

DocuWorks™ 7

Setup Guide

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Preface

Thank you for using DocuWorks™.

DocuWorks document handling software provides you with a uniform way to handle data in a wide variety of office situations.

With DocuWorks, you can handle both documents created by PC (personal computer) applications and data acquired by scanning as DocuWorks format data. This data can also be sent as e-mail or printed on a printer. This manual describes how to install the software from the DocuWorks 7 CD-ROM. Be sure to read this manual before using DocuWorks.

For an overview of DocuWorks and the basic operations, refer to the "Beginners Guide to DocuWorks 7", which will be installed along with DocuWorks.

For the details of the functions of DocuWorks, refer to Help.

The description assumes that the user knows the basic operations of Microsoft® Windows® 2000, Microsoft® Windows® XP, or Microsoft® Windows Vista® (hereafter called Windows 2000, Windows XP, Windows Vista).

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Important

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About DocuWorks Manuals

The manuals of DocuWorks are contained in the CD-ROM.

Type of Manuals

The following manuals provide information on the functions and operations of DocuWorks.

Manual Name	Description	Manual File Format
Setup Guide (this manual)	<ul style="list-style-type: none"> ● Contents It explains operating environments and installation procedure of DocuWorks. 	DocuWorks file
Beginners Guide to DocuWorks 7	<ul style="list-style-type: none"> ● Contents It describes the basic operations such as viewing, creating, and editing documents. ● How to display You can view it by opening [Beginners Guide to DocuWorks 7] in the workspace on DocuWorks Desk. Or by selecting [Start] > [All Programs] > [Xerox] > [DocuWorks] > [Beginners Guide to DocuWorks 7]. 	DocuWorks file Booklet (sold separately)
Help	<ul style="list-style-type: none"> ● Contents Help explains the overall features of DocuWorks and details of each function. You can use Help as a reference to understand the general description, as well as each operation and functionality of DocuWorks. You can also refer to Help to find out about setting procedures in dialog boxes while using DocuWorks. It mainly describes the following main points. <ul style="list-style-type: none"> ● Overview and new functions ● Setting up and usage of operating environment with windows ● All operations ● Menus and functions of dialog boxes ● Specifications, compatibilities, cautions and constraints ● How to display You can view it by selecting [Help] > [DocuWorks Help] on DocuWorks Desk or DocuWorks Viewer window. 	CHM file
Release Note	<ul style="list-style-type: none"> ● Contents It describes information you should read before working with DocuWorks. Cautions and Constraints concerning DocuWorks are explained. ● How to display You can view it by selecting [Start] > [All Programs] > [Xerox] > [DocuWorks] > [Readme] > [Readme]. 	HTML file

Using This Manual

This manual includes the following contents.

■ 1 Before You Install DocuWorks

Before installing DocuWorks, this section describes requirements for operating environments and installation settings.

■ 2 Installing Software

This section describes procedures to install application software contained in the CD-ROM.

■ 3 Executing the Configuring of Personal Settings

This section describes how to configure the required personal settings when using DocuWorks for the first time.

■ 4 Uninstalling Software

This section describes procedures to uninstall application software.

Conventions

The following symbols are used in the manual.

Symbol	Use of the symbol
<i>Important</i>	Indicates important information that you should read.
<i>Note</i>	Indicates additional information on operations or features.
<i>Reference</i>	Indicates the titles, manuals or Help for references.
" "	Represents names of other manuals, and titles of sections within this manual for references. Also represents folder names, file names, and directory path names.
[]	Represents dialog box names, and item names and button names in the dialog box, e.g. Click the [OK] button. Also represents Help titles.
>	Represents hierarchy of the menus, e.g. Select the [Start] menu of Windows, and [All Programs] > [Xerox] > [DocuWorks].

- This manual describes the DocuWorks screens and operations taking Windows Vista as an example. For those who use operating systems other than Windows Vista, please read information according to the respective environment.
- The term, "select" used in this manual refers to an operation to choose the menu items or items in the dialog box. The term, "click" refers to an operation to place a cursor over a button in the dialog box and press the left button of the mouse.
- The following terms may be abbreviated in some cases:
 - "DocuWorks Desk" may be abbreviated as "Desk".
 - "DocuWorks Viewer" may be abbreviated as "Viewer".
 - "[DocuWorks Desk] window" may be abbreviated as "Desk window".
 - "[DocuWorks Viewer] window" may be abbreviated as "Viewer window".
- A "DocuWorks document" and a "DocuWorks binder" together may be called "DocuWorks file" collectively.

1 Before You Install DocuWorks

Before you install DocuWorks, check the necessary environment and settings for installation.

1.1 What to Check Before Installation

Check the operating environment before installation.

Operating Environment

To use DocuWorks 7, the hardware must meet the following requirements:

Operating system (OS)	Microsoft® Windows® 2000(with Service Pack 3/4 ^{*1}) Microsoft® Windows® XP(with Service Pack 1/2/3) Microsoft® Windows Vista® (without Service Pack or with Service Pack 1)
CPU	PentiumIII® 333 MHz or higher
Memory	256 MB or more (512 MB or more is recommended) ^{*2}
Display	800 x 600 pixels or more (1024 x 768 pixels or more is recommended) full color
Minimum hard disk space required during installation	240MB ^{*3}
Required software	Microsoft® Internet Explorer® 6 or Windows® Internet Explorer® 7
Compatible scanners	TWAIN32 compliant
Other required devices	CD-ROM drive
Browser supporting DocuWorks Viewer Control ^{*4}	Microsoft® Internet Explorer® 6 Windows® Internet Explorer® 7
Versions of Office products supporting DocuWorks Creator for Microsoft Office	Microsoft® Office XP Microsoft® Office 2003 2007 Microsoft Office® System
Conversion function to Adobe® PDF	Adobe® PDF Creation Add-On ^{*5*6} , Adobe® Acrobat® 7.0 Elements, Adobe® Acrobat® Elements 6.0, Adobe® Acrobat® 8, Adobe® Acrobat® 7.0, or Adobe® Acrobat® 6.0 is required. Adobe® PDF Creation Add-On ^{*5*6} is included on the DocuWorks installation CD-ROM.

^{*1}To display PDF files in thumbnails or to use the PDF search function, Service Pack 4 is required.

^{*2}According to the recommended values for OS you use.

^{*3}To install the provided software, additional free space is required. Additional 200 MB or more is recommended for the actual operation.

^{*4}This function displays DocuWorks files using a web browser and edits files such as adding annotations.

^{*5}To use Adobe® PDF Creation Add-On, Adobe® Reader, which is included on the CD-ROM, must be installed.

^{*6}Adobe® PDF Creation Add-On operates on the following OS.

- Microsoft® Windows® 2000 Service Pack 4
- Microsoft® Windows® XP Service Pack 2
- Microsoft® Windows Vista® without Service Pack

User Privileges

The user who will install DocuWorks must have Administrator privileges. Check whether the user who will install the DocuWorks belongs to the Administrator group.

1.2 Installation Overview

To use DocuWorks 7, you must install DocuWorks 7 on your computer and then configure "Personal Settings".

Once the installation is complete, the necessary files are copied to your computer. By using Personal Settings, you can configure the DocuWorks environment for each user.

New Installation or Upgrading an Earlier Version of DocuWorks

DocuWorks 7 has installation methods as described below.

■ New Installation

Used to newly install DocuWorks 7 on computers which have no earlier version of DocuWorks installed.

When newly installing an upgrade package of DocuWorks 7, a DocuWorks 5.0/6.x serial number is required.

■ Upgrading an Earlier Version of DocuWorks

Used to upgrade DocuWorks 5.0/6.x to DocuWorks 7 by overwriting them.

Contents of the DocuWorks 7 CD-ROM

DocuWorks 7 CD-ROM contains the following items.

■ DocuWorks 7

Reference For information on how to install DocuWorks 7, refer to "Installing DocuWorks 7" (P.10).

■ Adobe PDF Creation Add-On

Adobe PDF Creation Add-On is PDF file creating software provided by Adobe Systems Incorporated.

Once the installation of Adobe PDF Creation Add-On is complete, you can use the [Conversion to PDF] plug-in on DocuWorks Desk. In addition, files including the DocuWorks files can be converted into PDF files by using the virtual printer [Adobe PDF].

Reference For information on how to install Adobe PDF Creation Add-On, refer to "Installing Adobe PDF Creation Add-On" (P.15).

■ DocuWorks Image Capture 1.0

DocuWorks Image Capture 1.0 monitors the specified folder, and converts the image file in the folder into a DocuWorks document.

Reference For information on how to install DocuWorks Image Capture 1.0, refer to "Installing DocuWorks Image Capture 1.0" (P.16).

■ DocuWorks Viewer Light 7

DocuWorks Viewer Light is free software to view DocuWorks files. This application enables you to view the DocuWorks files even in an environment that does not have DocuWorks installed.

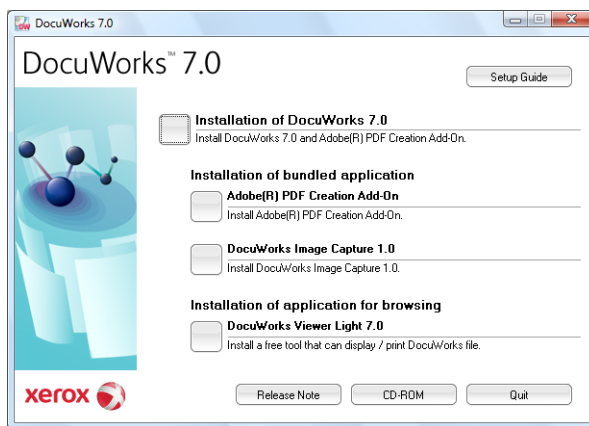
Reference For information on how to install DocuWorks Viewer Light 7, refer to "Installing DocuWorks Viewer Light 7" (P.19).

The Installation Screen

When setting the DocuWorks 7 CD in a CD-ROM drive, the following installation screen appears.

Note Depending on the language version of the software, the language selection screen appears first. Selecting the language you want to install displays the installation screen.

Note If the screen does not appear, execute the "Autorun.exe" file under the "autorun" folder in the CD-ROM.



■ Setup Guide

If you click this button, "DocuWorks 7 Setup Guide" (this manual) appears.

■ Installation of DocuWorks 7.x

If you click this button, DocuWorks 7 will be installed.

Reference "Installing DocuWorks 7" (P.10)

■ Adobe® PDF Creation Add-On

If you click this button, Adobe Reader and Adobe PDF Creation Add-On will be installed.

Reference "Installing Adobe PDF Creation Add-On" (P.15)

■ DocuWorks Image Capture 1.0

If you click this button, DocuWorks Image Capture 1.0 will be installed.

Reference "Installing DocuWorks Image Capture 1.0" (P.16)

■ DocuWorks Viewer Light 7.x

If you click this button, DocuWorks Viewer Light 7 will be installed.

Reference "Installing DocuWorks Viewer Light 7" (P.19)

■ Release Note

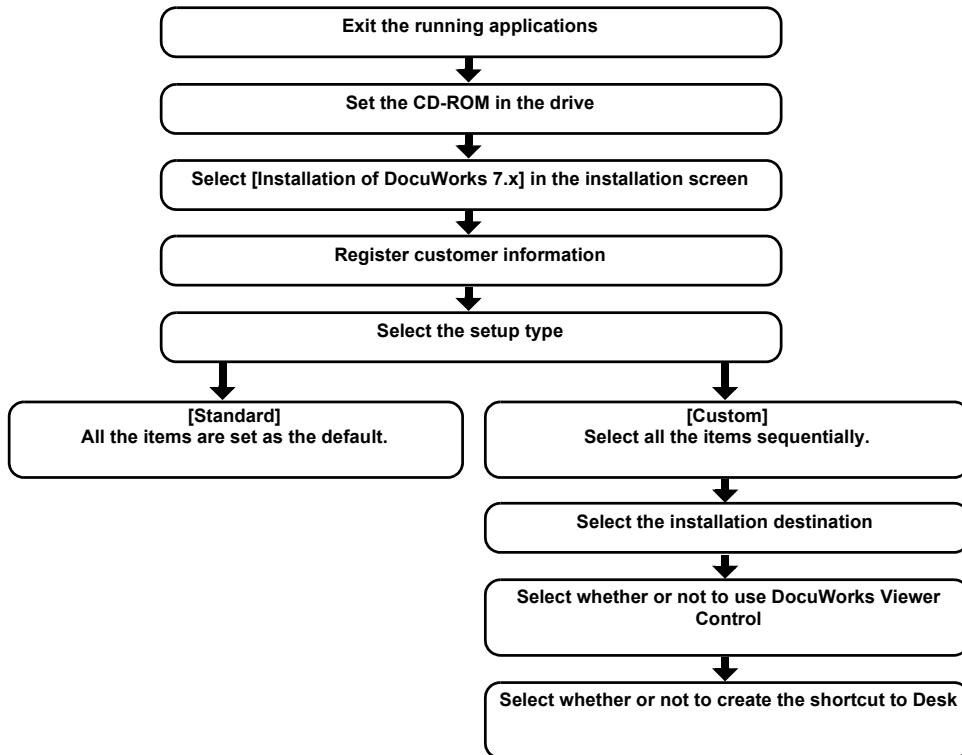
If you click this button, Release Note for the entire CD-ROM is displayed. By clicking the links inside, you can display individual Release Notes. Release Notes describe the cautions and constraints. Be sure to read them before using the software.

■ CD-ROM

If you click this button, the files in the CD-ROM are displayed.

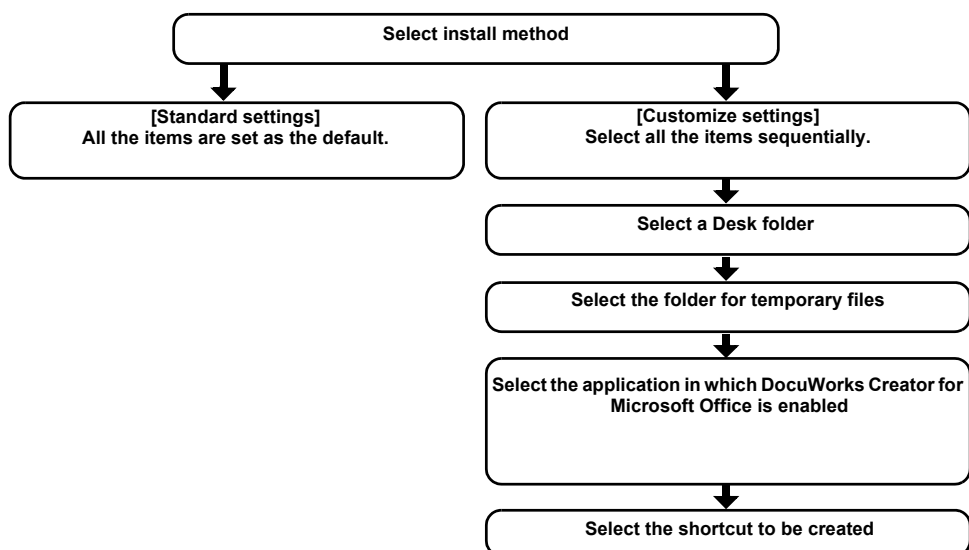
Flow of Installing DocuWorks 7

The installation flow of DocuWorks 7 is as follows:



Flow of Personal Settings

When you use DocuWorks for the first time, you must configure Personal Settings.
The flow of Personal Settings is as follows:



2 Installing Software

This section describes how to install each application software from the DocuWorks 7 CD-ROM.

After the installation, configure Personal Settings by referring to "Executing the Configuring of Personal Settings" (P.23).

Note In DocuWorks 7, you can do "Silent Installation" which does not display the dialog boxes when installing the software. For details, refer to Help [Customize DocuWorks] > [Customize Installation].

2.1 Installing DocuWorks 7

This section explains how to newly install DocuWorks 7 or upgrade an earlier version.

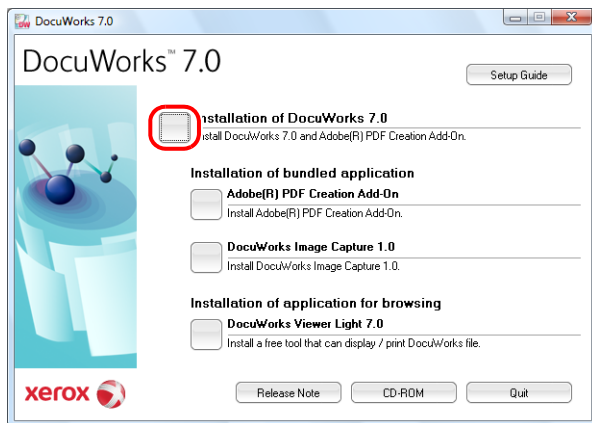
- 1 Close all the active applications and insert the DocuWorks 7 installation CD into the CD-ROM drive.

The installation screen appears.

Note If the [AutoPlay] dialog box appears, click [Run Autorun.exe].

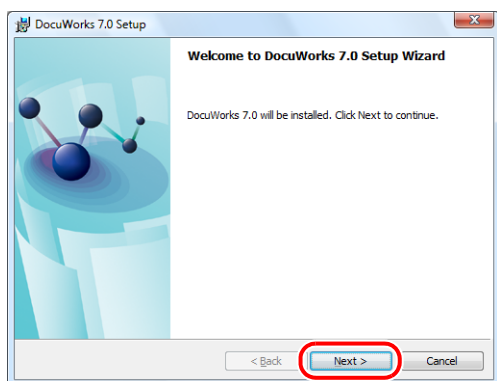
Note If nothing launches, execute the "Autorun.exe" file under the "autorun" folder in the CD-ROM.

- 2 Click the button on the left of [Installation of DocuWorks 7.x].

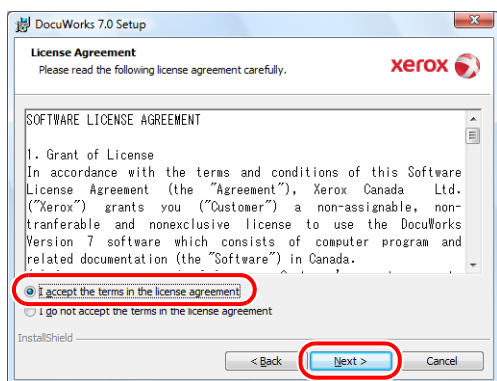


- 3 In the [User Account Control] dialog box, click [Continue].

4 Click [Next].

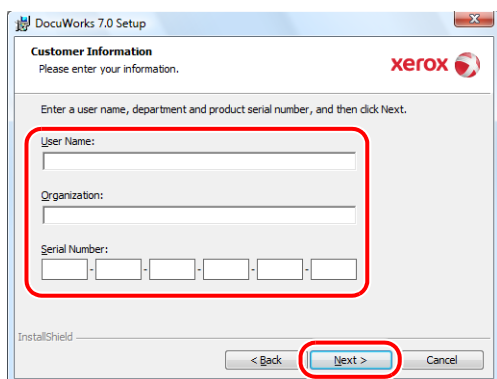


5 Verify the information displayed in the DocuWorks licensing agreement. If you agree to the licensing conditions, select [I accept the terms in the license agreement], and then click [Next].



6 Enter [User Name], [Organization], and [Serial Number], and then click [Next].

When installing an upgrade package of DocuWorks 7 on environments which have no DocuWorks 5.0/6.x installed, the window to enter a serial number for the product you upgrade appears. Enter a DocuWorks 5.0/6.x serial number, and then click [Next].



7 Select the setup type, and click [Next].

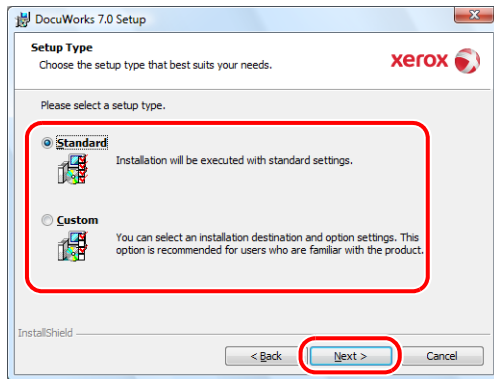
The default is [Standard].

- [Standard]

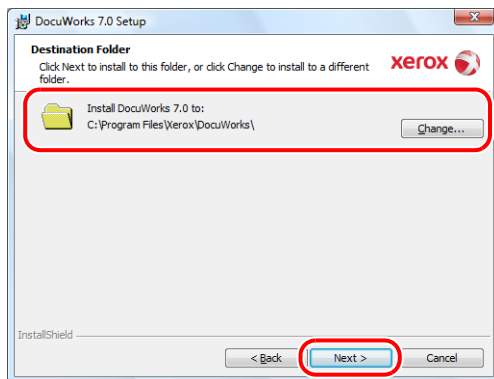
Install items as the default settings. Proceed to Step 11.

- [Custom]

Install items changing the default settings. Proceed to Step 8.



8 Select the installation destination folder, and click [Next].



Important

Do not install DocuWorks to the following locations. Otherwise the software may malfunction.

- Network folder
- Directly under the drive such as "C:\"
- Removal media such as CD-R/RW, MO, or memory card

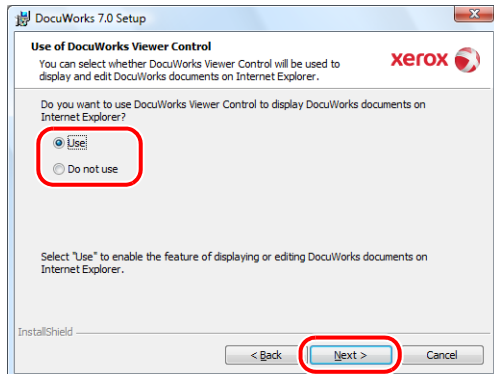
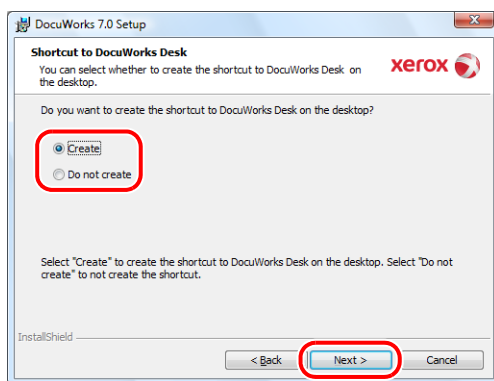
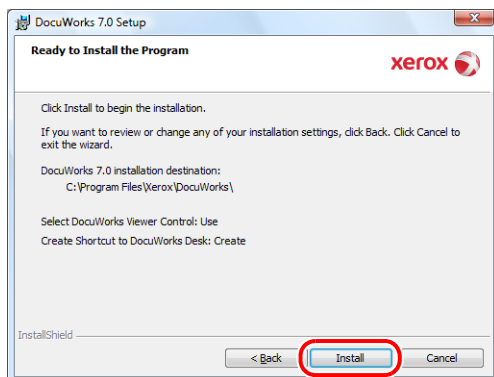
Note

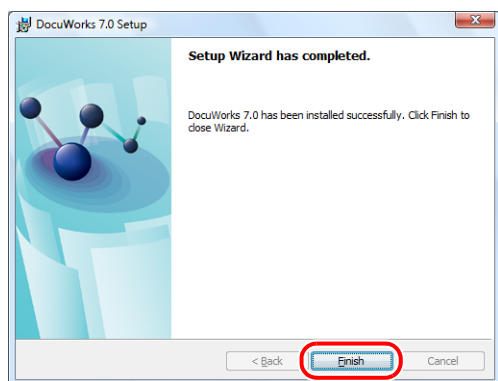
In new installation, the default is "C:\Program Files\Xerox\DocuWorks".

When upgrading an earlier version, the default is the folder where an earlier version of DocuWorks has been installed.

9 Select whether or not to use DocuWorks Viewer Control, and click [Next].

If you select [Use], you can edit the DocuWorks files displayed on a web browser such as by pasting annotations or changing attributes, and save it.

**10** Select whether or not to create the shortcut to Desk on the desktop, and click [Next].**11** Confirm the settings, and click [Install].

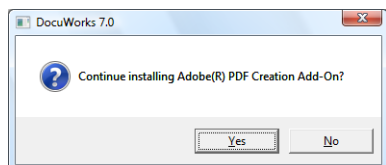
12 Click [Finish].**Important**

- The screen prompting you to restart the computer appears when there is a file that cannot be overwritten. However, the installation can be completed if you restart the computer accordingly.
- Restart your computer when prompted and refer to the instructions under "Installing Adobe PDF Creation Add-On" (P.15) to install Adobe PDF Creation Add-On.

When you use DocuWorks for the first time after the installation, you must configure Personal Settings for each user.

Reference

For information on how to configure Personal Settings, refer to "Executing the Configuring of Personal Settings" (P.23).

13 If a message asking you to restart your computer does not appear, a message appears asking you whether or not to install Adobe PDF Creation Add-On.

Click [Yes] to install Adobe PDF Creation Add-On and continue to step 14.

Clicking [No] cancels the installation and closes the installer.

Reference

Adobe PDF Creation Add-On or Acrobat 6.0 or later is required to use the DocuWorks PDF conversion function. For details, refer to "When Adobe Acrobat products are installed on your system" (P.15) to determine if installing Adobe PDF Creation Add-On is necessary.

14 Follow the on-screen instructions to install first Adobe Reader and then Adobe PDF creation Add-On.

After the installation of Adobe Reader has finished, restart your computer when prompted and follow the instructions under "How to install Adobe PDF Creation Add-On" (P.15). Adobe PDF Creation Add-On is installed.

2.2 Installing Adobe PDF Creation Add-On

Adobe PDF Creation Add-On or Adobe Acrobat 6.0 or later is required to use the DocuWorks PDF conversion function.

Adobe PDF Creation Add-On is included on the DocuWorks 7 CD-ROM. This section explains how to install Adobe PDF Creation Add-On from the DocuWorks 7 CD-ROM.

Note Adobe Reader is also installed when you install Adobe PDF Creation Add-On from the DocuWorks 7 CD-ROM.

When Adobe Acrobat products are installed on your system

The following table shows whether you need to install Adobe PDF Creation Add-On to use the DocuWorks PDF Conversion function, if Adobe Acrobat products are installed on your computer.

Currently installed Adobe Acrobat products	Is Adobe PDF Creation Add-On necessary?	
Adobe Acrobat 5.0 or earlier	Necessary	You cannot use the DocuWorks PDF conversion function. You must first uninstall Adobe Acrobat and then install Adobe PDF Creation Add-On to use the DocuWorks PDF conversion function.
Adobe Acrobat 6.0 Professional Adobe Acrobat 6.0 Standard Adobe Acrobat Elements 6.0 Adobe Acrobat 7.0 Professional Adobe Acrobat 7.0 Standard Adobe Acrobat 7.0 Elements Adobe Acrobat 8 Professional Adobe Acrobat 8 Standard	Unnecessary	You can use the DocuWorks PDF conversion function without installing Adobe PDF Creation Add-On.

How to install Adobe PDF Creation Add-On

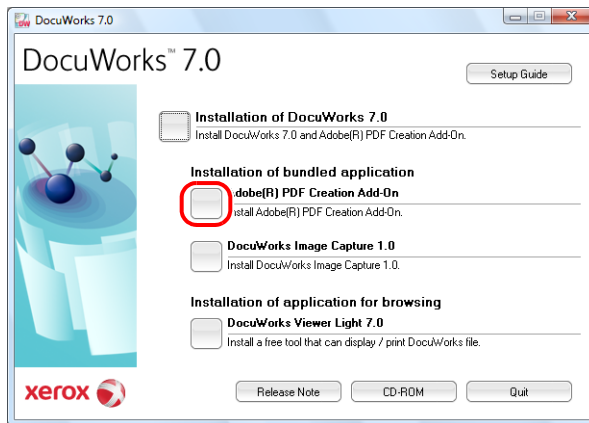
- 1 Close all the active applications and insert the DocuWorks 7 installation CD into the CD-ROM drive.

The installation screen appears.

Note If the [AutoPlay] dialog box appears, click [Run Autorun.exe].

Note If nothing launches, execute the "Autorun.exe" file under the "autorun" folder in the CD-ROM.

- 2 Click the button on the left of [Adobe(R) PDF Creation Add-On].



- 3 In the [User Account Control] dialog box, click [Allow].

Adobe Reader is installed first, and then Adobe PDF Creation Add-On is installed.
Follow the on-screen instructions to install the software.

After the installation of Adobe Reader has finished, restart your computer when prompted and repeat the procedure from step 1. Adobe PDF Creation Add-On is installed.

2.3 Installing DocuWorks Image Capture 1.0

DocuWorks Image Capture periodically monitors a specified folder, converts a detected image file (JPEG and TIFF file) to a DocuWorks document, and outputs the converted file to DocuWorks Desk, the currently-open folder.

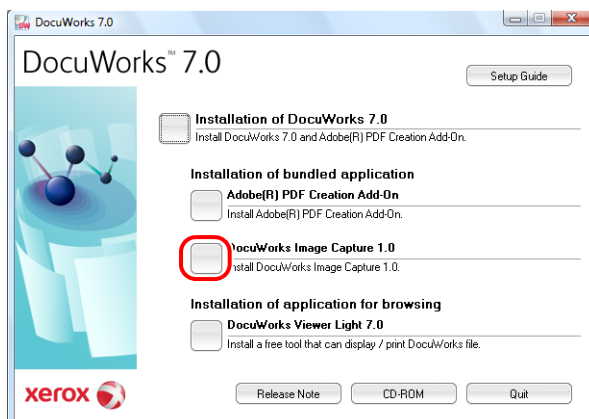
Important If DocuWorks is not already installed, install it before installing DocuWorks Image Capture 1.0.

- 1 Close all the running applications and insert the DocuWorks 7 CD-ROM into the drive.
The installation screen appears.

Note If the [AutoPlay] dialog box appears, click [Run Autorun.exe].

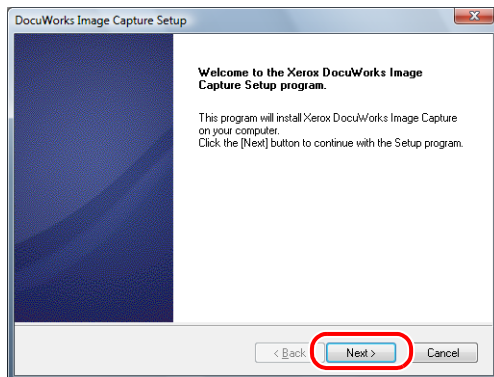
Note If nothing launches, execute the "Autorun.exe" file under the "autorun" folder in the CD-ROM.

- 2 Click the button on the left of [DocuWorks Image Capture 1.0].

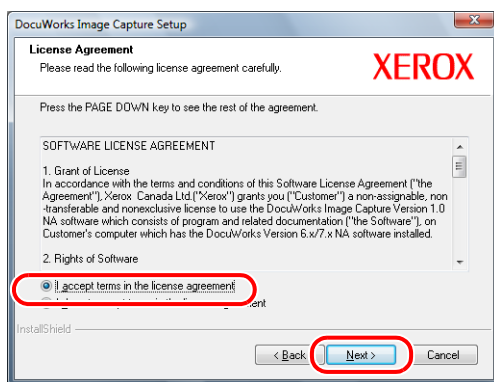


3 In the [User Account Control] dialog box, click [Continue].

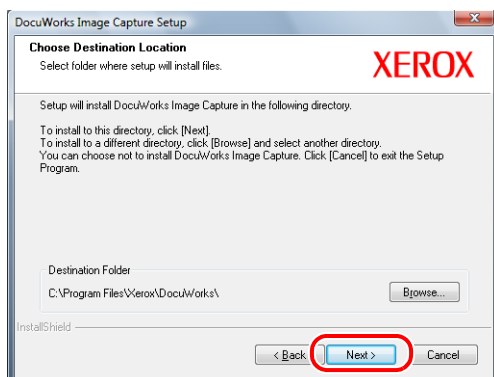
4 Click [Next].



5 Verify the information displayed in the DocuWorks Image Capture licensing agreement. If you agree to the licensing conditions, select [I accept terms in the license agreement], and then click [Next].



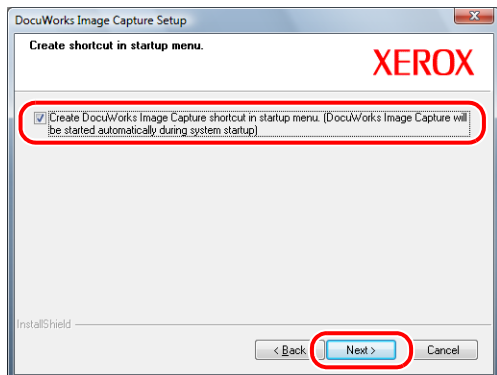
6 Select the installation destination folder, and click [Next].



Note

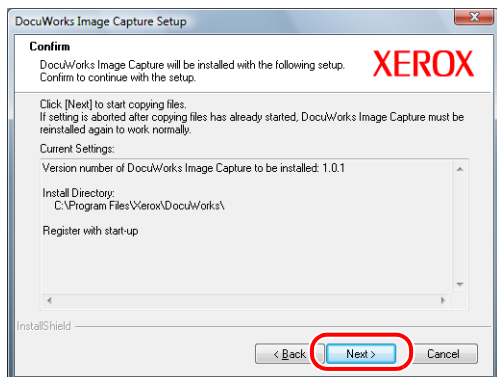
To install DocuWorks Image Capture 1.0 in another folder, click [Browse] to specify the installation destination.

- 7 If DocuWorks Image Capture is to be enabled automatically on start-up, please select [Create DocuWorks Image Capture shortcut in startup menu], and then click [Next].

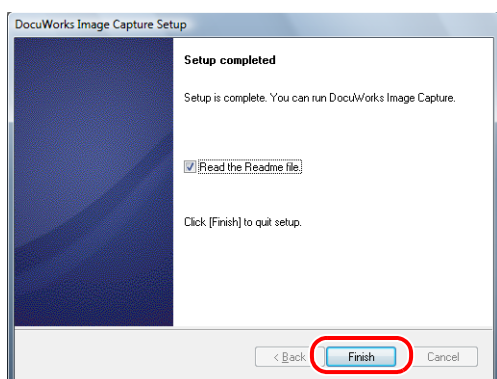


Note By checking this box, a shortcut to DocuWorks Image Capture will be placed in the start-up menu which will automatically start DocuWorks Image Capture once the operating system is launched.

- 8 Confirm the settings, then click [Next].



- 9 Click [Finish].



Important The screen prompting you to restart the computer appears when there is a file that cannot be overwritten. However, the installation can be completed if you restart the computer accordingly.

2.4 Installing DocuWorks Viewer Light 7

DocuWorks Viewer Light is free software to view DocuWorks files. This application enables you to view the DocuWorks files even in an environment that does not have DocuWorks installed.

Note You do not have to install DocuWorks Viewer Light on a PC which has DocuWorks installed.

You can view and print DocuWorks files, search and copy a character string, jump by using the link annotation, extract original data, and view DocuWorks files on a web browser. However, you cannot edit DocuWorks files.

Important If DocuWorks Viewer Light for Web 5.x has been installed, do not uninstall it. Just overwrite it with DocuWorks Viewer Light 7.

Note DocuWorks Viewer Light for Web is software provided with the earlier versions of DocuWorks. In this version, the functions of DocuWorks Viewer Light for Web have been integrated into those of DocuWorks Viewer Light.

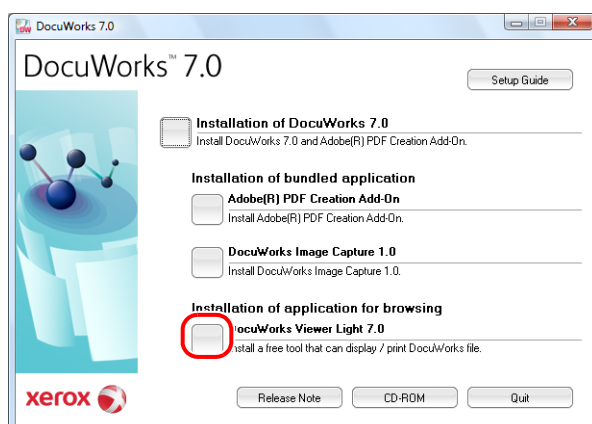
- 1 Close all the active applications and insert the DocuWorks 7 installation CD into the CD-ROM drive.

The installation screen appears.

Note If the [AutoPlay] dialog box appears, click [Run Autorun.exe].

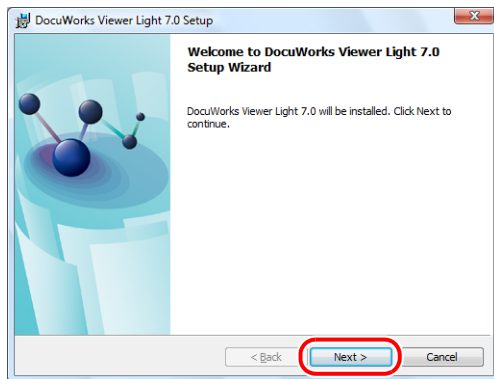
Note If nothing launches, execute the "Autorun.exe" file under the "autorun" folder in the CD-ROM.

- 2 Click the button on the left of [DocuWorks Viewer Light 7.x].



- 3 In the [User Account Control] dialog box, click [Continue].

4 Click [Next].



5 Verify information displayed in the DocuWorks Viewer Light licensing agreement. If you agree to the licensing conditions, select [I accept the terms in the license agreement], and click [Next].



6 Select the setup type, and click [Next].

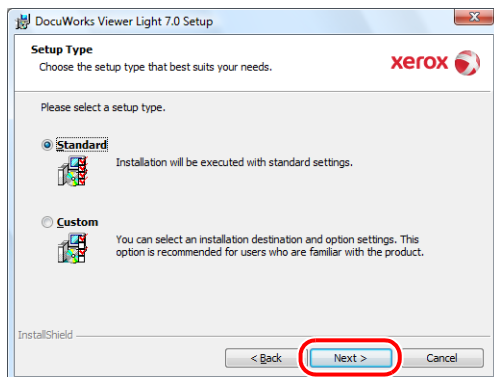
The default is [Standard].

- [Standard]

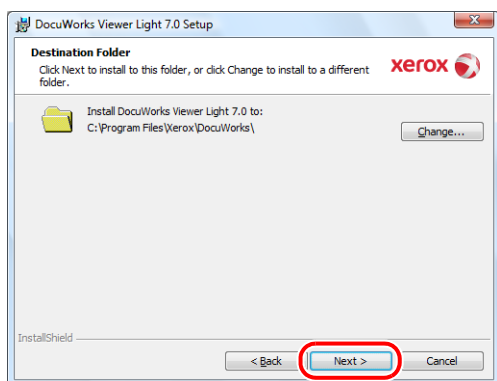
Install items as the default settings. Proceed to Step 9.

- [Custom]

Install items changing the default settings. Proceed to Step 7.



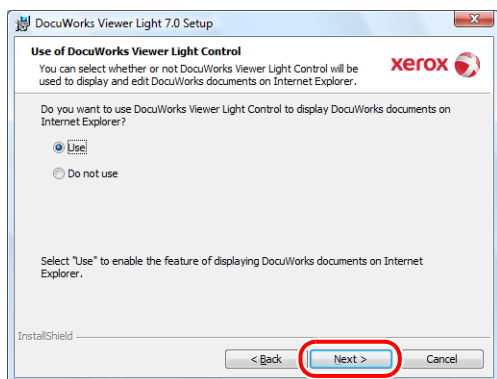
7 Select the installation destination folder, and click [Next].



Note It is recommended to set the same folder as that of the installation destination of DocuWorks 7.

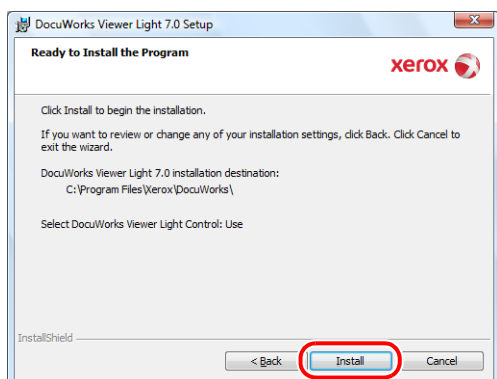
8 Select whether or not to use DocuWorks Viewer Light Control, and click [Next].

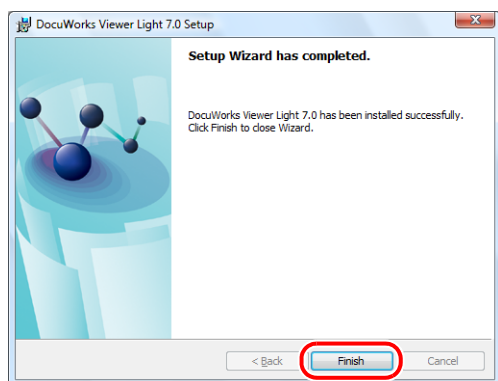
If you select [Use], DocuWorks files can be displayed on a web browser.



Note If you have installed DocuWorks Viewer Control, even if you select [Use] for DocuWorks Viewer Light Control, DocuWorks files are opened by DocuWorks Viewer Control on a web browser.

9 Confirm the settings, and click [Install].



10 Click [Finish].**Important**

The screen prompting you to restart your computer appears when there is a file that cannot be overwritten. However, the installation can be completed if you restart the computer accordingly.

3 Executing the Configuring of Personal Settings

When using DocuWorks for the first time, you need to individually specify the location of the Desk folder, and location of the folder for temporary files to be used for each Windows user account. You can use DocuWorks only after Personal Settings are complete. The contents of the Personal Settings can be changed later. This chapter describes how to configure Personal Settings and to change the settings later.

3.1 Executing the Configuring of Personal Settings

The instructions for configuring personal settings are separated between the new installation and upgrading an earlier version.

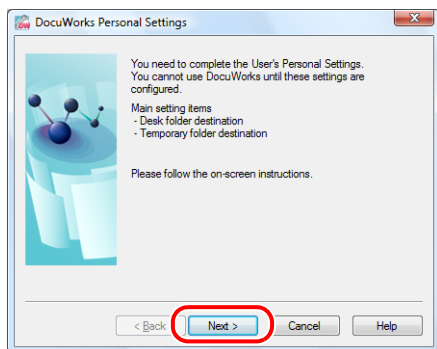
Newly Installing DocuWorks

When you run DocuWorks for the first time after installation, the DocuWorks Personal Settings Tool starts automatically, and the screen shown in step 2 appears.

- 1 From the Windows [Start] menu, select [All Programs] > [Xerox] > [DocuWorks] > [DocuWorks Personal Settings Tool].

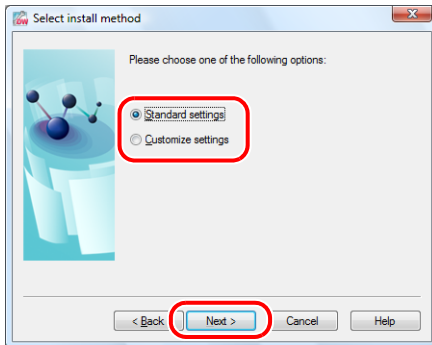
The [DocuWorks Personal Settings] dialog box appears.

- 2 Click [Next].



3 Select either [Standard settings] or [Customize settings], and click [Next].

The default is [Standard settings].

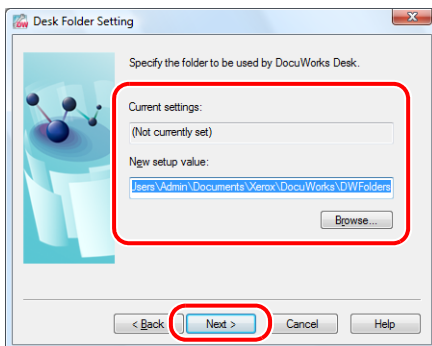


- [Standard settings]
Configure Personal Settings in the default values. Proceed to Step 10.
- [Customize settings]
Configure Personal Settings changing the default values. Proceed to Step 4.

4 Select a location to create a Desk folder, and click [Next].

This is the folder where the user folders to be used on Desk will be created. Sufficient free space is required since the user data will be stored here.

The default is "<Personal folder>\Xerox\DocuWorks\DWFolders".

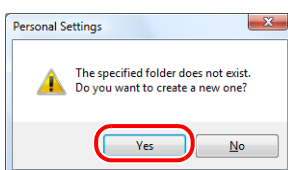


Note The location of the <Personal folder> is as follows:

- For Windows Vista C:\Users\User name\Documents
- For Windows 2000/XP C:\Documents and Settings\User name\My Documents

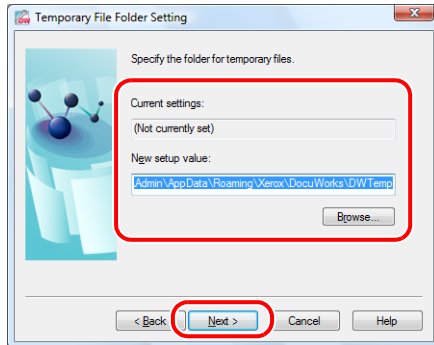
Note If you specify Personal Settings for the first time after upgrading an earlier version, a Desk folder is, by default, in the location where the Desk folder of the earlier version was stored.

5 Click [Yes] on the [Personal Settings] dialog box that appears when you configure Personal Settings for the first time and specify the location as the default value in the previous step.



6 Select a location to create a temporary file folder, and click [Next].

This is the folder that DocuWorks program uses temporarily during operation.
The default is "<Application Data folder>\Xerox\DocuWorks\DWTemp".



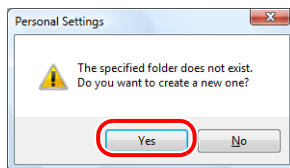
Important Do not install DocuWorks to the following locations. Otherwise the software may malfunction.

- Directly under the drive such as "C:\"
- Removal media such as CD-R/RW, MO, or memory card
 - If you specify a network folder, it cannot be shared between two or more users.

Note The location of the <Application Data folder> is as follows:

- For Windows Vista C:\Users\User name\AppData\Roaming
- For Windows 2000/XP C:\Documents and Settings\User name\Application Data

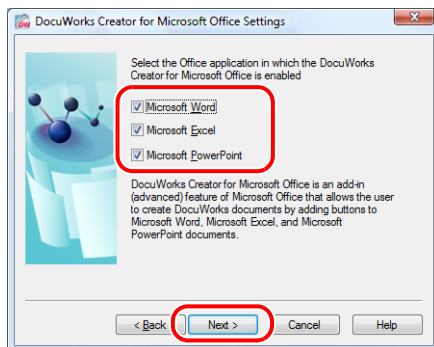
7 Click [Yes] on the [Personal Settings] dialog box that appears when you configure Personal Settings for the first time and specify the location as the default value in the previous step.



8 Select the Office application in which the DocuWorks Creator for Microsoft Office is enabled, and then click [Next].

If you enable the DocuWorks Creator for Microsoft Office, the [Convert to DocuWorks] button will be created on the toolbar of the selected Microsoft Office application.

By default, all of them are checked.

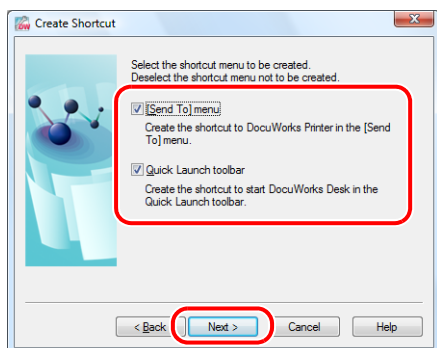
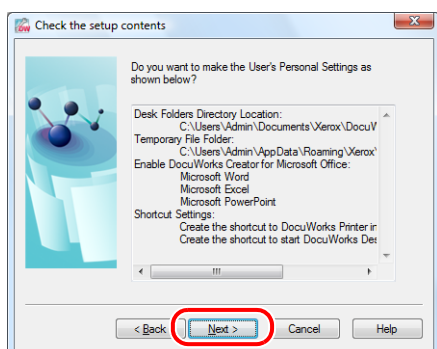
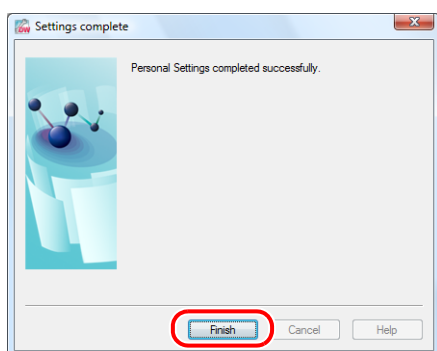


9 Select the shortcut to be created, and click [Next].

If selecting [[Send To] menu], DocuWorks Printer will be added on the [Send To] menu displayed when right-clicking on Windows Explorer.

If selecting [Quick Launch toolbar], [Starting DocuWorks Desk] will be added on the Quick Launch items displayed on Windows Taskbar.

By default, all of them are checked.

**10** Confirm the settings, and click [Next].**11** Click [Finish].

Upgrading DocuWorks

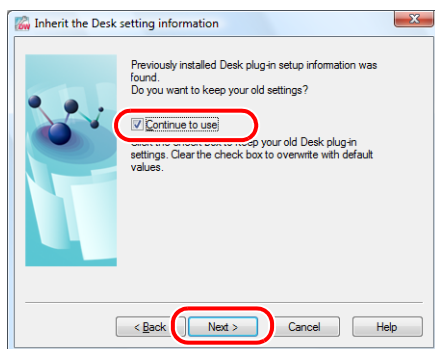
This section explains how to configure Personal Settings when upgrading an earlier version.

- 1 Follow the procedures to step 3 under "Newly Installing DocuWorks" on page 23.
- 2 If you selected [Standard settings] in step 3 under "Newly Installing DocuWorks" on page 24, perform steps 10 and 11 on page 26.

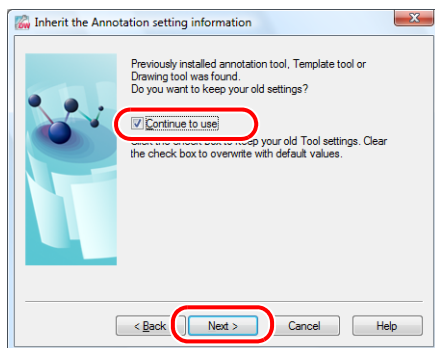
Personal Settings are configured.

If you selected [Customize settings] in step 3 under "Newly Installing DocuWorks" on page 24, follow the steps 4 through 7 on page 24 before following steps 3 through 5 on page 27.

- 3 Keep the check mark to [Continue to use] if you continue to use the same settings for plug-in that you customized prior to upgrading.
Remove the check mark if you wish to replace them with the standard settings of this version.
Click [Next].



- 4 Keep the check mark to [Continue to use] if you continue to use the same settings for annotation tool, Template tool, or Drawing tool that you customized prior to upgrading.
Remove the check mark if you wish to replace them with the standard settings of this version.
Click [Next].



- 5 Follow the procedures after step 8 under "Newly Installing DocuWorks" on page 25.
Personal Settings are configured.

3.2 Changing the Personal Settings

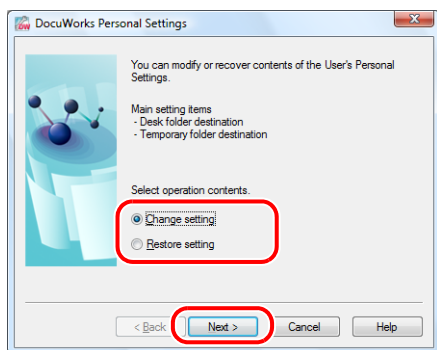
If you want to change the Desk folder destination to another folder in case of insufficient free hard disk space or the like when using DocuWorks, use the DocuWorks Personal Settings Tool.

DocuWorks Personal Settings Tool allows you to change the settings of Desk folder destination, temporary file folder destination, and DocuWorks Creator for Microsoft Office.

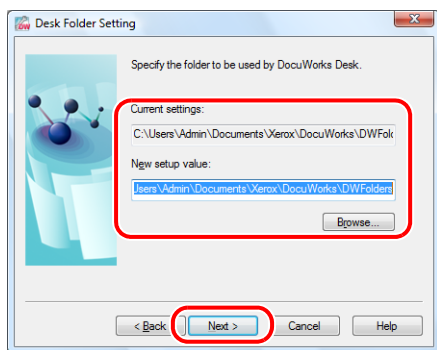
- 1 From the Windows [Start] menu, select [All Programs] > [Xerox] > [DocuWorks] > [DocuWorks Personal Settings Tool].

The [DocuWorks Personal Settings] dialog box appears.

- 2 Select [Change setting], and click [Next].

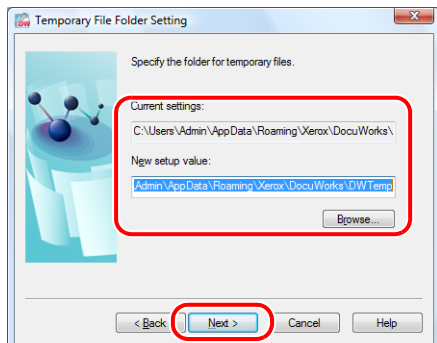


- 3 Specify the Desk folder in [New setup value], and click [Next].

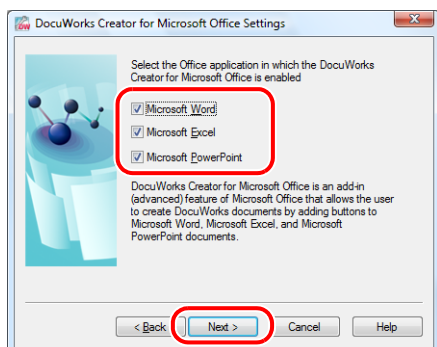
**Note**

If the location of the Desk folder is changed, the settings of link folder, annotation tool file, Electronic Signature Case data file will be inherited to the new Desk folder.

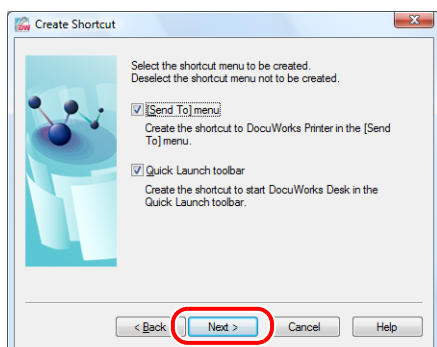
- 4** Specify the folder where the temporary files will be generated in [New setup value], and click [Next].



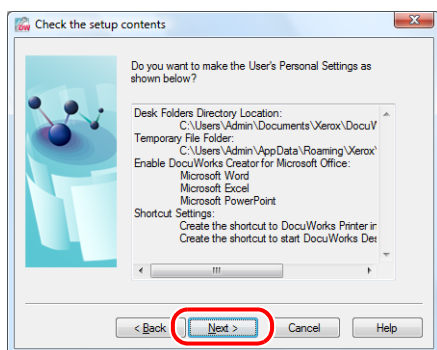
- 5** Select the Office application in which the DocuWorks Creator for Microsoft Office is enabled, and click [Next].



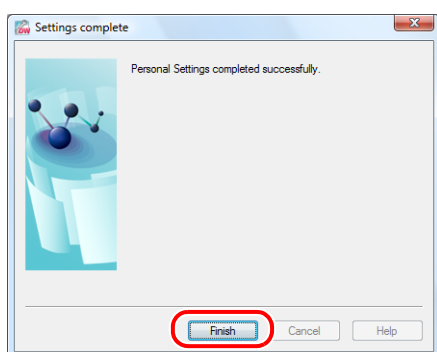
- 6** Select the shortcut to be created, and click [Next].



7 Confirm the settings, and click [Next].



8 Click [Finish].



4 Uninstalling Software

This chapter describes how to uninstall software in the DocuWorks 7 CD-ROM. When you uninstall DocuWorks, the Personal Settings will not be deleted automatically and so should be deleted individually after the uninstallation.

Reference For details, refer to Help [Customize DocuWorks] > [Customize Personal Settings] > [Setup Personal Settings].

4.1 Uninstalling DocuWorks 7

- 1** From the Windows [Start] menu, select [Control Panel] > [Uninstall a program].
- 2** Select [Xerox DocuWorks 7.x] from the list of program names, and then click [Uninstall].

Note If the [Programs and Features] dialog box appears, click [Yes].

- 3** In the [User Account Control] dialog box, click [Allow].

DocuWorks 7 is uninstalled.

Important When the screen prompting you to restart your computer appears, restart your computer. The screen prompting you to restart the computer appears when there is a file that cannot be deleted during uninstallation. However, the uninstallation can be completed if you restart the computer accordingly.

4.2 Uninstalling Adobe PDF Creation Add-On

- 1** From the Windows [Start] menu, select [Control Panel] > [Uninstall a program].
- 2** Select [Adobe® PDF Creation Add-On] from the list of programs and click [Uninstall/Change].
- 3** In the [User Account Control] dialog box, click [Continue].
- 4** On the [Adobe® PDF Creation Add-On Application Maintenance] screen, click [Next].
- 5** On the [Program Maintenance] screen, select [Remove] and click [Next].
- 6** On the [Remove the Program] screen, click [Remove].
Adobe PDF Creation Add-On is uninstalled.
- 7** On the [Setup Completed.] screen, click [Finish].

- 8 Click [Yes] on the message prompting you to restart your computer.

Note Uninstall Adobe PDF Creation Add-On and Adobe Reader in any order.

4.3 Uninstalling Adobe Reader

- 1 From the Windows [Start] menu, select [Control Panel] > [Uninstall a program].
- 2 Select Adobe Reader from the list of program names, and then click [Uninstall].

Note If the [Programs and Features] dialog box appears, click [Yes].

- 3 In the [User Account Control] dialog box, click [Allow].

Adobe Reader is uninstalled.

4.4 Uninstalling DocuWorks Image Capture 1.0

- 1 From the Windows [Start] menu, select [Control Panel] > [Uninstall a program].
- 2 Select [Xerox DocuWorks Image Capture 1.0.x] from the list of program names, and then click [Uninstall].
- 3 In the [User Account Control] dialog box, click [Continue].
- 4 In the [Confirm Uninstall] dialog box, click [OK].

DocuWorks Image Capture 1.0 is uninstalled.

- 5 In the [Uninstall completed] dialog box, click [Finish].

Important When the screen prompting you to restart your computer appears, restart your computer. The screen prompting you to restart your computer appears if a file could not be deleted during uninstallation. However, the uninstallation can be completed if you restart the computer accordingly.

4.5 Uninstalling DocuWorks Viewer Light 7

- 1 From the Windows [Start] menu, select [Control Panel] > [Uninstall a program].
- 2 Select [Xerox DocuWorks Viewer Light 7.x] from the list of program names, and then click [Uninstall].

Note If the [Programs and Features] dialog box appears, click [Yes].

3 In the [User Account Control] dialog box, click [Allow].

DocuWorks Viewer Light 7 is uninstalled.

Important

When the screen prompting you to restart your computer appears, restart your computer. The screen prompting you to restart the computer appears when there is a file that cannot be deleted during uninstallation. However, the uninstallation can be completed if you restart the computer accordingly.

DocuWorks 7 Setup Guide

Fuji Xerox Co., Ltd.

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December 2008

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