as you use for the server installation.

Peer-to-peer operating systems

You can install WordPerfect Office 2000 on peer-to-peer operating systems. First, you must set up the drives and directories where the installation resides as shared locations. For a Microsoft 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. You can grant rights to specific users or groups and 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 drives. Drives mapped to the network location of WordPerfect Office 2000 do not need to be consistent across workstations.

Running the Network Setup program

The Network Setup application installs all the applications that come 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.EXE program, which was installed on a server.

You should accept the default settings unless you will never use a certain application or component. During distribution there are several opportunities 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 if you have insufficient network bandwidth. If bandwidth is not an issue, you might allow the user to choose an installation based on his or her workstation's free hard drive space or by whatever other needs he or she 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.



- 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 enable Mapped drives when specifying the Workstation installation path. Do not enable 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 your copy of WordPerfect Office 2000
 - type 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 choose 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 17 .
WordPerfect Office 2000 to multiple servers	the “To install WordPerfect Office 2000 to multiple servers” procedure on page 19.

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 click refresh.

- To rename or create folders, right-click the Corel Folder Browser.
- Double-clicking on a drive in the disk space information window brings 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 UNC paths 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 SETUP32.EXE 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 SETUP32.EXE at a workstation installs WordPerfect Office 2000 applications on the user's local hard drive. The user can also choose Typical, Compact, or Custom installation.
Allow Both Local And Run From Network Installation	Running SETUP32.EXE 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 can choose a Run From Network, Typical, Compact, or Custom installation.

We recommend that you enable 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.

- 4 Click the Install button.



- The Network files Read-Only option is enabled 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 as 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 specify the default installation path.
- 3 Click the Remove button.
- 4 Click the Browse button to navigate to an installation location.
- 5 Double-click 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 section, enable one of the following buttons to determine the installation options that are available to users when they install to their workstations.

Button	Description
Allow Only Run From Network Installation	Running SETUP32.EXE 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 SETUP32.EXE at a workstation installs WordPerfect Office 2000 applications on the user's local hard drive.
Allow Both Local And Run From Network Installation	Running SETUP32.EXE 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 specify 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 UNC paths or mapped drives.
Mapped Drives	All other servers, peer-to-peer networks (such as a Microsoft 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 enable 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.

- 12** Click the Install button.



- The Network files Read-Only option is enabled 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 as Read-Only.

Controlling setup configuration by using 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. This disables the Setup program's user interface, which eliminates the need for user input.

Creating response files

To create a response file, you must have completed running Network Setup. You can create a response file by running SETUP32.EXE with the /CREATERSP command line switch. Options you enable at this time are 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 are 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. Then, the shortcut automatically uses your settings when you install to a workstation. Users have no input. (For Novell NetWare 3.x and 4.x 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. 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.

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), using 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 response file is stored).

This adds a switch to the end of the command line (or Target) of the shortcut.

The command line now resembles the following example:

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

Running a silent installation

A silent installation suppresses 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 push installations with distribution software, see the third-party product documentation.

-
- If a fatal error occurs during a silent installation, the installation process stops 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.
 - You should always test a response file before using it with a /SILENT switch.
-

Removing a server installation of WordPerfect Office 2000

Corel Application Management provides two tools that let you uninstall WordPerfect Office 2000 applications. The Corel Network Remove Program uninstalls applications from your server. The Corel Remove Program uninstalls WordPerfect Office 2000

applications from workstations. For information about Corel Remove Program, see the “Removing WordPerfect Office 2000 from a workstation” section on page 29.

Keep in mind the following:

- Once you have removed the server installation of WordPerfect Office 2000, the only way to reinstall it is using the Network Setup program.
- When you remove 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

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

To uninstall a server installation of WordPerfect Office 2000

- 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 uninstalls 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 uninstall WordPerfect Office 2000 from the server if you want users to have access to the Corel Remove Program.
-

Language support for Writing Tools

Writing Tools for all languages included with WordPerfect are enabled by default. If you do not want users to have access to all languages, you must manually disable them. If you want users to have access only 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. When you are running SETUP32.EXE or when you create a response file, you can disable Writing Tools for individual languages manually, or disable Writing Tools for all other languages.

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.

INSTALLING TO A WORKSTATION

Once you have installed WordPerfect Office 2000 to a server, the users must perform a workstation installation of WordPerfect Office 2000 on each system where the applications in the suite will run. Depending on the environment, you may wish to perform workstation installations using different procedures. If users are computer literate, you can instruct each user to access the setup program and perform their own workstation installation based on the installation options you enabled during the server installation. In other environments, you may wish to configure workstation installations that 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 47.

Basic workstation installations

In cases where you have allowed both workstation installation 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.

If you want to set up a more automated process for workstation installations, you 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 20.

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 to install WordPerfect Office 2000 to a workstation

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:

WordPerfect Office 2000 — Standard Edition

- Windows 95, Windows 98 or Windows NT 4.0
- 486 PC, 66 MHZ processor
- 16 MB RAM (32 MB recommended)
- 170 MB of hard disk space (280 MB typical install)
- CD-ROM drive
- VGA monitor
- Mouse or tablet

WordPerfect Office 2000 — Voice-Powered Edition

For usage without voice power, please refer to the minimum system requirements for WordPerfect Office 2000 — Standard Edition (above).

For voice-powered usage, minimum system requirements are as follows:

- Windows 95, Windows 98 or Windows NT 4.0
- 133 MHZ Pentium processor IBM-compatible PC
- 48 MB RAM for Windows 95, 64 MB RAM for Windows 98 and Windows NT 4.0
- 220 MB of hard disk space (330 MB typical install)
- CD-ROM drive
- VGA monitor
- Mouse or tablet

Laptop users may need additional hardware 16-bit sound card or built-in audio input quality equal or greater than Creative Labs' Sound Blaster 16. Contact Dragon Systems, Inc. or visit www.naturallyspeaking.com for an up-to-date list of supported hardware. Owners of portable and IBM MWave-equipped systems should contact Dragon Systems, Inc. for compatibility information. Speaker required for sound output.

WordPerfect Office 2000 — Professional Edition

Please refer to the minimum system requirements of WordPerfect Office 2000 — Voice-Powered Edition (above).



- WordPerfect Office 2000 is not designed to run on a Windows NT 3.51 network; Corel Corporation does not support this environment for WordPerfect Office 2000.

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 rights that allow them to start the Setup program.

You can control the setup process using response files, or users can complete the following procedure on each workstation. For information about response files, see the “Controlling Setup Configuration with Response Files” section on page 20.

To run the Setup program for a workstation installation

- 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	then
have never installed WordPerfect on this workstation	go to the procedure "To install WordPerfect Office 2000 for the first time" on page 27.
previously installed to this workstation	go to the procedure "To install to a workstation that already has WordPerfect Office 2000 installed" on page 28.

To install WordPerfect Office 2000 for the first time

- 1 Enable one of the following buttons to choose the installation type:
 - 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 the display and enable 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 enable all the components
 - Clear All — lets you clear all 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. Enable this option 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 the recommended installation type. 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 options:
 - 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 restart. 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 is added to Programs in 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:
 - 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 WordPerfect Office 2000 that is currently installed on this workstation
 - Custom Setup — lets you choose installation types and options
- 2 Do 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 29.
Update Current Installation	"To update your current installation of WordPerfect Office 2000" on page 29.

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.

Uninstalling 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 22.

Keep in mind the following:

- You can uninstall all applications, or you can remove 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 SETUP32.EXE.

Corel Remove Program

The simplest way to uninstall WordPerfect Office 2000 from a workstation is to use Corel Remove Program. This starts the UNINST32.EXE utility, which is used to remove WordPerfect Office 2000 from a workstation. You can remove all or some of the components installed. 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 Panel.
 - Corel Remove Program will remove other Corel products (such as CorelDRAW and Corel Ventura): select applications to remove accordingly.
 - Make sure the applications to be removed and any associated files are closed on the workstation where you want to uninstall applications.
-

To remove WordPerfect Office 2000 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 Corel Remove Program (you cannot cancel Corel 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 APPLICATION MANAGEMENT TOOLS

Corel Application Management™ is a set of tools for system administrators, application managers, and other IS professionals. It takes full advantage of Windows Registry and System Policies to facilitate installing, managing, and distributing Corel software.

Corel Settings Editor

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

- Provide a standard setup throughout the organization by creating WordPerfect Office 2000-specific system and user policies.
- Edit Corel application settings that the Windows Registry sees as only data.
- Change the WordPerfect Office 2000-specific settings in the Registry on multiple computers.
- Mandate both user-specific and computer-specific settings.

Before you use the Corel Settings Editor, keep in mind the following:

- Corel Settings Editor is a powerful tool for a network environment. Only authorized personnel should use it to create WordPerfect Office 2000-specific policies.
- When using Corel Settings Editor from a Windows NT workstation, you must have administration rights on the workstation.
- Corel Settings Editor combines features of two Windows tools: 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.
- To apply policies to workstations, the administrator must create the policy using the same operating system as the workstations that will be receiving the policy.
- WordPerfect Office 2000 is not designed to run on Windows NT 3.51 workstations or networks; Corel Corporation does not support Windows NT 3.51 for WordPerfect Office 2000.

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

To enable User Level Access Control

- 1 Click Start, Settings, Control Panel.
- 2 Double-click the Network icon.
- 3 Click the Access Control tab.
- 4 Enable the User Level Access Control button.
- 5 Type a domain in the Obtain List Of Users And Groups From box.



- 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.
-

About the Windows Registry

The Microsoft 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.
- Can allow users to roam between workstations and still maintain preference settings.
- Can prevent 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 network 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 the desktop, workstation features, and so on, 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.

Corel Distribute

Corel Distribute is a software distribution product that lets you automate the process of installing WordPerfect Office 2000 from the network to individual workstations. You determine who can install, how they can install, when they can install, and what they can install. If users have different software needs, you can create separate distribution setups to match their specific needs. Each distribution setup you create is saved in Corel Distribute Manager and can be used as often as you like.

Before using Corel Distribute, be aware of the following:

- You must successfully install WordPerfect Office 2000 to a server that can be accessed by all users and groups intended for distribution.
- The administrator must be running on the same operating system as the workstations that are receiving the distribution. To distribute to workstations running Windows 95 or Windows 98, you must distribute from a Windows 95 or Windows 98 workstation. Likewise, a Windows NT 4.0 workstation must be used to distribute to workstations running Windows NT 4.0. WordPerfect Office 2000 does not support Windows NT 3.51 workstations.
- User profiles must be enabled on each workstation before you can distribute WordPerfect Office 2000 applications. Windows NT clients have user profiles enabled by default, whereas Windows 95 or Windows 98 clients do not and must be enabled.
- When using Corel Distribute from a Windows NT workstation, you must have Admin rights on the workstation.
- When using Corel Distribute 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, Control Panel, Network Access Control tab, then select User-level access control. You must specify the domain.

Using Corel Distribute

- 1 From the Windows Start Menu, choose Application Management, Corel Distribute Manager, or go to the Corel\AppMan\Admin directory and launch Corel Distribute Manager.
- 2 Create a new distribution, or select a previously created distribution.

The first time you run Corel Distribute Manager, you are prompted to enter a name for your first distribution. You can enter the name of the software you are distributing, for example, WordPerfect Office 2000 Professional. This field is optional. You can enter any instructions you want users to read at distribution time. This field is also optional. Click OK to continue.

In the future, you can create a new distribution by clicking Distribution, New Distribution. If you have previously created a distribution and would like to edit or use it again, select it from the drop-down list.

- 3** Make sure that the version of WordPerfect Office 2000 that you want to distribute is showing in the Setup to distribute drop-down list, for example, WordPerfect Office 2000 or WordPerfect Office 2000 Professional.
- 4** Select the groups or users that you want to receive this distribution.

All the available groups on your network are listed. To see individual users, click Show Users. To activate a group or user, select the icon and click Activate. The icon appears in the list below. If you want to remove a group or user from this distribution, select the icon from the activated list and click Remove. You can also activate and remove groups and users by double-clicking the icon.

-
- Add User lets you manually add the name of a group or user to the list of activated users.
-

- 5** Click Options.
- 6** Select User distribution options.

This determines if users can choose when or whether to install WordPerfect Office 2000.

- Install now. This option is required for any distribution. If selected by itself, forces users to install WordPerfect Office 2000. If selected in conjunction with other options, users can decide when or whether to install WordPerfect Office 2000.
- Install later. This lets users postpone installation. If only Install now and Install later are selected, users are prompted each time they start their computer or an application until they install WordPerfect Office 2000 (see step 7 for information about time of distribution).
- Do not install. If selected, users can decide not to install WordPerfect Office 2000 and are never again prompted by this distribution.

- 7** Choose the Time of distribution.

This lets you specify when a user is notified to install Corel applications.

- At boot time. Choose this option to display an installation message when users turn on their computers.

- At application startup. Choose this option to display an installation message when users start particular applications. To specify an application, click Choose Applications.

8 If you are using a response file, enter the path and filename in the RSP filename field.

Using a response file forces users to accept the setup configuration that you choose. Users have no input.

- To use a previously created response file, click Browse.
- To create a new response file for this distribution, click New RSP file. You are prompted to name the response file.

The RSP filename field is optional. If you leave it empty, users are able to customize their installation. See “Running the Setup Program” in “Installing to a Workstation” for details about necessary requirements.

-
- Both Browse and Create New RSP default to the Corel\AppMan\Admin\RSPFiles directory.
-

9 You can choose to enter a Log filename.

By default, all error messages that occur during installation are saved as WPI8.log in the Corel\AppMan\Admin\LogFiles directory. If you want error messages saved to a different file, enter the full path and filename in this field.

10 Select Log level.

11 Click OK to return to the main dialog box, then click Save.

12 Save distribution as a policy file, then click Save.

Saving the distribution as a policy file completes the distribution. The next time users log on to the network, the Windows Registry is modified. The next time users turn on their computers or run an application, WordPerfect Office 2000 is distributed. This policy file is saved to the Corel\AppMan\Admin\PolFiles directory by default. Policy files can later be edited using Corel Settings Editor.

-
- Using Corel Distribute Manager to save a policy file on top of an already existing file, for example NTConfig.pol, will automatically merge the policy information in both files.
-

13 To exit, click Distribution, Exit.

Keys and Values

When you start Corel Settings Editor, four root keys appear below 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 subkeys. 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, or 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.

To display a list of the Corel Setting Editor values

- In the Corel Settings Editor, click Edit, New.

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 doing any of the following:

- installing new software or devices
- creating policies or user profiles
- 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

You can use the Corel Settings Editor to:

- **Edit 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 workstation on the network. Both your workstation and the one you want to change 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, see the Microsoft Windows 95 Resource Kit or the Windows 98 Resource Kit.
- **Create and apply policy files by making changes to WordPerfect Office 2000 applications**
You can establish the WordPerfect Office 2000 default settings and implement an organization-wide standard configuration by opening your applications and creating a policy file based on the changes you make.
- **Create and apply 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.



- Create policy files 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 since the policy that you created will be considered the default.

Editing the Registry

You can make changes to another system's registry, create a registry key, and create and edit a registry key value.



- Do not edit the Registry without considering the security implications and planning for system recovery.

To edit 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...

create a Registry key

then go to the following procedure...

"To create a Registry key" on page 38.

create a Registry key value	"To create a Registry key value" on page 38.
edit a Registry key value	"To edit a Registry key value" on page 38.

To create a Registry key

- 1 Click Start, Corel Application Management, Corel Settings Editor.
- 2 Choose the Registry key or subkey to which you want to add the new key.
- 3 Click Edit, New, Key.
- 4 Click the Filename box.
- 5 Click Edit, Rename.
- 6 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 subkey 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 subkey that you want to edit.
- 3 From the value display, choose the value you want 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 let you increase your

control over the workstations across a network. For instance, you can use policy files to restrict the use of the Control Panel on a specific workstation, 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 are configured to these settings. If users previously changed their settings, some of your changes might 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. To prevent users from changing a 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 WordPerfect Office 2000 to a workstation using the SETUP32.EXE.



- 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 for which you want to set default settings.
- 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 File, Save to save the new policy file.

You have now created a new policy file that contains the default settings. The new policy file is saved in the ...\\Appman\\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), see the “To merge the new policy file with an existing policy file” procedure on page 40.



- Your network might not have a CONFIG.POL or NTCONFIG.POL file. If it does not, you do not need to complete the "To merge the new policy file with an existing policy file" procedure. Save the policy file with your default settings as either CONFIG.POL or NTCONFIG.POL, and place it on the logon server. 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 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 might 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 merged policy file.

Save the new policy 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 43. 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. For information about backing up the Registry, see your Microsoft Windows documentation.



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

5 Edit the keys.

For information about editing keys, see the “To edit a Registry key value” procedure on page 38.

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 ...\\Appman\Admin\\Polfiles folder.



- Your network might not have a CONFIG.POL or NTCONFIG.POL file. If it does not, you do not need to complete the "To specify how the Registry prioritizes multiple groups" procedure. Save the policy file with your default settings as either CONFIG.POL or NTCONFIG.POL, and place it on the logon server. For more information, see the Windows 95 Resource Kit, Windows 98 Resource Kit, or Windows NT Resource Kit.
-

To specify how the Registry prioritizes multiple groups

When creating or editing a policy with more than one group, you can specify how the Registry prioritizes policies in multiple groups.

1 Open the CONFIG.POL or the NTCONFIG.POL file you want to prioritize.

2 Choose a user group.

3 Click Policy, Group Priorities.

4 Choose the group priority number from the list Group Name list box.

5 Click one of the following buttons to set the priority:

- **Move Up** — lets you give a group a higher priority
- **Move Down** — lets you give a group a lower priority

To distribute a policy file

- 1 Click File, Merge.
- 2 In the 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 the 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 merged policy file.
- 8 Type one of the following in the File Name box:
 - CONFIG.POL (on the logon server)
 - 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

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 rest of the Clipart is not installed to the server and must be made accessible to users by the network administrator.

To make the Clipart available to users

- 1 Copy the Graphics folder from Disc 2 to a location on the server or mount Disc 2 to the network.
- 2 Make the Graphics folder a shared folder on the network.

For instance, if you copied the graphics folder to the location \\servername\folder1\folder2\folder3\graphics. You need to share folder3. Novell NetWare administrators can use the map root option. You can set this folder so that it has Read-Only access.

To access this clipart, users must map a drive to the shared Clipart folder on the network. The next time that they access the Scrapbook, it will scan their drives and locate the graphics folder containing the Clipart.

Registry pointing to network on local installation

The 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 point to the network location and not to 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

SETUP32.EXE can be run with command line switches (start up switches), which give you additional control over the setup. When using a command line switch with a Windows application, the application 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 describes the command line options that are available for SETUP32.EXE. The text in italics represents information that 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 SETUP32.EXE to create a response file but without performing an installation. You can specify the full path and filename of the .RSP file. Enclose the full name in quotation marks.

/Df = project filename, component filename

SETUP32.EXE uses the listed project and COMP.CSW files. If a file listed is not found, an error is presented and the setup exits. No space is required between the project file name and the component filename; only a comma should separate these two names.

/Dmap

Runs SETUP32.EXE and allows only drive mapped drives. Even if a server allows it, a UNC path cannot be used as the destination folder. All registry keys that contain paths will be stored with drive mapped paths.

/Dpath = path

Sets the default destination path. Instead of using the default path defined in the .CSW file, the SETUP32.EXE uses the one specified on the command line. If the path is not valid, an error is given. If the path does not exist, it is created.

/Floppy

SETUP32.EXE creates 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 is 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 /CREATERSP, causes the destination page not to be shown in creation time. Instead, the destination page is 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 user input.

/ShortOnly

If you use this switch, the setup installs the applications and substitutes long filenames with short file names for any file or folder. This is normally used for devices that do not support long file names. You can only use the */ShortOnly* switch when you are performing a server install.

/ShowComp = filename

Outputs a list of component names in the box (which are case-sensitive) and their descriptions. This list can be used for single- or multiple-component installations. 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 SETUP32.EXE dialogs including error messages. If no other options are specified, a typical installation is performed. To install different options silently, use */i* and specify the components to install or create a response file and use it. Use one of these options to run SETUP32.EXE with no user interaction, or with third-party software distribution packages to *push* distribution without any further user or administrator involvement.

/Spath=path

Uses an alternate source path for the installation files. The setup files are used from the current folder; the files to be installed and the .CSW files are found in the specified path.

/U.c.

Runs SETUP32.EXE and allows only UNC drives. Even if a server allows a mapped path, it cannot be used as the destination folder. All registry keys that 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 SETUP32.EXE runs without user input and updates (reinstalls) the current installed applications. If the {r} is specified, only the registry is 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 subkeys. 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 (NETSETUPEXE)

Creates a shared installation of WordPerfect Office 2000 on a network server. Network Setup must be run before installing WordPerfect Office 2000 to a workstation.

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 SETUP32.EXE 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 (SETUP32.EXE)

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 about 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 started and information is added to it when the Install button is pressed.

The SETUP.LOG is a static output text file, created by Setup, in the \Windows\Corel 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.

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.

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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