



Installing AppleWorks 6

FOR MAC OS



Installing AppleWorks 6

This booklet provides instructions for

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

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

What You Need

To install AppleWorks, you need

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

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

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

Before You Install

Before you begin installation, register your new software and turn off virus protection.

Registering Your Software

Please register your copy of AppleWorks at the following Web site:

<http://register.apple.com/>

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

Turning Off Virus Protection

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

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

Installing AppleWorks

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

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

AppleWorks is installed in a new folder named AppleWorks 6. The Installer will not remove previous versions of ClarisWorks or AppleWorks or any of your data files.

Doing an Easy Installation

To install the complete AppleWorks package:

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

You see a window on your screen with two Installer icons. If you see only the icon for the CD-ROM disc, double-click the icon.

- 2** Double-click the appropriate Installer icon for your country.
- 3** Click Continue in the opening screen.
- 4** If you agree to the licensing terms, click Accept.
- 5** Click Install.
- 6** Follow the onscreen instructions.
- 7** Click Restart.

The AppleWorks application is now in the AppleWorks 6 folder.

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

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

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

Doing a Custom Installation

To install a subset of the AppleWorks files:

- 1** Follow steps 1 through 5 in “Doing an Easy Installation” on page 4.
- 2** Choose Custom from the pop-up menu.
- 3** Select the items you want to install.
- 4** Complete the installation by following steps 5 through 8 in “Doing an Easy Installation” on page 4.

Uninstalling AppleWorks

To remove all of the AppleWorks components from your system:

- 1** Follow steps 1 through 4 in “Doing an Easy Installation” on page 4.
- 2** Choose Uninstall from the pop-up menu.
- 3** Follow the onscreen instructions.
- 4** Click Quit.

Using a Network Server

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

- Copy the appropriate Installer from the AppleWorks CD-ROM disc to a folder on the server so users can install AppleWorks on their computers from the server. This is the recommended method.
- Install AppleWorks on a network server so multiple users can use one copy of the application.

Warning You may install AppleWorks on a network for use by multiple computers only if you have either (1) installed software that locks out any concurrent users in excess of the number of licensed copies of AppleWorks, or (2) paid for an authorized, licensed copy of AppleWorks for each computer connected to the network. Contact Apple or an authorized Apple reseller if you need to license additional copies of AppleWorks.

Setting Up an AppleWorks Installer on a Server

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

- 1** Create a folder on the server named AppleWorks Installation (or pick a similar name).
- 2** Open the new folder.
- 3** Insert the AppleWorks CD-ROM disc into the drive.
- 4** From the CD-ROM window that appears, drag all the files to the folder you created on the server.
- 5** Close the folder. With the folder still selected, choose Sharing from the File menu (or choose Get Info from the File menu, then choose Sharing).
- 6** Set permissions so users and groups can read the contents of the folder but can't make changes.

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

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

Installing AppleWorks on a Network Server

You can install AppleWorks on a network server so that many users can use the same copy. Although sharing AppleWorks over the network is not the best alternative for most users, some network administrators may prefer this method.

Limitations to Sharing AppleWorks

AppleWorks usually runs more slowly over a network because of network traffic and other conditions.

Also, multiple users sharing one copy of AppleWorks over a network cannot use all of the application's capabilities:

- Only one person at a time can check spelling or use Assistants.
- AppleWorks translators (for file conversion) are not available.
- Only the first person to open AppleWorks sees each font name in the Font menu in its own typeface. Subsequent users see all the font names in the default system typeface.

For instructions on how to minimize two of the limitations, see the next section.

Minimizing the Limitations

You can copy files from the server to each network user's computer, so that more than one user at a time can check spelling and translate files. On each network user's computer, create a folder called AppleWorks 6, and create another folder within this folder called AppleWorks Essentials. Put the files listed below in the AppleWorks Essentials folder.

- Translators (HTML, ASCII, and TEXT)
- the Dictionaries folder

Steps for Installing AppleWorks on a Server

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

- 1** Make sure that the Internet Config Extension, QuickTime 4, and CarbonLib are installed on the network users' computers. For those users running Mac OS 8.1, make sure that the Navigation extension is also installed.

AppleWorks 6 requires QuickTime 4 and CarbonLib. The Internet Config Extension is required to use the Internet linking feature in AppleWorks 6. (You can install the Internet Config Extension as shareware.)

AppleWorks 6 also uses Navigation Services, a feature included in Mac OS 8.5 and later. For Mac OS 8.1 users, you must install the Navigation file to provide the Navigation Services feature.

- 2** Make sure that no one else is using the server.

The AppleWorks Installer requires that you restart the server after you have installed AppleWorks.

- 3** Insert the AppleWorks CD-ROM disc into the drive.
- 4** Follow the instructions for "Doing an Easy Installation" on page 4 or for "Doing a Custom Installation" on page 5.

Users can now run AppleWorks over the network. Be sure to advise them of any existing limitations described in "Limitations to Sharing AppleWorks" on page 7.