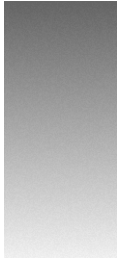




Installing AppleWorks 6

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

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 or DVD drive
- Mac OS 8.1 or later
- virtual memory turned on in the Memory control panel if you're using a version of the Mac OS earlier than Mac OS X on a computer with less than 64 MB of RAM
- QuickTime 4.1.2 or later installed on your computer

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

Important You cannot open AppleWorks from the CD-ROM disc. To use AppleWorks, you must install it as described in this booklet.

Before You Install

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

Registering Your Software

Register your copy of AppleWorks at the following Web site:

www.apple.com/register

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

Turning Off Virus Protection

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

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

Updating Your System Software if Necessary

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

- Mac OS 8.0 should be updated to Mac OS 8.1.
- Mac OS 8.5 or 8.5.1 should be updated to Mac OS 8.6.
- All versions of Mac OS 9.0 should be updated to Mac OS 9.1 or later.
- Mac OS X should be updated to the most recent version.

System software updates for Mac OS 8.1, 8.6, and 9.1 are available on the AppleWorks CD. For information on upgrading to the most recent version of Mac OS X, visit the following Web site:

www.apple.com/macosx/upgrade

Important If you install AppleWorks 6.1 or later while using a version of the Mac OS earlier than 9.1, and then upgrade to Mac OS X, you must reinstall AppleWorks.

Installing AppleWorks

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

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

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

Doing an Easy Installation

To install the complete AppleWorks package:

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

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

- 2** Double-click the appropriate Installer icon for your country.
- 3** Click Continue.
- 4** If you agree to the terms of the Software License Agreement, click Accept.
- 5** Click Install.
- 6** Follow the onscreen instructions.
- 7** Click Continue or Quit.

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

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

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

Doing a Custom Installation

To install a subset of the AppleWorks files:

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

Uninstalling AppleWorks

To remove all of the AppleWorks components from your system:

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

Note: Uninstalling does not remove any documents from your computer. It only removes the AppleWorks application and associated files.

Setting Up an AppleWorks Installer on a Server

These instructions are for network administrators who want to set up an AppleWorks Installer on a server so multiple users can connect to the server and install AppleWorks on their own computers over the network.

Warning You may set up an AppleWorks Installer on a server for use by multiple computers only if you have 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 Mac OS X Server

- 1** Create a share point (folder) on the server named AppleWorks Installation (or a similar name), and set up share point privileges so users will have read-only access to the AppleWorks Installer. (For more information on creating a share point and setting privileges, see the onscreen Help for the Server Admin application.)
- 2** Insert the AppleWorks CD-ROM disc into the server drive.
- 3** From the CD-ROM window, drag all the files to the share point you created in step 1.

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.

Setting Up an AppleWorks Installer on a Mac OS 9 Server

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

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

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

