OfficePower for Windows

Installation Guide

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About this guide

Purpose

This guide explains how to configure the OfficePower for Windows server and then install and configure the OfficePower for Windows client on personal computers.

Reader

This guide is for anyone who wishes to install and configure OfficePower for Windows. To configure the server, you must be familiar with OfficePower administration. To install the client, you must be familiar with the Windows environment(s) installed on your PC.

Area covered

This guide covers installation and configuration of OfficePower for Windows Version 5, as follows:

■ Chapter 1, *Introduction*, describes the prerequisites for installing OfficePower for Windows.

■ Chapter 2, *Configuring the server*, describes how to configure the server component of OfficePower for Windows, which is installed as part of OfficePower/Xtra.

■ Chapter 3, *Installing the client*, contains information about preparing your PC before installation, how to perform the client software installation and any tasks you need to perform afterwards.

Related documentation

OfficePower documentation is described in the *OfficePower Publications Guide*, which along with all the other documentation is available on the OfficePower/Xtra CD-ROM. Ask your OfficePower Administrator for details of how to access the manuals.

Conventions used in this guide

A number of conventions are used in this guide:

■ Hard function keys are shown in small, upper case letters, for example RETURN.

■ Soft keys are shown in small, upper case letters with an asterisk, for example CREATE RECORD*. You may have to select EXTENDED FUNCTION one or more times to make the desired soft key appear.

■ The shell prompt # is used where you should run instructions as **root**, the prompt $ for other users.

■ If you are instructed to **enter** or **answer** something, select RETURN at the end of the line.

- Lines that you enter are shown in bold fixed pitch type. For example:

  ```
  #  mv /backups/istart /backups/oistart
  ```

- Responses from the computer are shown in normal fixed pitch type. For example:

  cp: cannot access /tmp/async.tmp

- Pathnames that vary from installation to installation are referred to by the pathname variables. Wherever they are used, you must substitute the correct path. For example the term *$hp* represents the OfficePower/Xtra Software Directory, usually **/op/op**, and the term *$public* represents the home directory of the **public** user.

- Where the term NX occurs in this guide, it refers to NX and DRS/NX systems. The term DRS/NX refers to DRS/NX alone.

Contents

Introduction 1

These installation instructions introduce OfficePower for Windows Version 5 for use on personal computers using the following Microsoft operating systems:

- Windows 3.1

- Windows for Workgroups 3.11

- Windows 95

- Windows 98

- Windows NT Workstation 3.51

- Windows NT Workstation 4.0

OfficePower for Windows Version 5 only runs with full functionality against an OfficePower/Xtra host that has Version 5 or later installed.

Installing OfficePower for Windows consists of two main steps:

1 Configuring a server component on the OfficePower server.

2 Installing the client software on PCs.

You can upgrade a PC running any earlier version of OfficePower for Windows, or PowerWindows/3 Version 3.

The OfficePower for Windows client is user-installable in approximately 10 minutes, including the question and answer session in the installation program.

Configuring the server 2

The server component for OfficePower for Windows is provided as part of OfficePower/Xtra. The system administrator must perform the following activities before users can invoke OfficePower for Windows successfully:

1   Install the OfficePower for Windows Commercial Key.

2   Give users registered access to OfficePower:

   (a) Specify **adm:upd-opts** or select Administration from the main menu and then Update OfficePower Options. A list of your system's commercial key groups is displayed:

      GROUP   PASSWORD
      OPX (1)   ABCD-EFG-HIJK-5LM- - - - - -
      OPX (2)   NOPQ-123-RST4-UVW- - - - - -
      OPX (3)   XYZ6-789-ABCD-EF1- - - - - -
      OPX (4)   GHIJ-KLM-NOP2-345- - - - - -
      OPX (RC)   ZXAB-AS4-Q9PT-A

   (b) Move the cursor to the group whose users you wish to update, and press OPEN. The record is displayed, for example:

            OfficePower Options Password
      ZXAB-AS4-Q9PT-A- - - - - - -
            System Identifier: I800000001
      Facility or Option   Expiration Date
      OP for Windows (Registered)   32 users   UNLIMITED

   (c) Select the REGIST USERS* soft key. This displays the list of users with registered access to the specified option:

      USER   LAST   FIRST
      abc   Chips   Amy
      def   Fish   Donald

   If you press OPEN on a record, this displays for example:

      Username: def   UID : 603
        First: Donald   UAID : 3
        Last: Fish

   (d) To add a user to this list, use the SELECT USERS* soft key. This displays the list of all the users on your system.

   Move to the user to which you wish to give registered access, and press SELECT*. If the user already has registered access for this option, DUPLICATE is displayed in the STATUS field. Otherwise the STATUS field for this record becomes SELECTED.

   Select EXIT. The following message is displayed:

      Do you wish to register the selected users?

   Accept the message.

   If selecting this user would take the number of users registered for the option over the maximum, you are warned, but you can continue. You must remove users to give the correct number in the next screen.

   You can select more than one user, either by moving to each in turn and pressing SELECT* or by using the MARKED SET* facility.

(e) When you have selected the users you require and exited, the updated registered access keys user list is displayed, updated with the users you have selected. Delete any users you wish to remove from the list and press ACCEPT. Once you have a number of users not above the maximum you are returned to the OfficePower Option group/password screen.

(f) Select EXIT.

Note: When a registered user leaves, you should remove them from the list of registered users for all the facilities for which they are registered, otherwise they still count towards the maximum for that option.

3   Update **/etc/wtpermissions**. If you do not intend to use PC-Connect you do not need to carry out this step.

You must add the files listed in the following table on each OfficePower host that uses files in **/etc/wtpermissions** (to limit users' access to UNIX programs). Add the files to each OfficePower for Windows user's **/etc/wtpermissions/***username* file.

File	Usage
copmbox	Runs the receive mail server
copmprep	Runs the prep mail server
datasvr	Runs the data server

The **/etc/wtpermissions/***username* file must specify the full path for each of the commands as shown in the example file below:

/usr/bin/op
/usr/bin/opudk
/usr/bin/opstatus
/op/op/programs/word/server
/usr/bin/wt/savedesk
/usr/bin/wt/saveprogs
/usr/bin/wt/loaddesk
/usr/bin/wt/loadprogs
/usr/bin/wt/ftserver
/usr/bin/wt/intray
/usr/bin/pw_heart
/usr/bin/cop
/usr/bin/copinvoke
/usr/bin/alertserver
/op/op/bin/opinvoke
/op/op/bin/op_attach
/usr/bin/copmbox
/usr/bin/copmprep
/usr/bin/datasvr

4   Create **/etc/op_permissions files.** If you intend to connect to this OfficePower host using Windows sockets you must carry out this step.

In **/etc/op_permissions** you should create a file for each user who will connect to the OfficePower host using the OP4W communications software (the 'sockets' transfer mode).

Each file created must be named as the user's login ID. Each user's *username* file may contain a list of full UNIX pathnames to grant execution rights for that user.

For successful use of the OP4W client the **/etc/op_permissions/***username* file must specify the full path for each of the commands listed below:

/usr/bin/op
/usr/bin/opstatus
/usr/bin/opudk
/usr/bin/pw_heart
/usr/bin/cop
/usr/bin/copinvoke
/usr/bin/alertserver
/usr/bin/copmbox
/usr/bin/copmprep
/usr/bin/datasvr
$hp/programs/word/server
$hp/bin/opinvoke
$hp/bin/op_attach

Where *$hp* is opadmin's home directory.

You may add commands to this list should you wish to grant execution rights for other system programs.

If the **/etc/op_permissions/***username* file is empty or non-existent, anyone logging in as *username* has no UNIX execution rights and is not connected.

If the **/etc/op_permissions/***username* file just contains the '*' character, anyone logging in as *username* is granted execution rights to all UNIX programs (subject to suitable UNIX system permissions).

A example file is provided in **/etc/op_permissions/opadmin.exp**, but it omits the last three entries you need to include because they are site specific. It also omits **/usr/bin/opudk**.

5   Create an **inetd.conf** entry. If you intend to connect to this OfficePower host using Windows sockets you must carry out this step.

Edit the file **/etc/inet/inetd.conf** and add the following line:

opss stream   tcp   nowait   root /usr/bin/opss   in.opss

You may optionally force a re-read of **inetd.conf** at this point by issuing the following command:

kill -1 *PID of inetd*

6   Create a **services** file entry. If you intend to connect to this OfficePower host using Windows sockets you must carry out this step.

Edit the file **/etc/services** and add the following line:

opss *nnn*/tcp   #OP4W communications.

where *nnn* is the port number that OfficePower for Windows clients should use when connecting to this host.

The default port number provided in the OfficePower for Windows client is 801.

Installing the client   *3*

Read this section in full before you begin the client installation on a PC.

Pre-installation tasks on the PC

1 Before you start to install the OfficePower for Windows client, you need to decide the directory in which you are going to install it. The default directory is **C:\OP4W**.

2 If you are upgrading from OfficePower for Windows Field Trial Phase 1, you should:

  (a) Return or abandon any files in your OfficePower for Windows Work in Progress (**WIP**) folder.

  (b) Remove it from your system using the **uninstall** utility provided in the OfficePower for Windows program group.

  (c) Remove the following files if present in your Window's **SYSTEM** directory:

  OPAA.DLL
  OPCMMAPI.DLL
  OPCMMGEN.DLL
  OPCMM.VBX

3 If you are upgrading from a previous version of OfficePower for Windows then you may wish to take a backup copy of the PWPC.INI file as this will be updated during installation.

CAUTION: To install OfficePower for Windows on a PC, you must make sure the disk drive or drives contain sufficient space. The installation process installs approximately 4.7 MBytes of files in the **C:\OP4W** directory, and an additional 4.25 MBytes of files in your Windows directory.

Additional space is required for temporary files during the installation process, in the directory specified by the TEMP environment variable.

If the installation process finds that one or more of the drives containing the above directories is nearly full, a Low warning sign appears on the screen. If the space remaining is insufficient to complete the installation, an error message is displayed.

If you see an installation error message together with the Low warning sign, abandon the installation, make more space available on the drives containing the above directories, and repeat the installation.

Installing the OfficePower for Windows software

The OfficePower for Windows client software can be found in the four files **setup.exe** and **setup.2-setup.4** on the CD-ROM, in the directory **OP4W**.

As it is not a UNIX package, it does not appear in the list of packages that can be displayed from the ACCESS_CD menu. You may install OfficePower for Windows in the following ways:

■ Directly from the CD-ROM, either when it is mounted in a PC or accessible across a network

■ From floppy disks, which you can create by copying the files **setup.exe** and **setup.2-setup.4** from the CD-ROM to separate 1.44 MByte preformatted floppy disks.

To install OfficePower for Windows:

1   Run Windows.

2   Exit all Windows applications. You do not need to exit virus checking software.

3   Insert the CD-ROM in the PC or network CD-ROM drive, or insert disk1 in the appropriate drive on your PC.

   If you are running Windows 95 (or later) or Windows NT on your PC, a CD browser program starts automatically when you insert the CD-ROM into the drive on your PC. Click on the **OfficePower for Windows software** item, then click **Install**. The **Setup** program starts.

4   If Setup does not start automatically, start it in either of the following ways:

   Select **File, Run** from the Program Manager window, or select **Start, Run** from the desktop. In the Command dialog box or Open box, type (or browse for) one of the commands below:

   a:\SETUP   if you are installing from a diskette

   either   if you are installing from the CD-ROM, where
                                                               drive is the drive letter for the CD-ROM
   *drive***:\OP4W\SETUP**

   or

   drive:**op2000cd.exe**

   Use File Manager or Windows Explorer to locate **a:\SETUP** from disk or *drive***:\OP4W\SETUP** from the CD-ROM, then double-click it.

5   Setup takes you through the following steps:

   (a) It sets up an installation wizard.

   (b) A message appears, recommending that you exit all Windows programs before you continue. Click **Next** to continue.

   (c) A message appears, recommending you read these installation instructions. Click **Next** to continue.

   (d) You are prompted for the OfficePower for Windows destination directory. The default is **C:\OP4W**. Alternatively, you can browse for a different directory, or type in your own choice from the browser dialog. Click **Next** to continue.

   (e) You are prompted to select the program folder to which the OfficePower for Windows program icons are added. You can choose from a list of existing program folders or you can type in your own folder name. Click **Next** to continue.

   (f) Setup prepares the system for installation, and installs the new files. This step may take several minutes to complete.

   (g) Setup updates the program group.

   (h) A message appears, stating setup is complete. Click **Finish**.

   (i) Setup is now complete. for the installation to be effective you must restart Windows. you are asked whether you want Setup to restart Windows now or whether you want to restart it yourself later.

Post-installation tasks on the PC

This section describes the post-installation tasks that you may need to perform on each PC.

Installing OfficePower for Windows fonts

Note: You only need to carry out this step if you are installing OfficePower for Windows on your PC for the first time.

Select Fonts from Control Panel
Select File/Install New Font
Select the following fonts from your Windows directory.

  OfficePower for Windows - High Res
  OfficePower for Windows - Low Res.

Configuring service port numbers

Note: Consult your system administrator as you may not need to carry out this step.

If a service entry is required on your PC, edit the **services** file provided with the communications package in use.

The location of the services file varies depending upon which communications package you have installed. See the documentation provided with your communications package.

In the services file, add the following line:

opss   *nnn*/**tcp #OP4W communications**

where *nnn* is the port number supporting the OP4W service. Ask your system administrator which port number to use.

It is possible to provide port numbers at login time. To do this, click on the **Options >** button in the login dialog box. Ask your system administrator for details of how to do this.

Configuring OfficePower for Windows

Note: You do not need to carry out this step if you are upgrading from OfficePower for Windows Field Trial Phase 2 or later.

To configure OfficePower for Windows:

1   Start OfficePower for Windows by double-clicking the OfficePower for Windows Workspace icon. The OfficePower for Windows easy start feature prompts you to configure a host connection. Click OK .

    The OfficePower for Windows Configuration dialog box is displayed.

2   Click Add. The Add Host dialog box is displayed.

3   Enter the name of the OfficePower host (server) to which you want to connect. (If you want to connect to this host using PC-Connect, the name you enter here must be the same as the host name used by PC-Connect.)

4   Click OK. The Edit host dialog box is displayed.

5   Indicate the transfer mode you want to use. You do this by selecting one of the following options in the Transfer Mode panel of the Edit host dialog box:

    (a) **Sockets**: this means that the OfficePower for Windows communications interface is used for file transfer. You do not need to supply any more information.

  (b) **Redirected Drives**: this means that file transfer takes place between local disk drives and DOS drives mapped on the OfficePower host. You must enter a DOS drive letter and the UNIX path on the host corresponding to that DOS drive. This file transfer mode operates using PC-Connect software. Consult your system administrator for more information on using redirected drives.

  (c) **PC-Connect**: this means that the PC-Connect communications interface is used for file transfer. You do not need to supply any more information.

6 You are returned to the OfficePower for Windows Configuration form. The host name you have just added should appear in the Hosts list box. You can edit the details for any host name in the list by highlighting the host name entry and clicking Edit. You can remove a host name by highlighting it and clicking Remove.

7 Click Save to save the details you have just entered.

8 Click Exit. You are returned to the OfficePower for Windows Workspace main window.

9 Select the menu options **Server, Connections...** to connect to an OfficePower host. The host name you have just configured should appear in the Connect/Disconnect dialog box.

Installing the OfficePower Integration Kit

The OfficePower Integration Kit is part of OfficePower for Windows, and contains components for integrating it with the following applications:

■ Microsoft Word for Windows Versions 6, 7 and 97

■ Microsoft Excel Versions 5, 7 and 97

■ Corel WordPerfect Versions 6.1, 7 and 8

If you wish to integrate OfficePower with these applications, you should install the components of the Integration Kit as described in the *OfficePower for Windows* manual.

Making PC applications available from Terminal

To make sure that PC applications (such as Word for Windows, WordPerfect, Excel and Lotus) can be invoked from Terminal, make sure the following environment variables are set:

OP_WPF=WINDOWS

OP_BAK=*tempdir*

where *tempdir* is the name of a temporary directory that exists on the PC (for example, c:\temp). The OP_WPF variable is for WordPerfect objects only. OP_BAK is for all packages external to OfficePower.

You must also add the application home directories to the PATH variable. For example:

PATH=C:\;C:\DOS;C:\WINDOWS;C:\LOTUS123

The way you set these variables depends on your PC operating system. For all except Windows NT Workstation, you use the SET command in the autoexec.bat file, for example:

SET OP_BAK=*tempdir*

For Windows NT Workstation you set them as user variables from the Environment tab in the System part of the Control Panel.

Installing 32-bit applications on Windows NT 4.0 Workstation

Several 32-bit applications, including Microsoft Office 97, are normally installed by default in folders with long file names (more that 8 characters) that include spaces. For example, in the case of Office 97 the default folder is:

c:\Program Files\Microsoft Office

Such folder names can cause a number of problems in the interaction with other applications, including OfficePower for Windows, under Windows NT 4.0 Workstation.

Note: Such folder names are NOT generally a problem under Windows 95 or Windows 98.

Considering specifically Microsoft Office 97 under Windows NT 4.0 Workstation, if the default folder shown above is used, OfficePower is not be able to invoke these applications to update or view files, unless the application is already running at the time. If you have not yet installed Office 97 on your Windows NT system, you can avoid the problem by choosing folders with DOS-compatible names when installing the applications, for example, install in c:\mso97 instead of c:\Program Files\Microsoft Office.

You are offered the option to change the location in which Office 97 is installed at an early stage in the installation process. Click on the Browse button and select your preferred location, such as c:\mso97 instead of the default offered. This ensures that the main Office 97 applications are installed in c:\mso97\office.

If you are going to install Photo Editor, however, this is normally installed in:

c:\Program Files\Common Files\Microsoft Shared\PhotEd

You should change this separately to, for example:

c:\mso97\shared\photoed

Similar problems occur with Microsoft Internet Explorer, which is commonly installed in:

c:\Program Files\Plus!\Microsoft Internet

You should try installing in c:\msie instead.