

# DocuWorks™ 6.2

## Installation Guide

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**XEROX®**

## Preface

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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 provides overview of DocuWorks and its basic operations. Be sure to read this manual before using DocuWorks.

The description of the contents are assumed that the user has acquired the basic operations of Microsoft® Window® 98 (Second Edition), Microsoft® Windows® Millennium Edition, Microsoft® Windows® 2000, Microsoft® Windows® XP, Microsoft® Windows Vista® (here after called Windows 98SE, Windows Me, Windows 2000, Windows XP, Windows Vista).

Xerox Corporation

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## About DocuWorks Manuals

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The following Manuals are available for DocuWorks.

### Type of Manuals

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

Manual Name	Description	Manual File Format
Installation Guide (this guide)	This is the manual. It explains operating environments and installation procedure of DocuWorks. This manual is shown by clicking the [Installation Guide] on the screen when you insert the CD-ROM of DocuWorks into the drive on your computer.	DocuWorks file
Basic Operation Guide	This guide describes basic operations such as viewing, creating, and editing documents. If you check [Basic Operation Guide] in the [Select Option Files] dialog box when you install DocuWorks, this guide will also be installed. You can view it by selecting [All Programs] > [Xerox] > [DocuWorks] > [DocuWorks Basic Operation Guide].	DocuWorks file
Help	Help explain 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"> <li>• Overview and New Functions</li> <li>• Setting up and usage of operating environment with windows</li> <li>• All operations</li> <li>• Menus and functions of dialog boxes</li> <li>• Specifications, compatibilities, cautions and constraints</li> </ul>	CHM file
Release Notes	It describes information you should read before working with DocuWorks. Cautions and Constraints concerning DocuWorks are explained.	HTML file

**Refer to Help** • For information on how to display "Release Notes" and "Help", refer to "How to Use Help and Release Notes" in "Basic Operation Guide".

### Using This Guide

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This manual includes following contents.

#### ■ 1 Before You Install DocuWorks

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

#### ■ 2 Installing DocuWorks

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, such as Desk folder location, temporary file folder location, and the types of OCR.

### ■ 4 Uninstalling DocuWorks

This section describes procedures to uninstall application software.

## Conventions

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The following symbols are used in the manual.

Symbol	Use of the symbol
<b><i>Important</i></b>	Indicates important information that you should read.
<b><i>Note</i></b>	Indicates additional information on operations or features.
<b><i>Refer to</i></b>	Indicates cross-reference within this guide.
" "	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.
>	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 XP as an example. For those who use operating systems other than Windows XP, 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 Viewer Light" may be abbreviated as "Viewer Light".
  - "DocuWorks Viewer Light for Web" may be abbreviated as "Viewer Light for Web".
  - "DocuWorks Viewer Control" may be abbreviated as "Viewer Control".
  - "[DocuWorks Desk] window" may be abbreviated as "Desk window".
  - "[DocuWorks Viewer] window" may be abbreviated as "Viewer window".
- Unless otherwise noted, a "document" may be used instead of a "DocuWorks document". A "binder" may be used instead of a "DocuWorks binder". 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 6.2, the hardware must meet the following requirements:

Operating system (OS)	Microsoft Windows 98 SE (Second Edition) <sup>*1*2</sup> Microsoft Windows Me (Millennium Edition) <sup>*1*2</sup> Microsoft Windows 2000 (Service Pack 3 or later) <sup>*3</sup> Microsoft Windows XP (Service Pack 1 or later) Microsoft Windows Vista <sup>®</sup>
CPU	PC/AT compatible machine equipped with Pentium 133 MHz or higher <sup>*4</sup>
Memory	128 MB or more <sup>*5</sup>
Display	800 x 600 pixels or more (recommended) 256 colors or more
Minimum hard disk space required during installation	145 MB <sup>*6</sup>
Required software	Microsoft Internet Explorer 6 or Windows Internet Explorer 7
Scanner	TWAIN32 compliant
Browser supporting the DocuWorks Viewer Control <sup>*7</sup> performances	Microsoft Internet Explorer 6 Windows Internet Explorer 7
Conversion function to Adobe <sup>®</sup> PDF	Adobe <sup>®</sup> PDF Creation Add-On, Adobe <sup>®</sup> Acrobat <sup>®</sup> 7.0 Elements, Adobe <sup>®</sup> Acrobat <sup>®</sup> Elements 6.0, Adobe <sup>®</sup> Acrobat <sup>®</sup> 8, Adobe <sup>®</sup> Acrobat <sup>®</sup> 7.0, or Adobe <sup>®</sup> Acrobat <sup>®</sup> 6.0 are required. Adobe PDF Creation Add-On is included on the DocuWorks installation CD-ROM.
Other required devices	CD-ROM drive

<sup>\*1</sup> Adobe PDF Creation Add-On cannot be used.

<sup>\*2</sup> For PDF documents, the following functions cannot be used: stacking, unstacking, rotating, extracting pages, duplicating pages, and splitting pages.

<sup>\*3</sup> To display PDF files in thumbnails or to use the PDF search function, Service Pack 4 or later is required.

<sup>\*4</sup> We recommend Pentium II 333 MHz or above.

<sup>\*5</sup> We recommend 256 MB or more.

<sup>\*6</sup> To install the provided software, additional free space is required. Additional 200 MB or more is recommended for actual operation.

<sup>\*7</sup> This function displays DocuWorks files using a Web browser and edits files such as adding annotations.

## User Privileges

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For Windows 2000, Windows XP, or Windows Vista, 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

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To use DocuWorks 6.2, you must install DocuWorks 6.2 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.

**Important** Please uninstall older English versions of DocuWorks in your system before installing DocuWorks 6.2 in French.

## New Installation, Update Installation and Upgrade Installation

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DocuWorks 6.2 can be either newly installed, updated or upgraded depending on the product you purchased.

### ■ New Installation - Update Installation

Used to install a newly purchased version of DocuWorks 6.2.

A new version of DocuWorks 6.2 is installed on your computer.

DocuWorks 6.2 is installed by overwriting DocuWorks versions 1.0/2.0/3.x/4.x and 5.0.

This is known as "overwrite installation".

### ■ Upgrade Installation

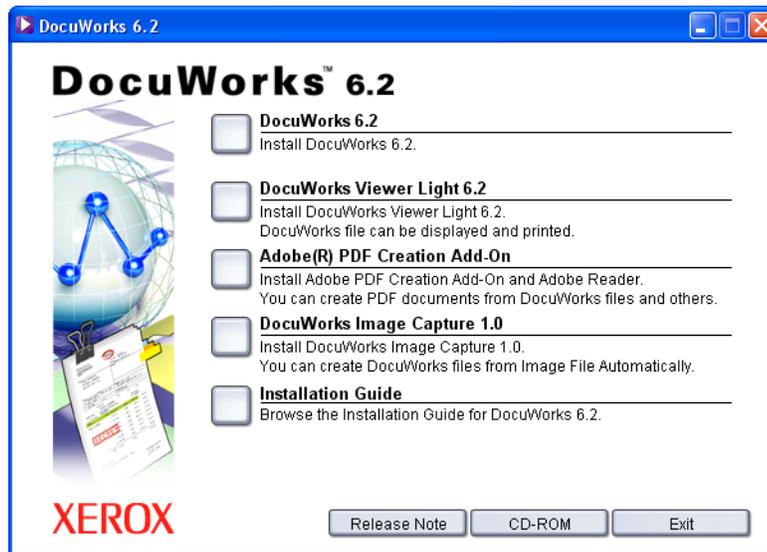
Used to install an upgrade version of DocuWorks 6.2.

To install the upgrade version, DocuWorks Ver. 4.0/4.1 or 5.0 must be already installed.

If you have a DocuWorks 5.0 serial number, you can install an upgrade version on computers on which DocuWorks is not installed.

## Contents of the CD-ROM

DocuWorks 6.2 CD-ROM contains the following items.



**Note** If the installation screen does not appear, execute "Autorun\Autorun.exe" in the CD-ROM.

### ■ DocuWorks 6.2

If you click this button, DocuWorks 6.2 will be installed.

You can install Adobe® Reader® 8.1 and Adobe PDF Creation Add-On after installing DocuWorks 6.2.

### ■ DocuWorks Viewer Light 6.2

If you click this button, DocuWorks Viewer Light 6.2 and DocuWorks Viewer Light for Web 6.2 will be installed.

DocuWorks Viewer Light allows you to display and print DocuWorks files. DocuWorks Viewer Light for Web allows you to display and print DocuWorks files on the web.

**Important** If an older version of DocuWorks Viewer Light for Web has been installed, do not uninstall it; simply overwrite it with DocuWorks Viewer Light for Web 6.2.

### ■ DocuWorks Image Capture 1.0

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

Monitors the specified folder, and converts the image file in the folder into a DocuWorks document.

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

### ■ Adobe PDF Creation Add-On

If you click this button, Adobe Reader 8.1 and Adobe PDF Creation Add-On will be installed.

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].

### ■ Installation Guide

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

### ■ Release Notes

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.

### ■ Refer to the CD-ROM

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

## Flow of Installing DocuWorks 6.2

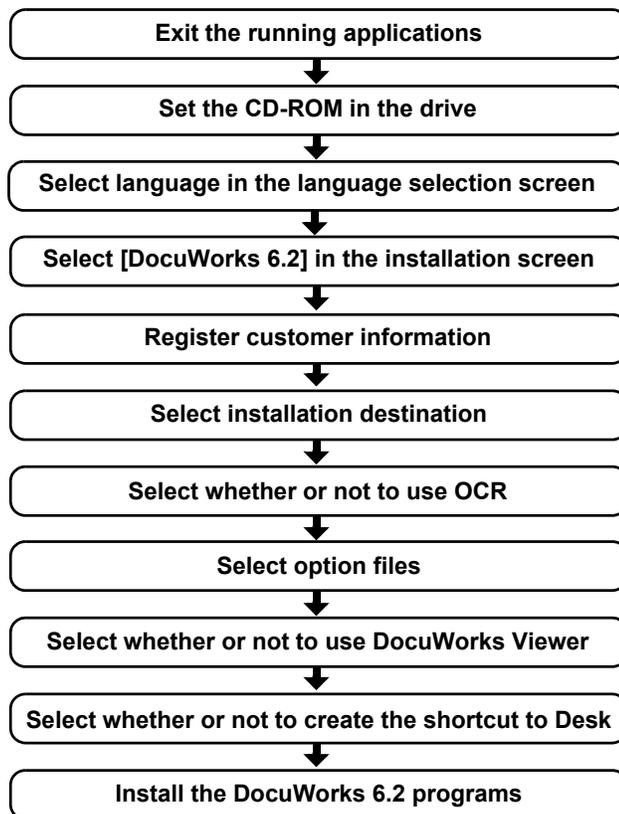
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The installation flow is as follows:

You cannot perform a "new installation" if you purchase the upgrade version.

To install the upgrade version, DocuWorks Ver. 4.0/4.1 or 5.0 must be already installed.

If you have a DocuWorks 5.0 serial number, you can install an upgrade version on computers on which DocuWorks is not installed.



**Note** You can immediately install Adobe PDF Creation Add-On after installing DocuWorks 6.2 if a message prompting you to restart your computer does not appear.

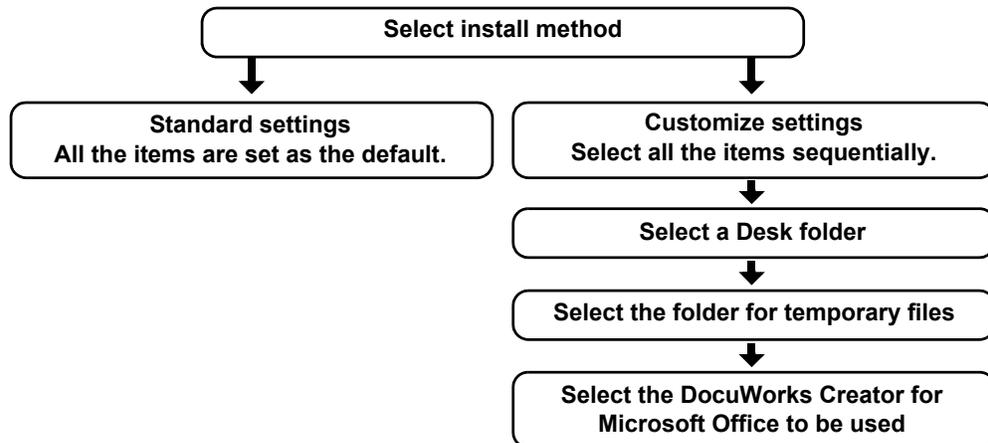
**Refer to Help** If an Adobe Acrobat product is installed on your computer, refer to "When Adobe Acrobat products are installed on your system" on page 26 to determine if installing Adobe PDF Creation Add-On is necessary.

## Flow of Personal Settings

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When you use DocuWorks for the first time after new installation or upgrade installation, you must configure Personal Settings.

The flow of Personal Settings is as follows:



The default location of a Desk folder after overwriting the older version or after upgrade installation is the same location as that of the Desk folder of the previous version.

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# 2 Installing DocuWorks

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This section describes how to install each application software from the DocuWorks 6.2 CD-ROM.

After installation, configure Personal Settings by referring to "3.1 Executing the Configuring of Personal Settings".

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## 2.1 Newly Installing or Updating to DocuWorks 6.2

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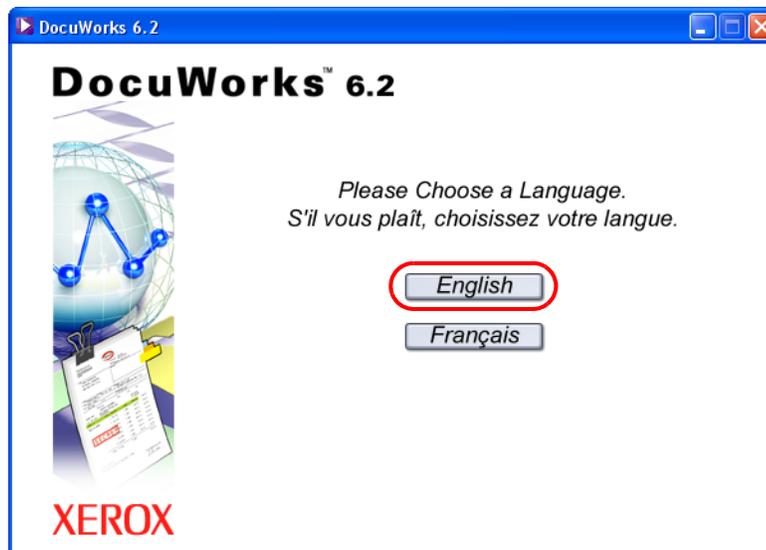
After checking the operating environment, install DocuWorks 6.2.

- 1 Close all the running applications and insert the DocuWorks 6.2 CD-ROM into the CD-ROM drive.

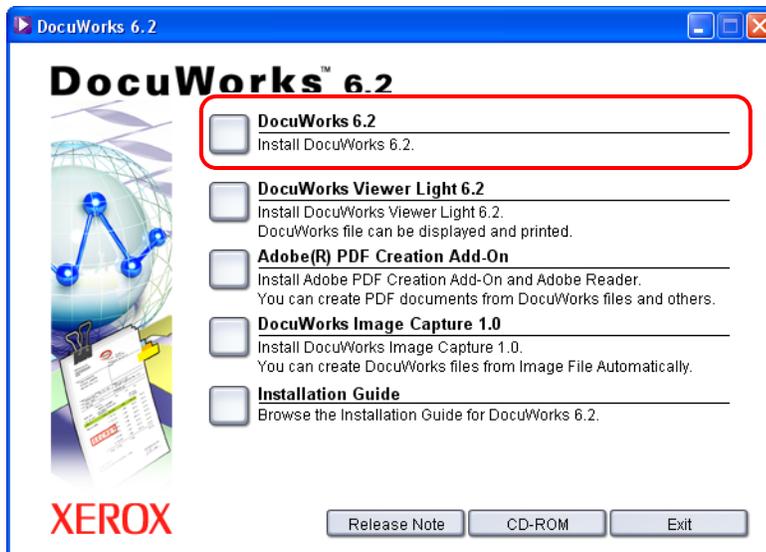
The language selection screen appears automatically.

**Note** If the [User Account Control] dialog box appears on Windows Vista, click [Allow]. The installation screen appears.

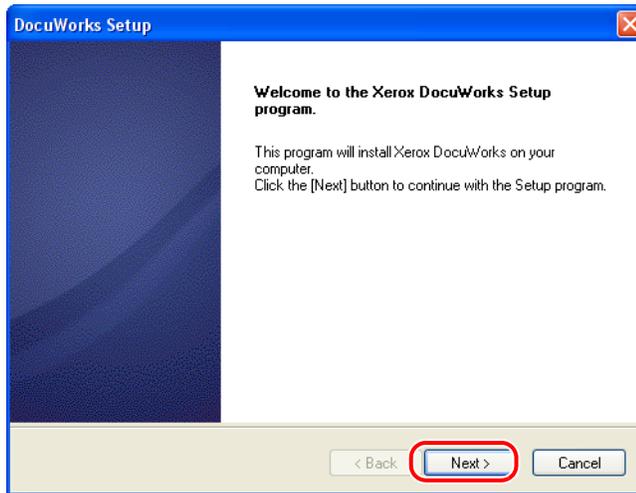
- 2 Click the [English] button.



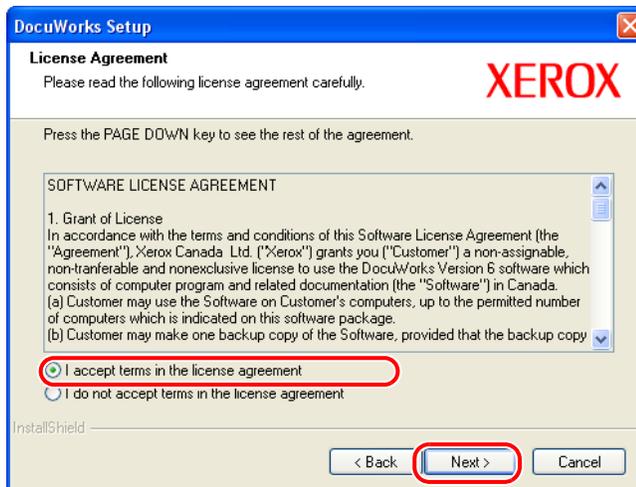
- 3 Click the [DocuWorks 6.2] button.



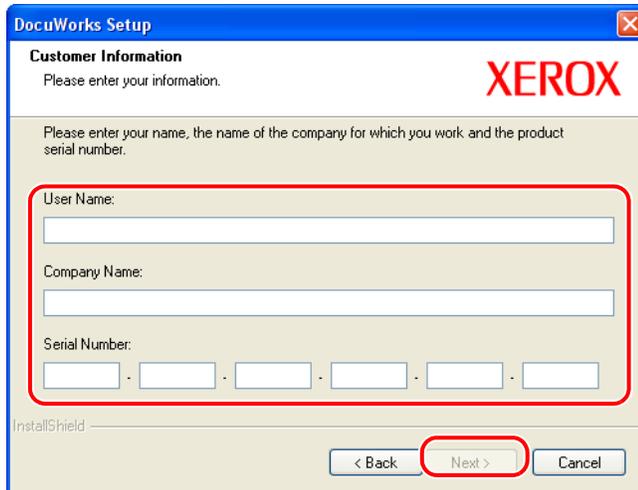
- 4 Click [Next].



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

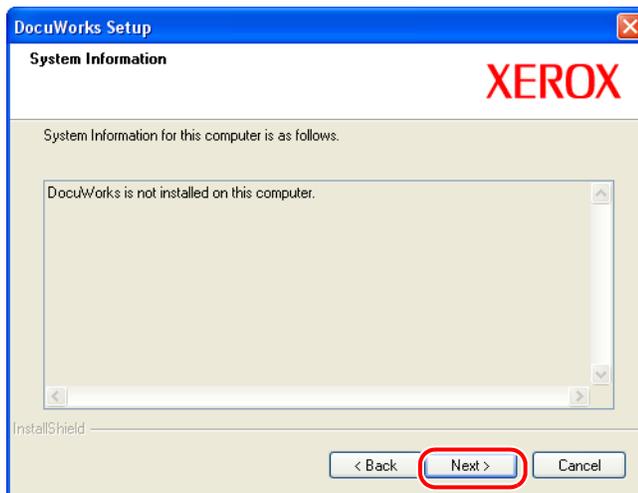


- 6 Enter [User Name], [Company Name], and [Serial Number], and then click [Next].



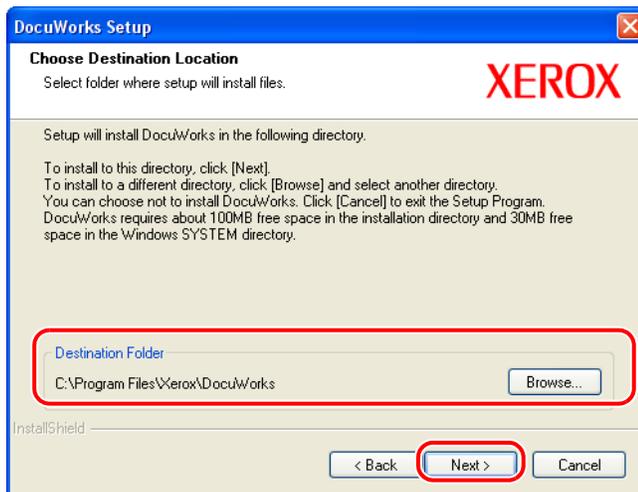
The screenshot shows the 'DocuWorks Setup' window with the 'Customer Information' tab selected. The window title is 'DocuWorks Setup' and it features the XEROX logo. The text reads: 'Please enter your information.' and 'Please enter your name, the name of the company for which you work and the product serial number.' There are three input fields: 'User Name:', 'Company Name:', and 'Serial Number:'. The 'Serial Number' field is a six-digit field with hyphens between digits. A red box highlights the three input fields. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

- 7 Click [Next].



The screenshot shows the 'DocuWorks Setup' window with the 'System Information' tab selected. The window title is 'DocuWorks Setup' and it features the XEROX logo. The text reads: 'System Information for this computer is as follows.' Below this is a text area containing the message: 'DocuWorks is not installed on this computer.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

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



The screenshot shows the 'DocuWorks Setup' window with the 'Choose Destination Location' tab selected. The window title is 'DocuWorks Setup' and it features the XEROX logo. The text reads: 'Select folder where setup will install files.' and 'Setup will install DocuWorks in the following directory.' Below this is a text area containing instructions: 'To install to this directory, click [Next]. To install to a different directory, click [Browse] and select another directory. You can choose not to install DocuWorks. Click [Cancel] to exit the Setup Program. DocuWorks requires about 100MB free space in the installation directory and 30MB free space in the Windows SYSTEM directory.' There is a text box labeled 'Destination Folder' containing the path 'C:\Program Files\Xerox\DocuWorks' and a 'Browse...' button. A red box highlights the text box and the 'Browse...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is circled in red.

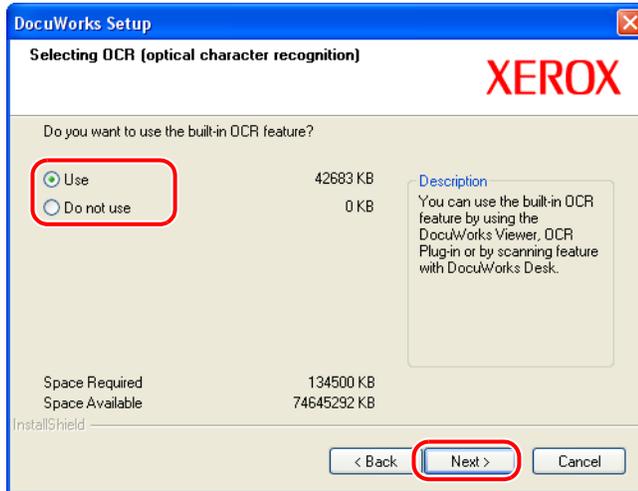
**Note** The default is "C:\Program Files\Xerox\DocuWorks".

To install DocuWorks 6.2 in another folder, click [Browse] to specify the installation destination. The hard disk space of 145 MB is required for installation.

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

- Folder on network
- Directly under the drive such as "C:"
- Removal media such as CD-R/RW, MO, or memory card

**9** Select whether to use OCR(optical character recognition), and click [Next].



- **Use**

You can use the built-in OCR feature by using the DocuWorks Viewer, OCR Plug-in or by scanning feature with DocuWorks Desk.

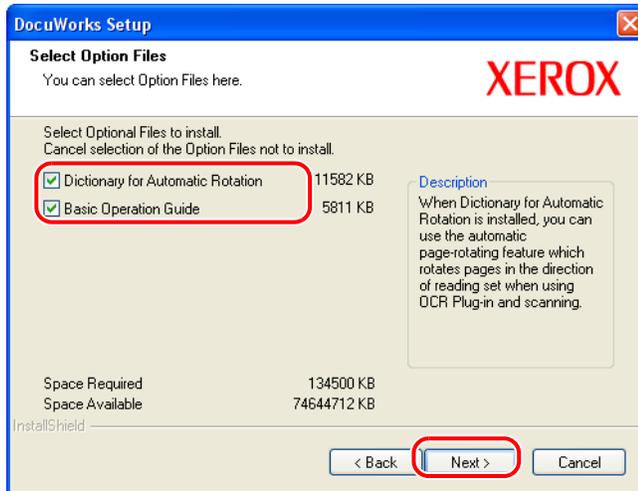
- **Do not use**

You cannot use the built-in OCR feature when using the OCR plug-in, scanning from DocuWorks Desk, or from DocuWorks Viewer.

You can determine the size of the OCR engine.

**Note** The OCR engine is a program that recognizes characters in a document.

- 10** Select whether to use the Dictionary for Automatic Rotation and the Basic Operation Guide, and then click [Next].



- **Dictionary for Automatic Rotation**

The Dictionary for Automatic Rotation is data that is used to rotate document images so that they can be read.

Select the check box next to [Dictionary for Automatic Rotation] to use the automatic page-rotating feature which rotates pages in the direction of reading set with both the DocuWorks Desk OCR plug-in and the scanning function.

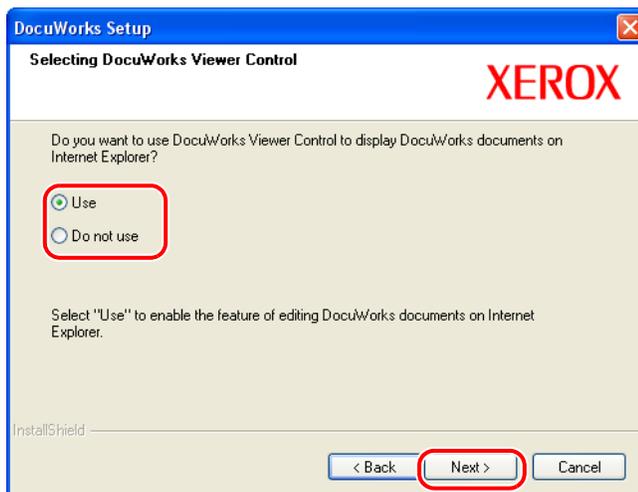
- **Basic Operation Guide**

Select this check box to view the "Basic Operation Guide" which describes the basic operations of DocuWorks.

You can view it by selecting [All Programs] > [Fuji Xerox] > [DocuWorks] > [DocuWorks Basic Operation Guide].

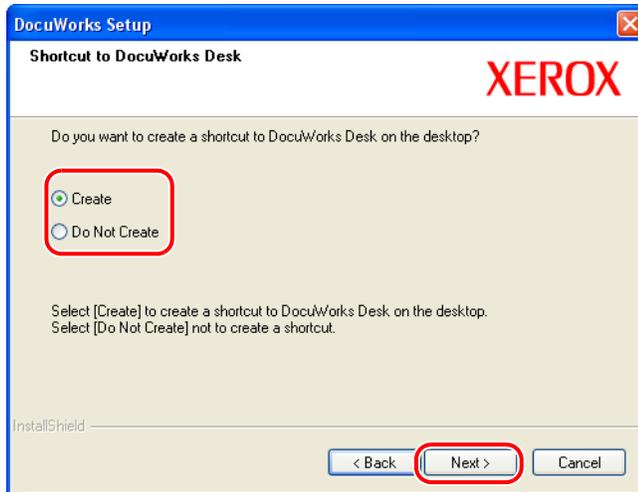
- 11** Select whether to use DocuWorks Viewer Control, and click [Next].

If you select [Use], you can edit the DocuWorks file displayed on Internet Explorer such as by pasting annotations or changing attributes, and save it.

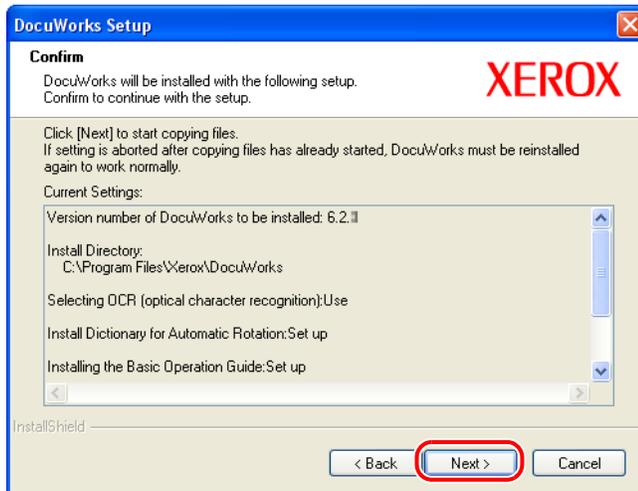


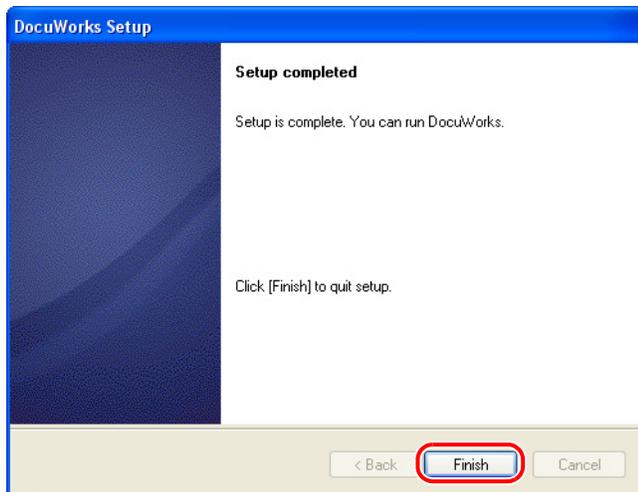
**Note** If you select [Use] for DocuWorks Viewer Control, even if you install DocuWorks Viewer Light for Web, DocuWorks file is opened by DocuWorks Viewer Control on Internet Explorer.

- 12** Select whether or not to create the shortcut to Desk on the desktop, and click [Next].



- 13** Confirm the settings, and click [Next].



**14** Click [Finish].

**Important** When the screen prompting you to restart your computer appears, restart your computer accordingly, and log in using the same user account that was used during the installation.

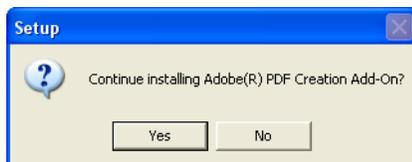
The screen prompting you to restart the computer appears when there is a file that cannot be overwritten. However, the installation can be completed if you restart the computer accordingly.

Restart your computer when prompted and refer to the instructions on page 26 under "2.5 Installing Adobe PDF Creation Add-On" to install Adobe PDF Creation Add-On.

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

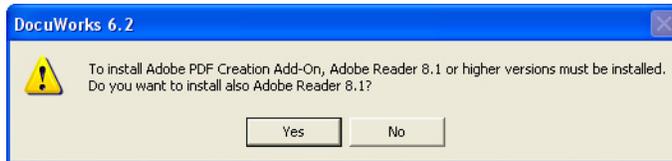
**Refer to Help** For information on how to configure Personal Settings, refer to "3.1 Executing the Configuring of Personal Settings".

**15** 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 16.  
Clicking [No] cancels installation and closes the installer.



**Refer to Help** If an Adobe Acrobat product is installed on your computer, refer to "When Adobe Acrobat products are installed on your system" on page 26 to determine if installing Adobe PDF Creation Add-On is necessary.

- 16 Follow the on-screen instructions to install first Adobe Reader 8.1 and then Adobe PDF creation Add-On.



After installation of Adobe Reader 8.1 has finished, restart your computer when prompted and follow the instructions on page 27 under "How to install Adobe PDF Creation Add-On".

Adobe PDF Creation Add-On is installed.

## 2.2 Upgrading DocuWorks

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This section explains how to install an upgrade version.

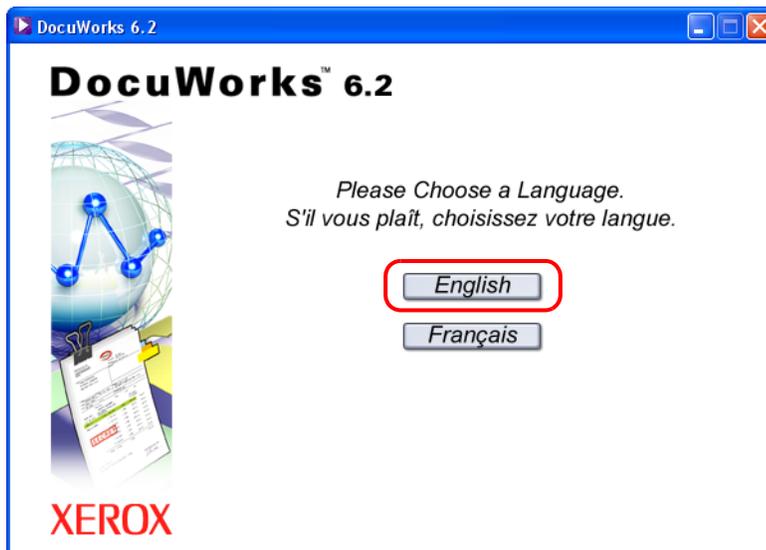
To install the upgrade version, DocuWorks 5.0 must already be installed. If you have a DocuWorks 5.0 serial number, you can install an upgrade version on computers on which DocuWorks is not installed.

- 1 Close all the running applications and insert the CD-ROM for upgrading to DocuWorks 6.2 into the CD-ROM drive.

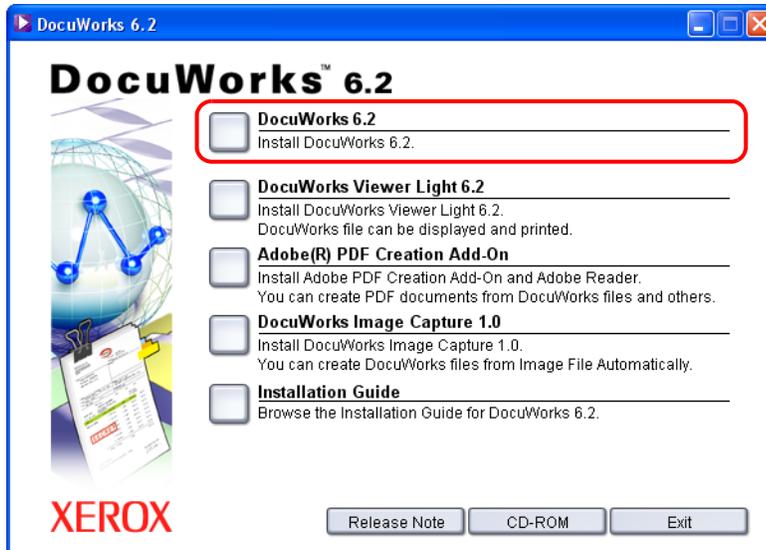
The language selection screen same as that of the new installation of DocuWorks 6.2 appears automatically.

**Note** If the [User Account Control] dialog box appears on Windows Vista, click [Allow]. The installation screen appears.

- 2 Click the [English] button.



- 3 Click the [DocuWorks 6.2] button.



- 4 Follow the steps after Step 4 of "2.1 Newly Installing or Updating to DocuWorks 6.2".

If DocuWorks 5.0 is not installed, as the input screen for the serial number of DocuWorks 5.0 appears before entering the serial number of DocuWorks 6.1. Enter the serial number of DocuWorks 5.0, if you have.

**Note** If DocuWorks 5.0/6.0 is installed, the default of the [Choose Destination Location] dialog box that is displayed during upgrade installation becomes the folder of the previous version.

## 2.3 Installing DocuWorks Viewer Light 6.2

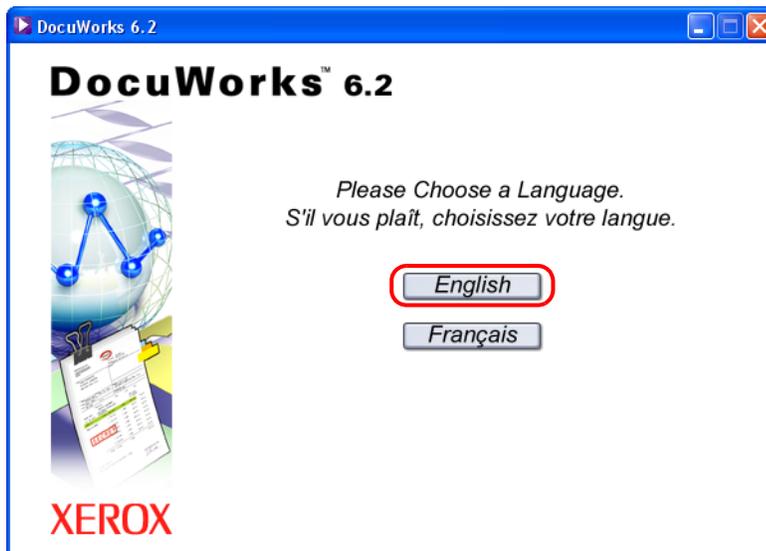
DocuWorks Viewer Light is the simplified version of DocuWorks Viewer. This application enables you to view and print the DocuWorks files even in an environment that does not have DocuWorks installed. You can search and copy a character string, jump by using the link annotation, and extract original data. However, you cannot edit DocuWorks files.

- 1 Close all the running applications and insert the DocuWorks 6.2 CD-ROM into the CD-ROM drive.

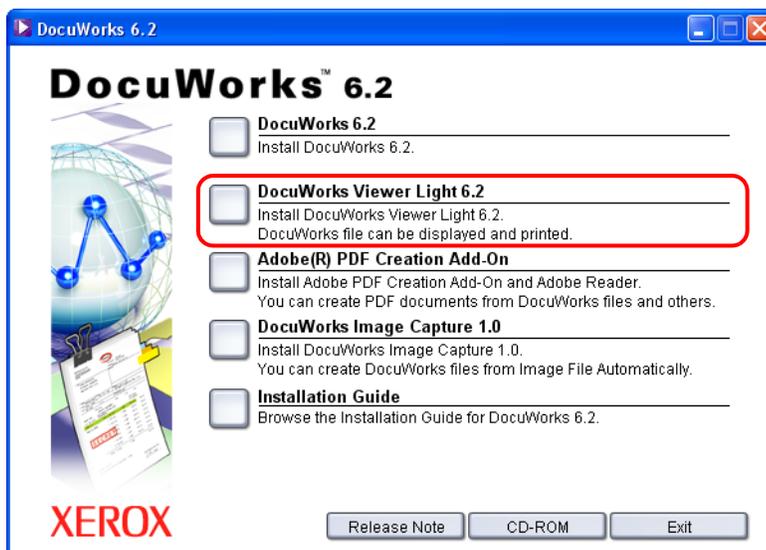
The language selection screen is displayed automatically.

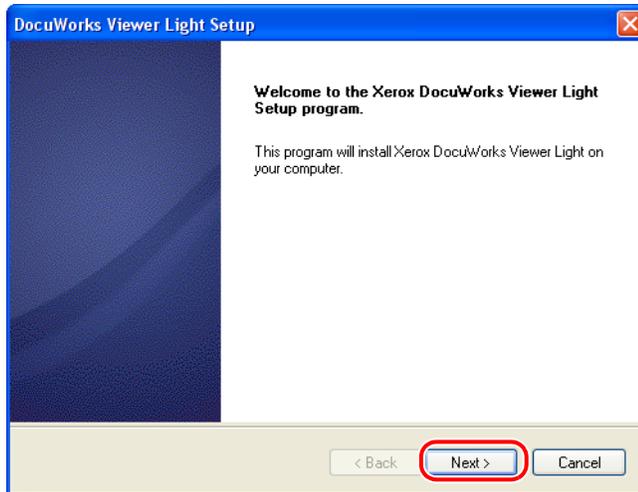
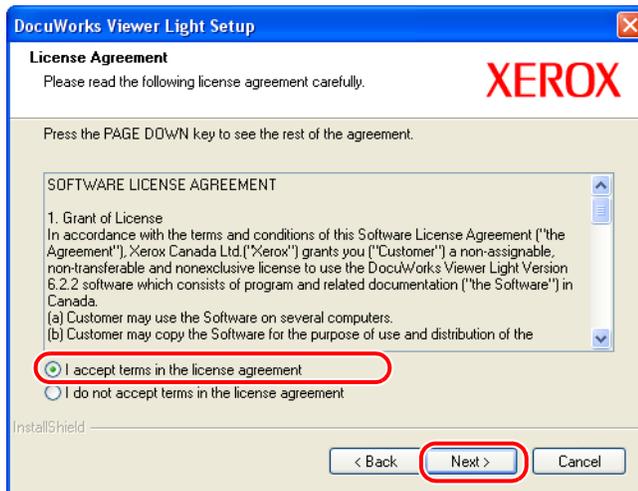
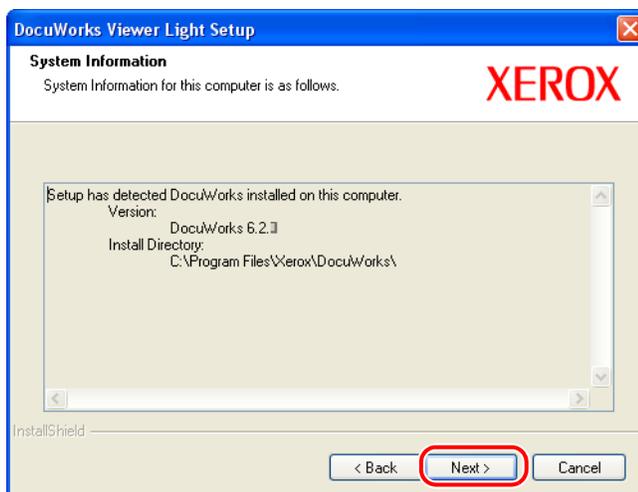
**Note** If the [User Account Control] dialog box appears on Windows Vista, click [Allow]. The installation screen appears.

- 2 Click the [English] button.

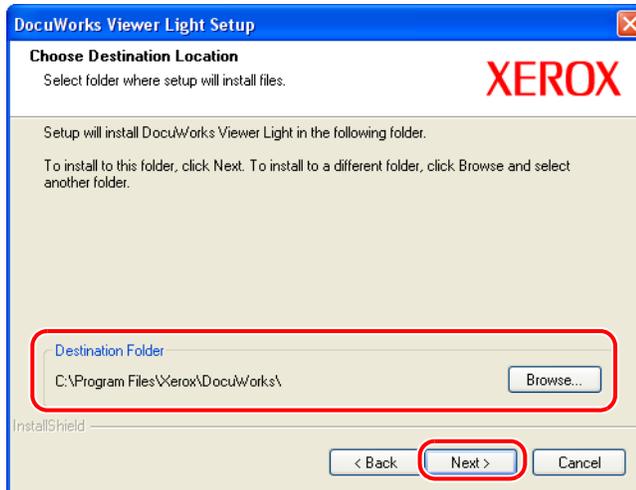


- 3 Click the [DocuWorks Viewer Light 6.2] button.



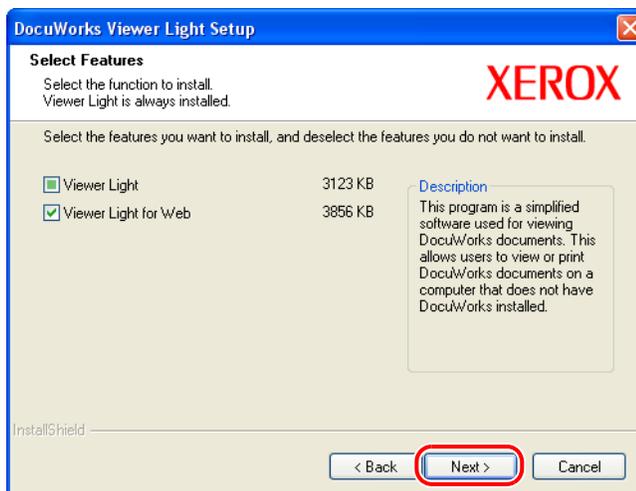
**4** Click [Next].**5** Verify the information displayed in the DocuWorks Viewer Light licensing agreement. If you agree to the licensing conditions, select [I accept terms in the license agreement], and then click [Next].**6** Verify information on applications that have been already installed, and click [Next].

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

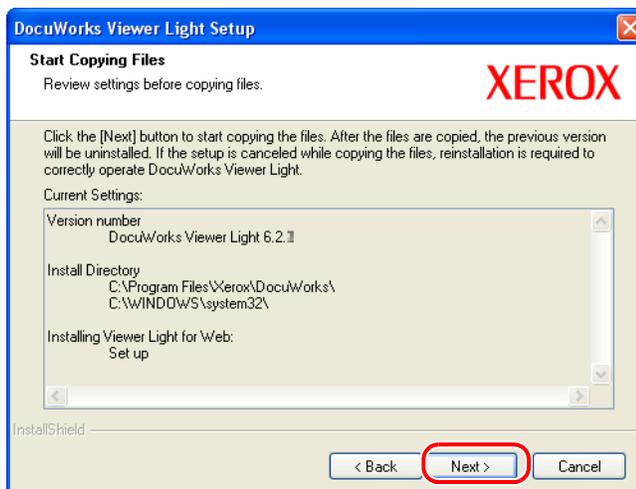


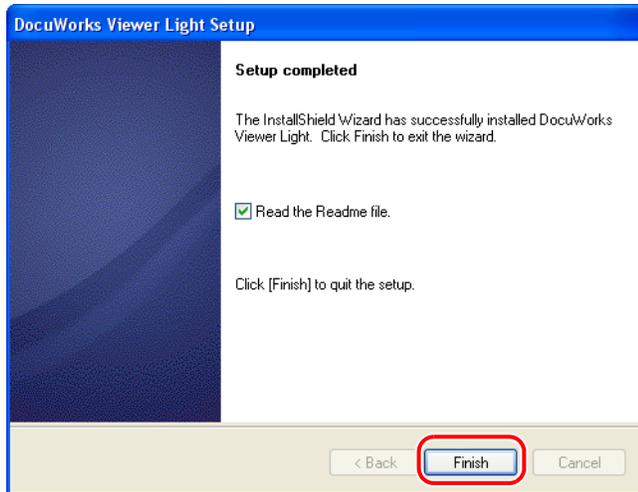
**Note** It is recommended to set the same folder as that of the installation destination of DocuWorks 6.2. To install DocuWorks Viewer Light 6.2 in another folder, click [Browse] to specify the installation destination.

- 8 Click [Next].



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



**10** Click [Finish].

DocuWorks Viewer Light 6.2 Release Notes appears.

Read these notes and restrictions before using DocuWorks Viewer Light 6.2.

**Important** When the screen prompting you to restart your computer appears, restart your computer accordingly, and log in using the same user account that was used during the installation.

The screen prompting you to restart your computer appears, 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.

## 2.4 Installing DocuWorks Image Capture 1.0

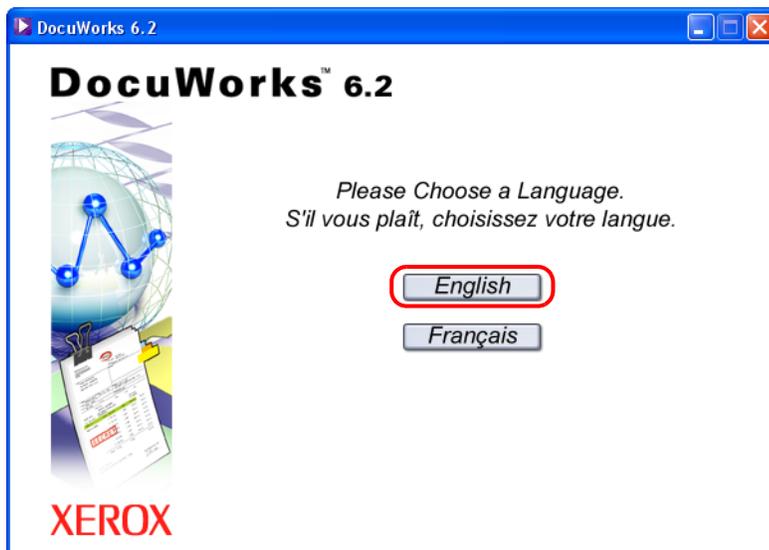
DocuWorks Image Capture periodically monitors a specified folder, converts a detected image file (JPEG and TIFF file) to a DocuWorks document, and outputs the converted file to DocuWorks Desk, the currently-open folder.

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

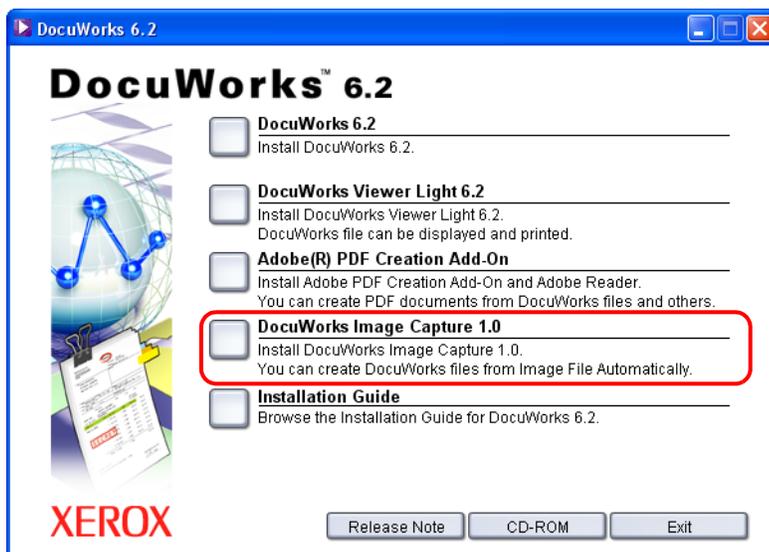
- 1 Close all the running applications and insert the DocuWorks 6.2 CD-ROM into the drive. The language selection screen is displayed automatically.

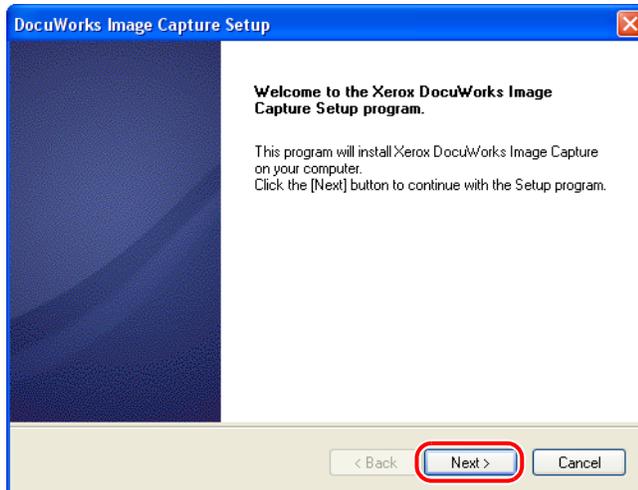
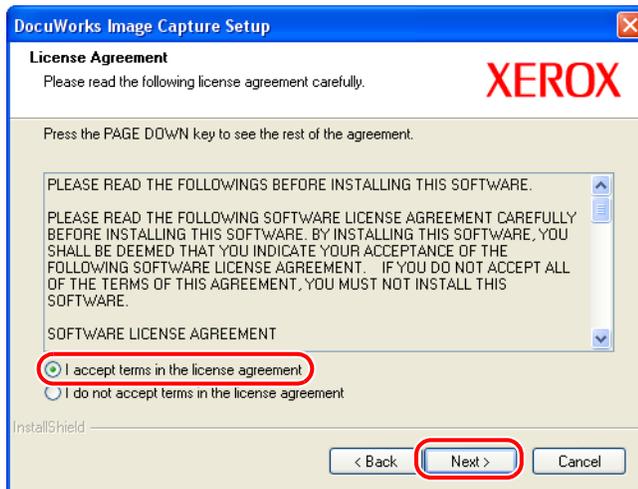
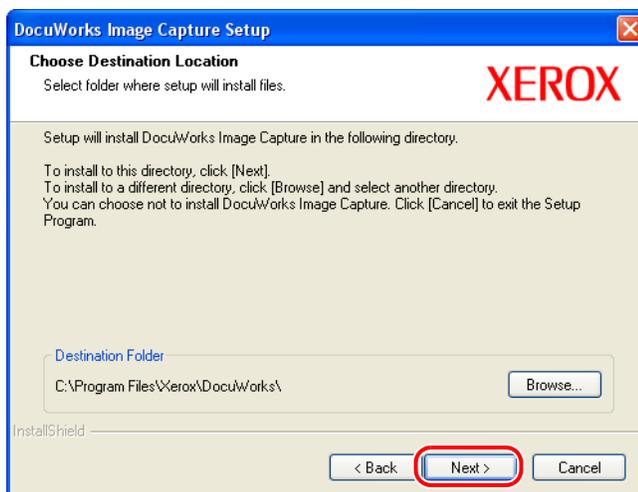
**Note** If the [User Account Control] dialog box appears on Windows Vista, click [Allow]. The installation screen appears.

- 2 Click the [English] button.



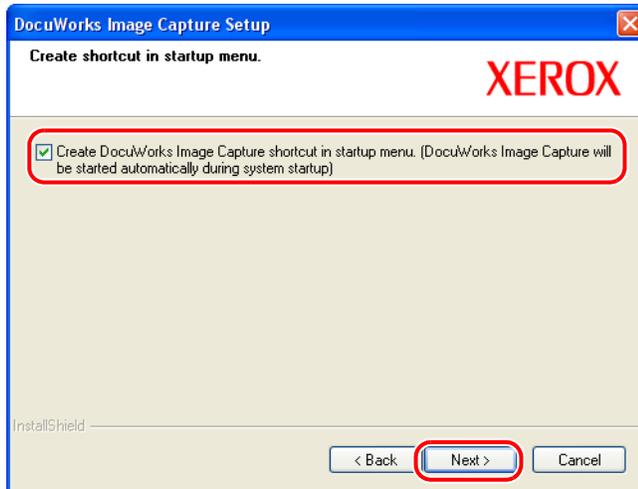
- 3 Click the [DocuWorks Image Capture 1.0] button.



**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].

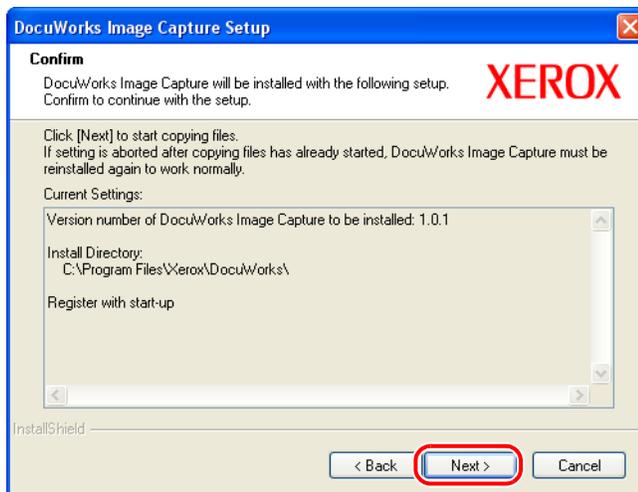
**Note** To install DocuWorks Image Capture 1.0 in another folder, click [Browse] to specify the installation destination.

- 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].

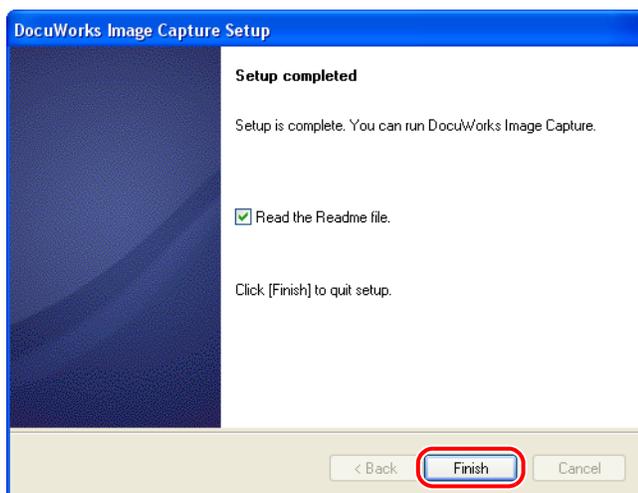


**Note** By checking this box, a shortcut to DocuWorks Image Capture will be placed in the start-up menu which will automatically start DocuWorks Image Capture once the operating system is launched.

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



- 9 Click [Finish].



**Important** 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 overwritten. However, the installation can be completed if you restart the computer accordingly.

## 2.5 Installing Adobe PDF Creation Add-On

---

Adobe PDF Creation Add-On, Adobe Acrobat 7.0 Elements, Adobe Acrobat Elements 6.0, Adobe Acrobat 8, Adobe Acrobat 7.0, or Adobe Acrobat 6.0 is required to use the DocuWorks PDF conversion function.

Adobe PDF Creation Add-On is included on the DocuWorks CD-ROM.

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

- Note**
- Adobe Reader 8.1 is also installed when you install Adobe PDF Creation Add-On from the DocuWorks CD-ROM.
  - Adobe PDF Creation Add-On and Adobe Reader 8.1 cannot be installed with Windows 98 Second Edition or Windows ME.

### When Adobe Acrobat products are installed on your system

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If Adobe Acrobat products are installed on your computer, the following table shows whether you need to install Adobe PDF Creation Add-On.

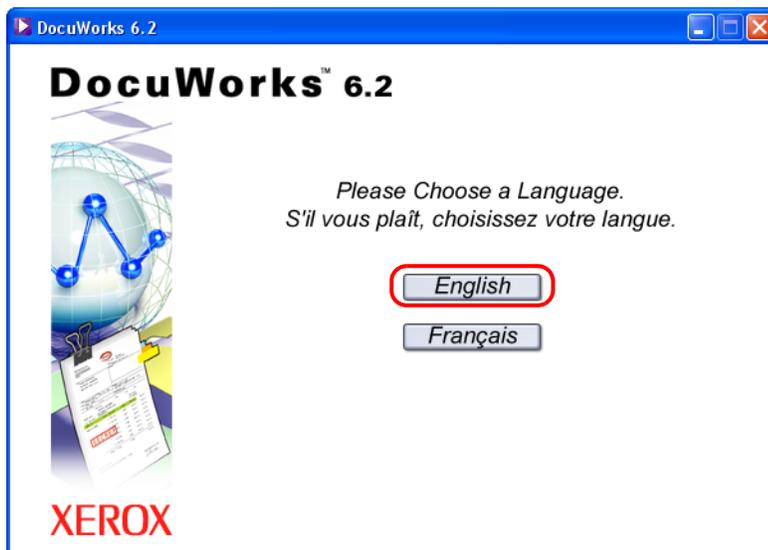
Currently installed Adobe Acrobat products	Is Adobe PDF Creation Add-On necessary?
Adobe® Acrobat® 5.0	You cannot use the DocuWorks PDF conversion function if Acrobat 5.0 is installed. Install Adobe PDF Creation Add-On to use the DocuWorks PDF conversion function. Acrobat 5.0 must be uninstalled if you want to install Adobe PDF Creation Add-On.
Adobe Acrobat 6.0 Professional Adobe Acrobat 6.0 Standard Adobe Acrobat Elements 6.0	You can use the DocuWorks PDF conversion function without installing Adobe PDF Creation Add-On. Acrobat 6.0 Professional and Acrobat 6.0 Standard must be uninstalled if you want to install Adobe PDF Creation Add-On.
Adobe Acrobat 7.0 Professional Adobe Acrobat 7.0 Standard Adobe Acrobat 7.0 Elements Adobe Acrobat 8 Professional Adobe Acrobat 8 Standard	You can use the DocuWorks PDF conversion function without installing Adobe PDF Creation Add-On. Installation of Adobe PDF Creation Add-On is unnecessary.

- \* If you attempt to install Adobe PDF Creation Add-On, the [Installation of Adobe PDF Creation Add-On is not required because Acrobat 6.0 or higher version is already installed.] message appears and the installation is cancelled.

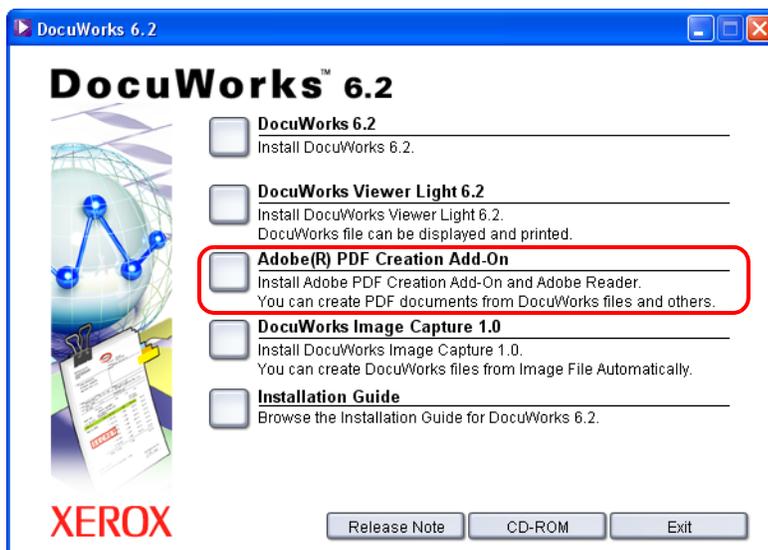
## How to install Adobe PDF Creation Add-On

- 1 Close all active applications and insert the DocuWorks 6.2 installation CD into the CD-ROM drive.  
The language selection screen appears automatically.  
**Note** • If the [User Account Control] dialog box appears on Windows Vista, click [Allow].  
The installation screen appears.

- 2 Click the [English] button.



- 3 Click [Adobe(R) PDF Creation Add-On].



You must install Adobe Reader 8.1 before installing Adobe PDF Creation Add-On.

Follow the on-screen instructions to install the software.

After installation of Adobe Reader 8.1 has finished, restart your computer when prompted and repeat the procedure from step 1. Adobe PDF Creation Add-On is installed.

---

# 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. You cannot use DocuWorks if the Personal Settings are not 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.

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## 3.1 Executing the Configuring of Personal Settings

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The instructions for configuring personal settings are separated between new installations and upgrade installations.

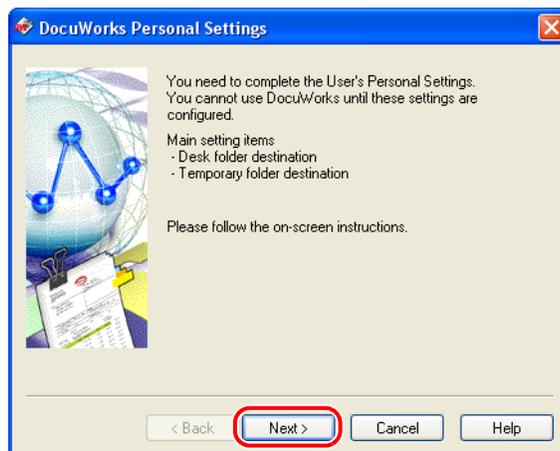
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### Installing DocuWorks for the First Time

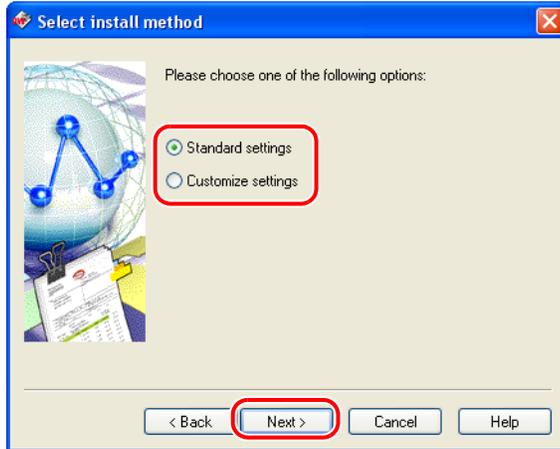
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When you run DocuWorks for the first time after installation, the Personal Settings tool starts automatically, and the screen shown in Step 2 appears.

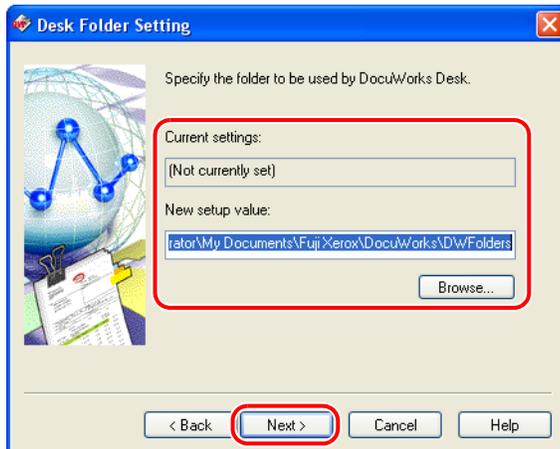
- 1 From the Windows [Start] menu, select [All Programs] > [Xerox] > [DocuWorks] > [DocuWorks Personal Settings Tool].  
The [DocuWorks Personal Settings] dialog box appears.
- 2 Click [Next].



- 3** Select either [Standard settings] or [Customize settings], and click [Next].  
 Standard settings: Select to set the default values for all the items. Proceed to Step 7.  
 Customize settings: Select to set the values other than the default. Proceed to Step 4.  
 The default is [Standard settings].



- 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** If you specify the Personal Settings for the first time after upgrade installation, a Desk folder is, by default, in the same location where the Desk folder of the earlier version was stored.

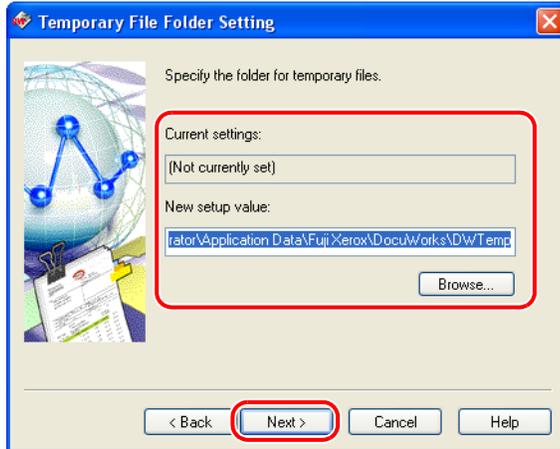
The location of the <Personal folder> is as follows:

For Windows Vista C:\Users\\Documents

For Windows 2000/XP C:\Documents And Settings\\My Documents

For Windows 98SE/Me C:\My Documents

- 5 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 specify the location immediately under the drive such as "C:\", or a removal media such as CD-R/RW, MO, or memory card. Otherwise the software may malfunction.  
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\\AppData\Roaming

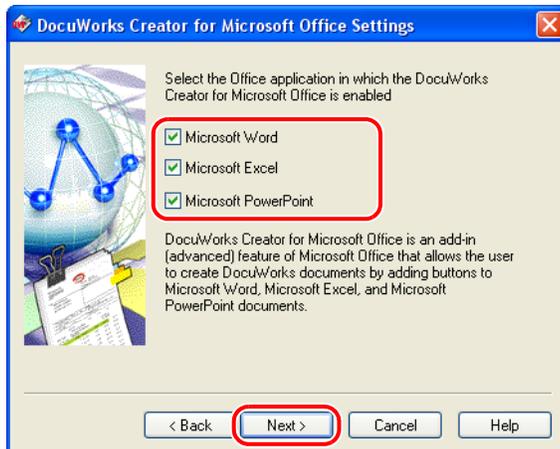
For Windows 2000/XP C:\Documents And Settings\\Application Data

For Windows 98SE/Me C:\Windows\Application Data

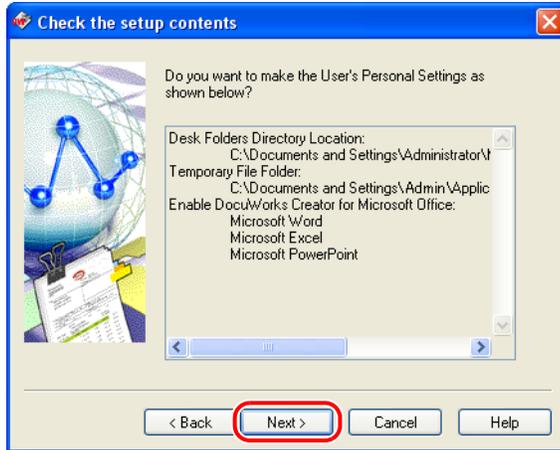
- 6 Select the Office application in which the DocuWorks Creator for Microsoft Office is enabled, then click [Next].

If you click the [Convert to DocuWorks] button on the screen of a Microsoft Office application, a DocuWorks document can be created. Select the application to use this function from Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

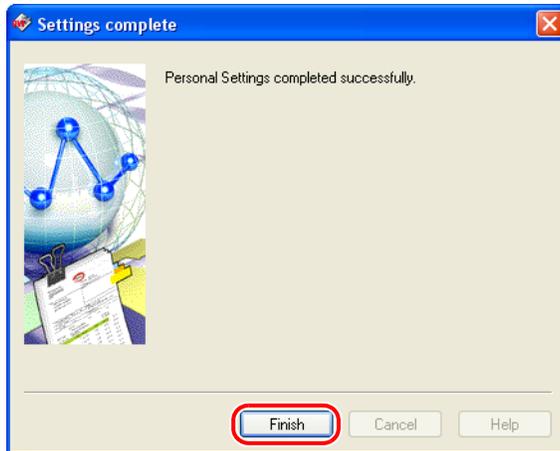
By default, all of them are checked.



- 7 Confirm the settings, and click [Next].



- 8 Click [Finish].

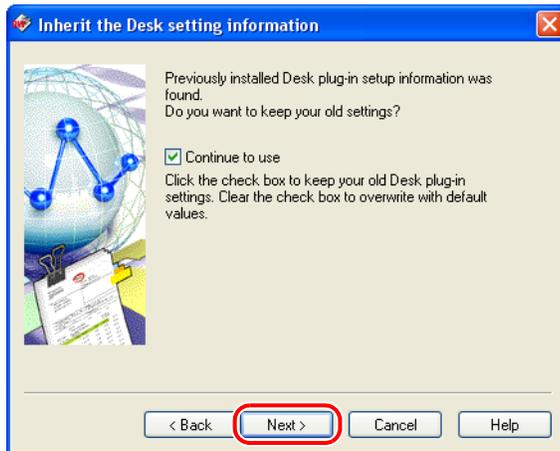


## Upgrading DocuWorks

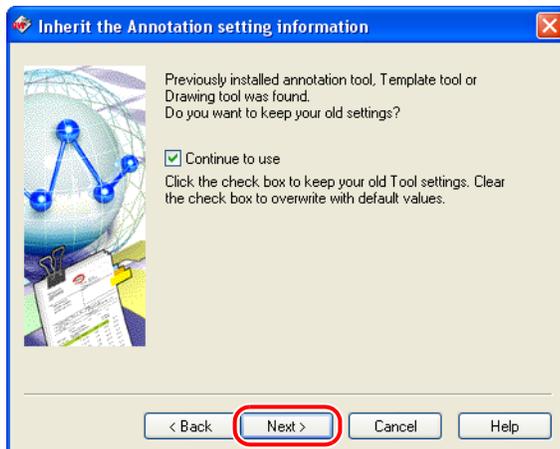
This section explains how to configure personal settings with the installation of an upgrade version.

- 1 Follow the procedure to step 3 on page 28 under "Installing DocuWorks for the First Time".
- 2 If you selected [Standard settings] in step 3 under "Installing DocuWorks for the First Time" on page 28, perform steps 7 and 8 on page 31. The personal settings are configured.  
If you selected [Customize settings] in step 3 under "Installing DocuWorks for the First Time" on page 28, follow the procedures on page 29 and perform step 4 and 5 before following steps 3 through 5 on this page.

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



- 4** Keep the check mark to [Continue to use] if you continue to use the same Annotation Toolbar Settings, the Template tool, and the 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].

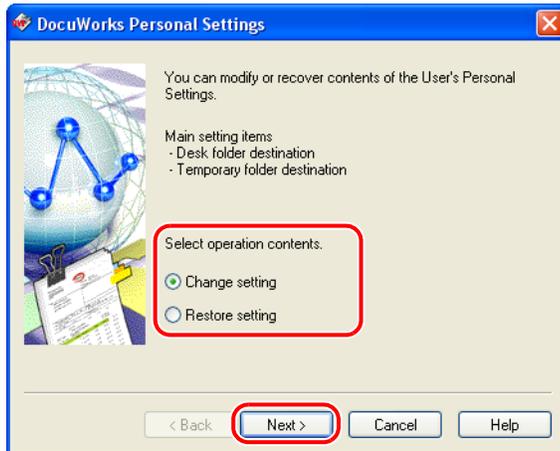


- 5** Follow the procedure from step 6 to 8 on page 30 under "Installing DocuWorks for the First Time".  
The individual user settings are configured.

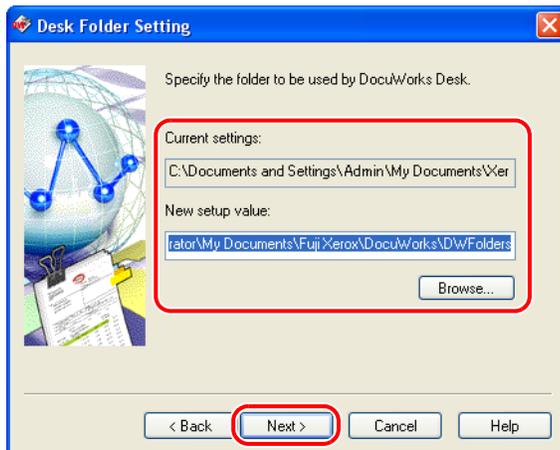
## 3.2 Changing the Personal Settings

Even after the Personal Settings have been specified, it is possible to modify the settings such as changing the Desk folder destination to another drive in case of insufficient free disk space, or changing the OCR setting. DocuWorks Personal Settings allow you to change the settings of Desk folder destination, temporary file folder destination, OCR type, 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 settings], and click [Next].

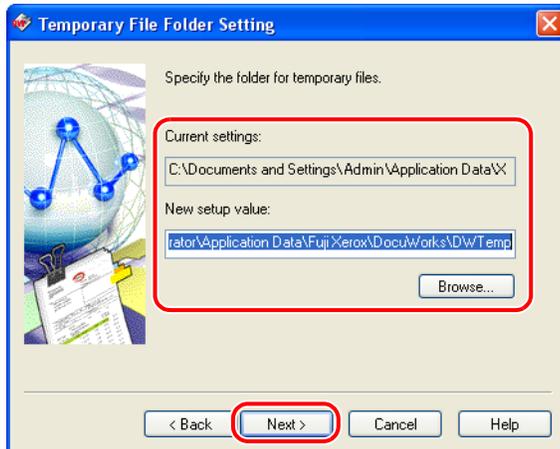


- 3 Specify the Desk folder as [New setup value], and click [Next].

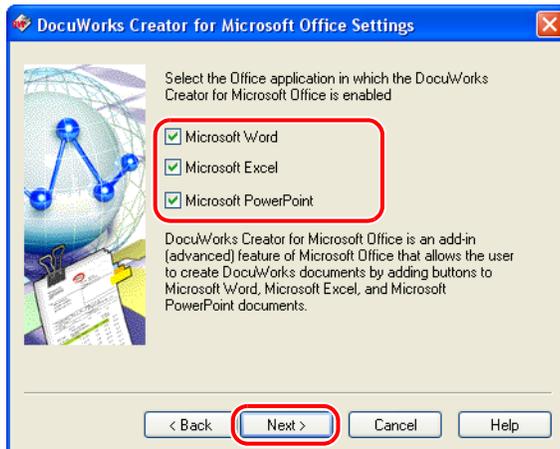


**Note** If the location of the Desk folder is changed, the settings of link folder, annotation tool file, Electronic Signature Case data file will be inherited to the new Desk folder.

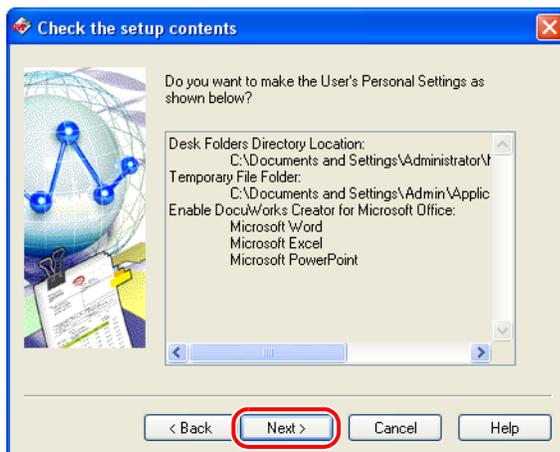
- 4 Specify the folder where the temporary files will be generated as [New setup value], and click [Next].



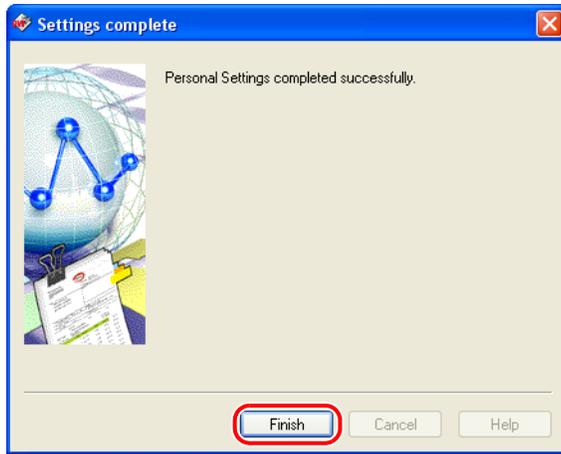
- 5 Select the Office application in which the DocuWorks Creator for Microsoft Office is enabled, click [Next].



- 6 Confirm the settings, and click [Next].



7 Click [Finish].



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# 4 Uninstalling DocuWorks

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This chapter describes how to uninstall DocuWorks software.

When you uninstall DocuWorks, the Personal Settings will not be deleted automatically and so should be deleted individually after uninstallation.

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## 4.1 Uninstalling DocuWorks 6.2

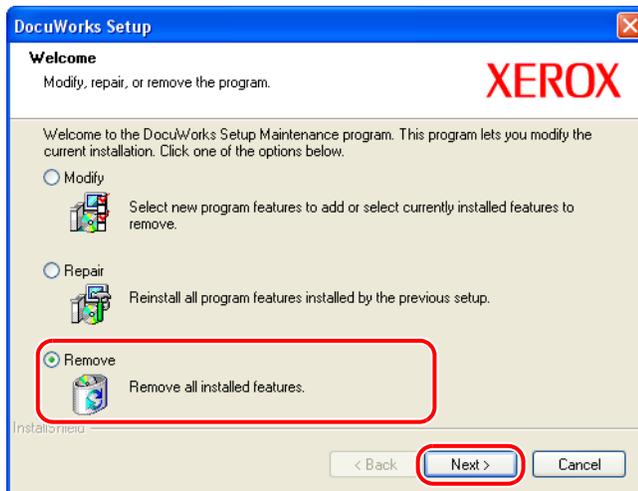
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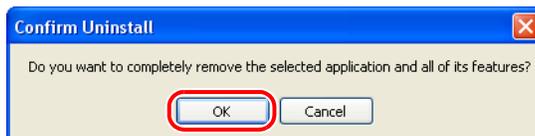
When you uninstall DocuWorks, the Personal Settings will not be deleted automatically. The setting information must be individually deleted after uninstallation.

For details, refer to Help [Operation Guide] > [Customize DocuWorks] > [Personal Settings] > [About Personal Settings].

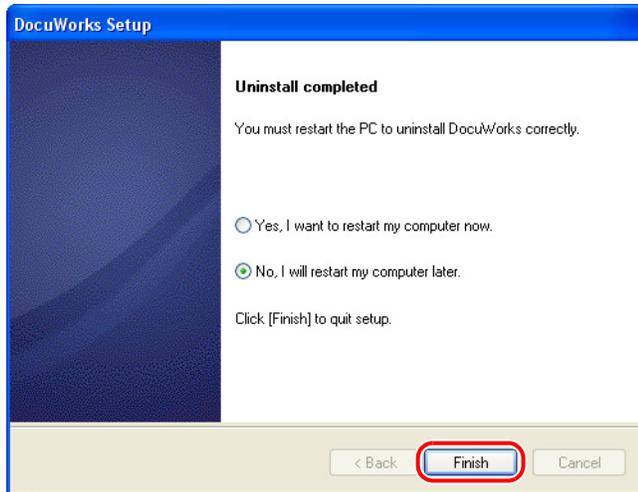
- 1 From the Windows [Start] menu, select [Control Panel] > [Add or Remove Programs].
- 2 Select [Xerox DocuWorks 6.2.x] from the list of program names, and then click [Change].
- 3 Select [Remove], and click [Next].



- 4 In the [Confirm Uninstall] dialog box, click [OK].



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



**Important** When the screen prompting you to restart your computer appears, restart your computer.

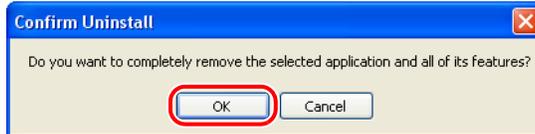
The screen prompting you to restart your computer appears if a file could not be deleted during uninstallation. Uninstallation completes when you restarted the computer.

- 6 Close the [Add or Remove Programs] dialog box and the Control Panel window.

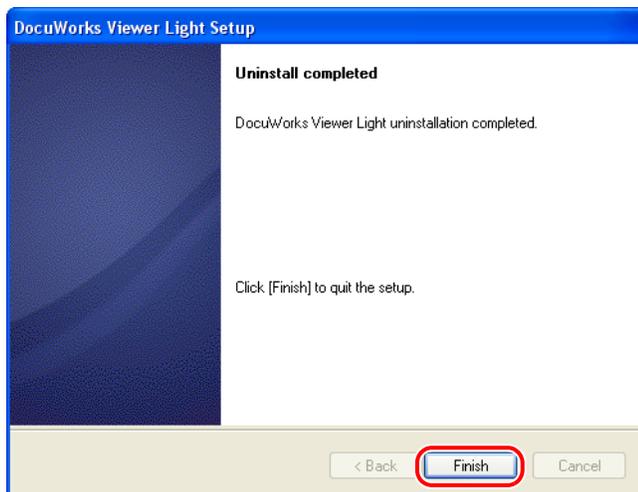
## 4.2 Uninstalling DocuWorks Viewer Light 6.2

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- 1 From the Windows [Start] menu, select [Control Panel] > [Add or Remove Programs].
- 2 Select [Xerox DocuWorks Viewer Light 6.2.x] from the list of program names, and then click [Remove].
- 3 In the [Confirm Uninstall] dialog box, click [OK].



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



**Important** When the screen prompting you to restart your computer appears, restart your computer.

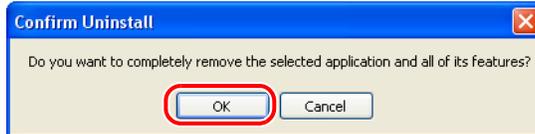
The screen prompting you to restart your computer appears if a file could not be deleted during uninstallation. Uninstallation completes when you restarted the computer.

- 5 Close the [Add or Remove Programs] dialog box and the Control Panel window.

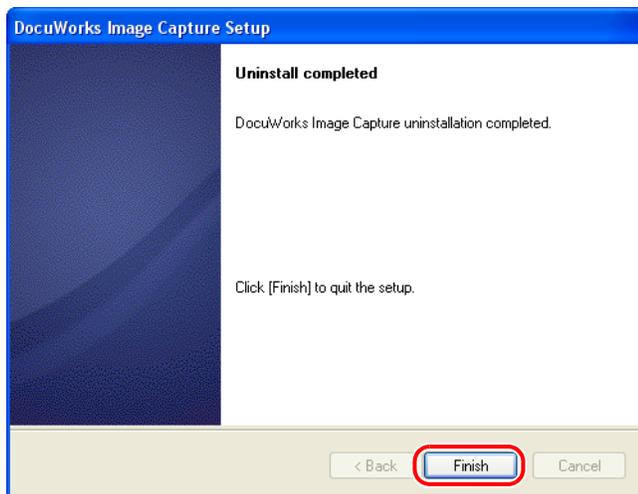
## 4.3 Uninstalling DocuWorks Image Capture 1.0

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- 1 From the Windows [Start] menu, select [Control Panel] > [Add or Remove Programs].
- 2 Select [Xerox DocuWorks Image Capture 1.0.1] from the list of program names, and then click [Remove].
- 3 In the [Confirm Uninstall] dialog box, click [OK].



- 4 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. Uninstallation completes when you restarted the computer.

- 5 Close the [Add or Remove Programs] dialog box and the Control Panel window.

## 4.4 Uninstalling Adobe PDF Creation Add-On

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- 1 From the Windows [Start] menu, select [Control Panel] > [Add or Remove Programs].
- 2 Select [Adobe® PDF Creation Add-On] from the list of programs and click [Change/Remove].
- 3 On the [Adobe® PDF Creation Add-On - Setup] screen click [Next].
- 4 On the [Program Maintenance] screen select [Remove] and click [Next].
- 5 On the [Remove the Program] screen click [Remove].
- 6 On the [Setup Completed.] screen click [Finish].
- 7 Click [Yes] on the message prompting you to restart your computer.

**Note** Uninstall Adobe PDF Creation Add-On and Adobe Reader 8.1 in any order.

## 4.5 Uninstalling Adobe Reader 8.1

---

- 1 From the Windows [Start] menu, select [Control Panel] > [Add or Remove Programs].
- 2 Select [Adobe Reader 8.1.0] from the list of programs and click [Change].
- 3 On the [Welcome to Setup for Adobe Reader 8.1.0] screen click [Next].
- 4 On the [Program Maintenance] screen select [Remove] and click [Next].
- 5 On the [Remove the Program] screen click [Remove].
- 6 On the [Setup Completed] screen click [Finish].
- 7 Click [Yes] on the message prompting you to restart your computer.

## **DocuWorks 6.2 Installation Guide**

No. ME3520E4-4 (Edition 2)

Oct 2007

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