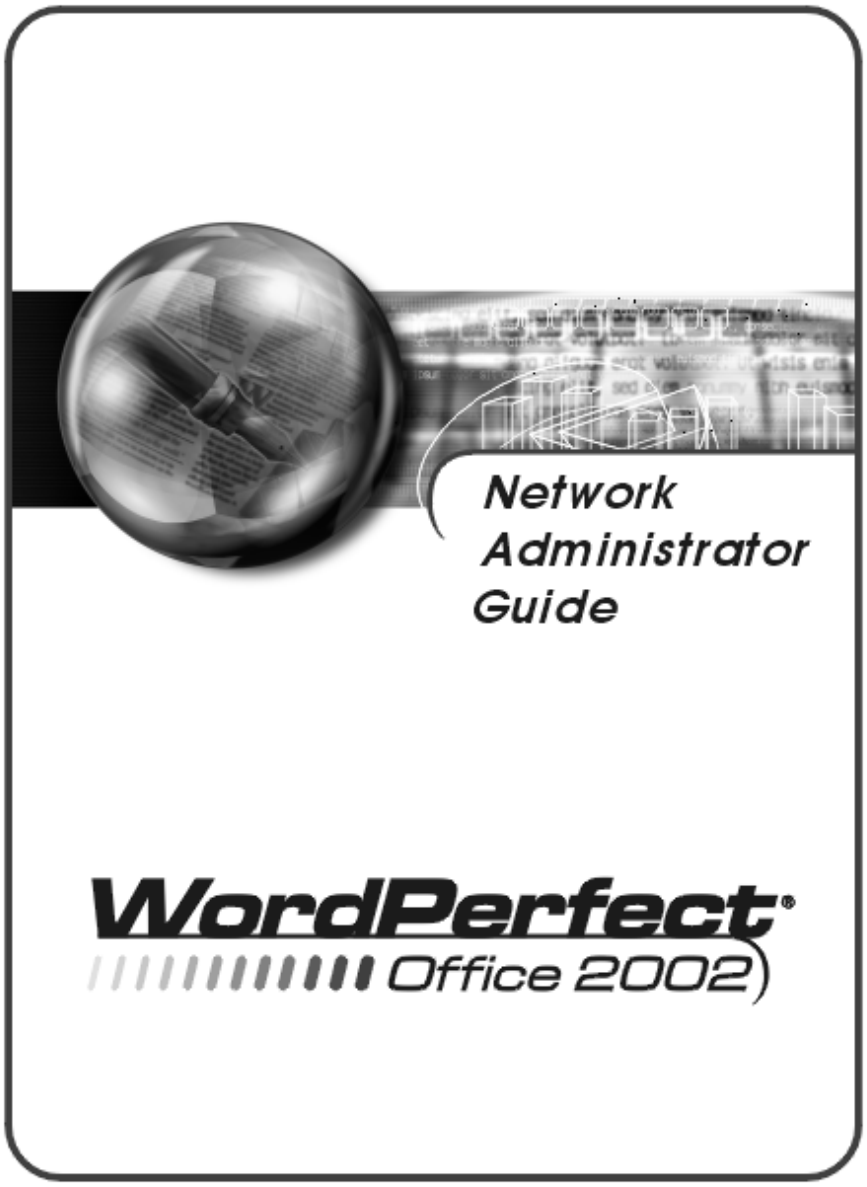

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For complete copyright information, please refer to the About section in the Help menu of the software.

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Introduction 1

Welcome to the WordPerfect® Office 2002 Network Administrator Guide. This guide was specifically created to help you, as a network administrator, to install and maintain WordPerfect Office 2002 applications in a networked environment. This guide is written for network administrators, application managers, and other IS professionals responsible for installing and maintaining Corel applications in a networked environment. Unless noted otherwise, the information in this guide applies to all versions of WordPerfect Office 2002.

This is a living document and the latest version is available on the Corel Web site, **www.corel.com**.

The information in this guide will be an essential aid as you install and manage applications on your network. Please read the following chapters carefully before installing or distributing WordPerfect Office 2002.

Unless noted otherwise, the information in this guide applies to all editions of WordPerfect Office 2002.

This guide covers the following topics:

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

System requirements

In order to run WordPerfect Office 2002, 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 closely meet the system requirements may not run WordPerfect optimally).

WordPerfect Office 2002 requirements

The following are the minimum system requirements for WordPerfect Office 2002 — Standard Edition:

- Windows, 95, Windows 98, Windows Millennium Edition (Windows Me), Windows 2000, or Windows NT 4.0 with SP6

- Pentium 166 MHz processor
- 16 MB Ram (32 MB recommended)
- 150 MB hard disk space (280 MB typical install)
- CD-ROM drive
- VGA monitor
- Mouse or tablet

The following are the minimum system requirements for WordPerfect Office 2002 — Professional Edition with Dragon NaturallySpeaking:

- Windows 95, Windows 98, Windows Me, Windows 2000 or Windows NT 4.0 with SP6
- Pentium 266 MHz processor
- 64 MB Ram
- 260 MB hard disk space (380 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.

Dragon Naturally Speaking does not support Windows 95.

What's included in WordPerfect Office 2002

The following applications are included in most editions of WordPerfect Office 2002. Not all WordPerfect Office 2002 editions include all the applications noted below. For example, WordPerfect Office 2002 Standard Edition does not include Paradox® 10, while the Professional Edition does.

Contents of WordPerfect Office 2002

- WordPerfect® 10
- Quattro® Pro® 10
- Corel® Presentations™ 10
- Paradox 10 (Professional)
- CorelCENTRAL™ 10
- Desktop Application Director™ (DAD™) 10
- Adobe Acrobat Viewer

- Microsoft Visual Basic for Applications
- Bitstream Font Navigator
- More than 100 TrueType Fonts
- Quick View Plus
- Net2Phone

All the documentation for WordPerfect Office 2002 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 2002 documentation from the CDROM

1 Insert the CD into the CD-ROM drive.

If the Auto-Run window does not start up, double-click the Intro.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 2002 CD. You can use this file to determine which version of WordPerfect you are using.

Installation types available from the WordPerfect Office 2002 CD-ROM

The WordPerfect Office 2002 CD includes two installation executables: SETUP32.EXE and WPO2002.MSI (WPO2002P.MSI for the Professional Edition). Both files will start the installation.

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 and Quattro Pro.
- **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 application.

Installing WordPerfect Office 2002 to a server

In order to install WordPerfect Office 2002 to a server, you must click **Start ▸ Run**. In the command line type **x:\setup32.exe /admin**. 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 11 of this document.

You must run **setup32 /admin** to install WordPerfect Office 2002 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.

Installation Files

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

WPO2002.msi and WPO2002P.msi files

WPO2002.msi is used for the WordPerfect Office 2002, Standard Edition. WPO2002P.msi is used for the WordPerfect Office 2002, Professional Edition. This file is found at the root of the CD. The file contains all of the required setup components, and regkeys; it also defines directories and shortcuts that need to be installed.

INSTMSI.EXE file

This file is found in two locations on the CD; **d:\msi\9x\Instmsi.exe** and **d:\msi\nt\Instmsi.exe** (where d is the letter corresponding to the CD-ROM drive). Both of these files are required to install the Microsoft Windows Installer. The first is used to install for Windows 98 and the second is used for Windows NT.

PROJECT.CSW file

The PROJECT.CSW is an input data file that the SETUP32.EXE uses to define the UI. You can find the PROJECT.CSW with the Setup source files in the Setup folder. If you run a network installation, the PROJECT.CSW file is copied to the server in the Setup folder.

COMP.CSW file

The COMP.CSW is a data file that contains component information. This data file defines what files, registry keys, and so on are associated with a component. The COMP.CSW also defines any folders or shortcuts that need to be created when you install a certain component. You can find the COMP.CSW with the Setup source files in the Setup folder. The SETUP32.EXE outputs an amended version of the COMP.CSW to the \Windows\Corel\Product Name\Version.

The COMP.CSW is an input file of the SETUP32.EXE. After an installation is complete, a COMP.CSW file, created by the SETUP32.EXE, appears in the \Windows\Corel\Product Name\Version folder. The data contained in the COMP.CSW, which is stored with the Setup source files, represents the possibilities for every type of installation that can be performed. The COMP.CSW file, which is stored on the installation machine, represents only the components that the user has chosen to install.

INTRO.EXE file

The INTRO.EXE file is the first file to be executed on the CD. It runs the AUTORUN.INF file.

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 \Windows\Corel\WordPerfect Office 2002\10. The default filename is Corel.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 WordPerfect Office 2002 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\Corel 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.

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 UNINSTALL.EXE creates UNINSTALL.LOG, which is a static output file, under the \Windows\Corel folder. This file is not appended to with subsequent uninstalls; therefore, it only represents the last uninstall performed.

Preparing for installation and distribution 2

You can prepare to install and distribute WordPerfect Office 2002 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 2002 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 2002 in a test environment
- installers to deploy the installation of WordPerfect Office 2002
- trainers to train and inform users
- support personnel to assist users during and after distribution

You and your team should prepare for distribution 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, Windows 2000 Resource Kit, Windows Me Resource Kit and the Windows NT Resource Kit.
- Review an organizational chart of your organization, and decide how WordPerfect Office 2002 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; click **Start ▸ Programs ▸ WordPerfect Office 2002 ▸ Setup and Notes**.
- Familiarize yourself with and note any differences between it and the last version of WordPerfect that you have installed.

Choosing a strategy

Before you install WordPerfect Office 2002, 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 2002 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 2002 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 2002 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 2002 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 2002 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 2002 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 2002 if you want both options later.

If you install all WordPerfect Office 2002 applications and enable **Allow Both Local And Run From Network Installation**, you need to install WordPerfect Office 2002 only once. You will have maximum control and flexibility to determine the exact configuration of WordPerfect Office 2002 on each workstation in your organization.

Running a workstation install

Once you have completed the administrative setup, run SETUP32.EXE at 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 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 2002 applications and a local installation on the user's hard drive. Another response file might allow only the installation of WordPerfect Office 2002 core applications and requires that they run from the network. Using response files with Setup shortcuts still requires that users install WordPerfect Office 2002 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 using Response Files" section on page 16 of the "Installing to a Workstation" chapter. See also the "Running a silent instlall" section on page 17 of the "Installing to a Workstation" chapter.

Third-party distribution software

WordPerfect Office 2002 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 2002. 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 2002 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 27.

Testing installation and distribution

Testing WordPerfect Office 2002 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 2002 (see "Preparing to install WordPerfect Office 2002 to a server" on page 11 for server requirements and "Preparing for workstation installation" on page 19 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 2002 on your test server.

- Test your options for client installations..

Once WordPerfect Office 2002 is installed on the workstations, you should:

- Open, run, and close all the core WordPerfect Office 2002 applications.
- Open files from previous versions in WordPerfect Office 2002 applications, if applicable.
- Test the major features of all applications, including opening, modifying, saving, and printing documents.
- Test all modifications that are based on preferences for compatibility.

After you have tested WordPerfect Office 2002, uninstall WordPerfect Office 2002 from each workstation using Corel® Uninstaller. For more information about uninstalling WordPerfect Office 2002 from a workstation, see the "Corel Uninstaller" section on page 22.

Performing a preliminary distribution

Before distributing WordPerfect Office 2002 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 2002 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.

3 Installing to a server

About the WordPerfect Office 2002 CD-ROMs

WordPerfect Office 2002 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.

After successfully completing the network server installation (x:\setup32.exe /admin), 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 differ for various editions of WordPerfect Office 2002.

Choosing a type of WordPerfect Office 2002 installation

You can install WordPerfect Office 2002 so that it either runs from a server or runs from the user's local hard drive. Installing WordPerfect Office 2002 to a local hard drive may not be possible on systems where hard drive space is limited. However, you can install WordPerfect Office 2002 to a server and then the users can run the software from the network. WordPerfect Office 2002 includes the Network Administrator Setup wizard. Using this wizard, Information Technology (IT) managers, application managers and network administrators can deploy WordPerfect Office 2002 to multiple workstations by setting up WordPerfect Office 2002 so that it runs from a server.

To run WordPerfect Office 2002 from a network click **Start** ▸ **Run** and type **x:\setup32.exe /admin**. Install WordPerfect Office 2002 to your 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 19.

Preparing to install WordPerfect Office 2002 to a server

WordPerfect Office 2002 runs on Windows NT 4.0, Windows 2000, and Novell NetWare. It has also been tested successfully on peer-to-peer networks (such as Microsoft Windows 95 or Windows 98). WordPerfect Office 2002 is not designed to run on a Windows NT 3.51 network; Corel Corporation does not support this environment for WordPerfect Office 2002. 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 98, Windows Me, Windows 2000 or Windows NT 4.0. It is not recommended to choose a workstation running Windows 95 .
- When you are running Network Setup, WordPerfect Office 2002 is not actually installed to this workstation. However, some items are added to the Registry.
- 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, Windows 98, or Windows Me.
- From your workstation, make sure that you can create files in the folder or share where you plan to install the applications. Do not continue Network Setup until you have access rights to 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 Client for Windows 95/98/ME or Novell Client for Windows NT/2000.

Windows NT/Windows 2000 server

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 2002.

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 2002 do not need to be consistent across workstations.

Novell NetWare

WordPerfect Office 2002 can be installed successfully on Novell NetWare 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. When distributing policies on Novell NetWare servers, workstations must be using Novell Client for Windows 95/98/ME or Novell Client for Windows NT/2000.

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 2002 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).

If you use the Novell Client for Windows 95/98/ME or Novell Client for Windows NT/2000 server, you can install to an NDS server using UNC paths or mapped drives.

Peer-to-peer operating systems

You can install WordPerfect Office 2002 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, Windows 98, or Windows Me 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 or Windows 2000 peer-to-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 2002 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 2002 do not need to be consistent across workstations.

Running the Network Setup program

The Network Setup installs all the applications that come with WordPerfect Office 2002 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 does not install or register any applications on the workstation from which it was run. To install and register WordPerfect Office 2002 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 2002 or install a second copy of WordPerfect Office 2002 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.

To run the Network Setup program

1 Insert the WordPerfect Office 2002 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 **x:\setup32.exe /admin**, and click **OK**.

For example, to install from drive D, type: D:\setup32.exe /admin.

4 Follow the instructions in the wizard. You will be asked to do the following:

- accept the WordPerfect license agreement
- enter your name and organization name to personalize your copy of WordPerfect Office 2002
- type the serial number found on your Product Authenticity Card
- enable the WordPerfect Office 2002 applications you want to install
- enable Conversion Filters
- enable Writing Tools Languages
- enable fonts

5 To install WordPerfect Office 2002 to one server, see the following procedure.

To install WordPerfect Office 2002 to multiple servers, see procedure on page 15.

To install WordPerfect Office 2002 to one server

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

2 Right click on a drive and click **Create**.

3 Right click on the new folder and click **Rename**. Type the name for your installation location.

4 Enable the **Allow Only Run From Network Installation** button to configure the workstation to run WordPerfect Office 2002 applications from the shared installation on the network server.

or

Enable the **Allow Only Local Installation** button to install WordPerfect Office 2002 applications on the local hard drive.

or

Enable the **Allow Both Local and Run From Network Installation** button to either, install WordPerfect Office 2002 applications on your local hard drive, or configure the workstation to run WordPerfect Office 2002 applications from the shared installation on the network server.

5 Enable the **UNC Paths** button or the **Mapped Drives** button before installing.

or

Enable the **Mapped Drives** button if you are installing to all other servers, peer-to-peer networks (such as a Windows 95, Windows 98, or Windows Me peer network), and other network operating systems.

6 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.

We recommend that you enable **Allow Both Local And Run From Network Installation**. You will have other opportunities to control how WordPerfect Office 2002 applications are set up for workstation installations.

To refresh the contents of the Corel Folder Browser, right-click in the Corel Folder Browser and click **Refresh**.

To delete folders, right-click the Corel Folder Browser, and click **Delete**.

Double-clicking on a drive in the disk space information window brings it into the Destination folder text field above.

To install WordPerfect Office 2002 to multiple servers

1 Enable the **Install To Multiple Servers** check box in the **Destination Page**.
2 Click the drive icon to specify the default installation path.
3 Click the **Remove** button.
4 Click the **Add** button to navigate to an installation location.
5 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.
8 Click a destination folder.
9 In the **Workstation Installation Options** section, enable the **Allow Only Run From Network Installation** button to configure the workstation to run WordPerfect Office 2002 applications from the shared installation on the network server.
   or
   In the **Workstation Installation Options** section, enable the **Allow Only Local Installation** button to install WordPerfect Office 2002 applications on the local hard drive.
   or
   In the **Workstation Installation Options** section, enable the **Allow Both Local and Run From Network Installation** button to either, install WordPerfect Office 2002 applications on your local hard drive, or configure the workstation to run WordPerfect Office 2002 applications from the shared installation on the network server.
10 In the **Workstation Installation Path** section, enable the **UNC Paths** button or the **Mapped Drives** button if you are installing to Novell NetWare, Windows NT or Windows 2000 servers.
   or

In the **Workstation Installation Path** section, enable the **Mapped Drives** button if you are installing to all other servers, peer-to-peer networks (such as a Windows 95, Windows 98, or Windows Me peer network), and other network operating systems.

11 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.

We recommend that you enable **Allow Both Local And Run From Network Installation**. You will have other opportunities to control how WordPerfect Office 2002 applications are set up for workstation installations.

To refresh the contents of the Corel Folder Browser, right-click in the Corel Folder Browser and click **Refresh**.

To rename or create folders, right-click in the Corel Folder Browser , and click **Rename**.

To delete folders, right-click the Corel Folder Browser, and click **Delete**.

Controlling setup configuration by using response files

Response files (.RSP) are text files that are created each time you perform a workstation installation; you can customize these text files to 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 a 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 setup32.exe command line, add a space and type **/CREATERSP=C:\RSP\WP10.RSP** (where C:\RSP\WP10.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 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 2002 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 setup32.exe text, add a space and type **/RSPFile=C:\RSP\WP10.RSP** (where C:\RSP\WP10.RSP represents the path where the rsp file will be 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\WP10.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 /Serialnum=<full serial number, including hyphen>** switch along with the /RSPFile switch when you modify a Setup shortcut.

The **/Silent /Serialnum=<full serial number>** switch should be used with the /RSPFile switch. If you're using shortcuts as described above, you add the **/Silent /Serialnum=<full serial number>** switch to the command line, as in the following example:

\\OurServer\OurDir1\SETUP32.EXE<space> /RSPFile="C:\RSP\WP10.RSP" <space> /Silent <space> /Serialnum=<full serial number, including hyphen>

When used with a software distribution package such as Novell ManageWise, silent installations can allow 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 Windows/Corel folder. The fatal error message appears at the end of the SETUP.LOG file.

Removing a server installation of WordPerfect Office 2002

There is no program to automatically remove WordPerfect Office 2002 from the server. Server installations must be removed manually by the administrator.

Keep in mind the following:

- Once you have removed the server installation of WordPerfect Office 2002, 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 not currently in use.

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 98 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.

4 Installing to a workstation

Once you have installed WordPerfect Office 2002 to a server, the users must perform a workstation installation of WordPerfect Office 2002 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 "Appendix B" on page 27.

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 by using response files" section on page 16.

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 2002 to a workstation

Before installing WordPerfect Office 2002 on a workstation, make sure each user has sufficient rights to access the installation files from the server. Each workstation must meet the following requirements:

WordPerfect Office 2002 — Standard Edition

- Windows 95, Windows 98, Windows Me, Windows NT 4.0 with SP6, or Windows 2000
- Pentium 166 MHz processor
- 16 MB Ram (32 MB recommended)
- 150 MB hard disk space (280 MB typical install)
- CD-ROM drive
- VGA monitor
- Mouse or tablet

WordPerfect Office 2002 — Professional Edition with Dragon NaturallySpeaking

- Windows 95, Windows 98, Windows Me, Windows NT 4.0 with SP6, or Windows 2000
- Pentium 266 MHz processor
- 64 MB Ram
- 260 MB hard disk space (380 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.

Dragon Naturally Speaking does not support Windows 95.

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 by using response files" section on page 16.

To run the Setup program for a workstation installation

1. From the workstation where you want to install WordPerfect Office 2002, 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 2002

4 If you have never installed WordPerfect on this workstation, then go to the following procedure "To install WordPerfect Office 2002 for the first time".

If you previously installed to this workstation, then go to the procedure "To install to a workstation that already has WordPerfect Office 2002 installed" on page 21.

To install WordPerfect Office 2002 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

3 Enable check boxes for the following options:

- **Conversion Filter Sets**
- **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 2002 applications and associated files are placed in the C:\Program Files\Corel\WordPerfect Office 2002 folder (unless you chose a different folder during setup), and shortcut have been added to Programs in your Windows Start Menu.

To install to a workstation that already has WordPerfect Office 2002 installed

1 Enable one of the following buttons to choose the installation type:

- **Add New Components** — adds new components to the existing installation of WordPerfect Office 2002 on this workstation
- **Update Current Installation** — refreshes the files and configurations of the copy of WordPerfect Office 2002 that is currently installed on this workstation
- **Custom Setup** — lets you choose installation types and options

2 If you enabled **Add New Components** then go to the procedure "To add new components from WordPerfect Office 2002" on page 22.

If you enabled **Update Current Installation** then go to the procedure "To update your current installation of " on page 22.

To add new components from WordPerfect Office 2002

1 Enable the WordPerfect Office 2002 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 2002 applications main path, or change to another folder by clicking **Browse**.

We recommend that you accept the default path.

4 Click **Install**.

To update your current installation of WordPerfect Office 2002

- Click **Install**.

Removing WordPerfect Office 2002 from a workstation

Corel Uninstaller uninstalls WordPerfect Office 2002 applications from workstations.

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 Uninstaller

The simplest way to uninstall WordPerfect Office 2002 from a workstation is to use Corel Uninstaller. This starts the UNINST32.EXE utility, which is used to remove WordPerfect Office 2002 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 Uninstaller shortcut is not available, you can also remove programs by using the Add/Remove Programs utility in the Control Panel and selecting WordPerfect Office 2002.

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 2002 from a workstation

1 Click **Start** ▸ **Programs** ▸ **WordPerfect Office 2002** ▸ **Setup And Notes** ▸ **Corel Uninstaller.**

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 Uninstaller (you cannot cancel Corel Uninstaller 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, such as ones that you have created, are not removed during this process. You might need to select and delete them.

Appendix A

Working with clipart

Making clipart accessible over a network

WordPerfect Office 2002 ships with a selection of clipart images and photos. More clipart images and photos are available for download from **http://www.officecommunity.com**. These images and photos 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. Additional clipart and photos are available for download off the web site.

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 2002 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:\Corel\SETUP32.EXE /RSPFile="C:\WRKSTN.RSP" /Silent /Serialnum=<full serial number>

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 #

This command line switch must be used in conjunction with the **/Serialnum** command line switch. 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.

/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.

/Nomsi

Installs using the csw structure instead of msi. It is used for Windows 95 but it is not recommended for use on other operating systems.

/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.

/Serialnum=<full serial number, including hyphen>

Forces the use of the serial number. If the serial number is missing the install will terminate and a log file will be generated. The log file will contain an error message stating “invalid serial number”.

/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\Corel 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.

/unc=*path*

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 (\setup32.exe, /admin, or /net)

The server to which you install WordPerfect Office 2002 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 2002 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 2002 on multiple servers simultaneously.

Network Setup (\setup32.exe, /admin, or /net)

Creates a shared installation of WordPerfect Office 2002 on a network server. Network Setup must be run before installing WordPerfect Office 2002 to a workstation.

Registry

A centralized database used by Windows 95, Windows 98, Windows Me, Windows 2000, 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 2002 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.LOGis 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, Windows Me, Windows 2000, or Windows NT workstation. Resides in a central network location. Each Windows 95, Windows 98, Windows Me, Windows 2000, 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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