

# Chapter 1 NextOffice Installation

## Installing NextOffice Under Windows

### Installation Options

Place your NextOffice 9 CD in your CD-ROM drive. The autorun program should start automatically; otherwise, click the “My Computer” icon. Then click the icon representing your CD-ROM drive to open it. Locate the autorun program in the CD-ROM folder and double click on it to start (Fig. 1-1).

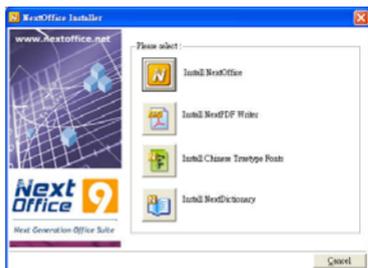
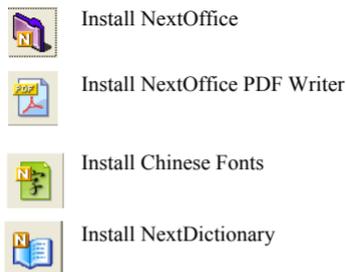


Fig. 1-1



### Installing NextOffice Core Component

1. In Fig. 1-1, select “Install NextOffice” option. In the pop-up “Install NextOffice” screen (Fig. 1-2), press <Next> to continue.
2. Enter your personal information (Fig. 1-3) to personalize your copy of NextOffice. You can find your Support Serial Number (consists of 20 digits) on the front cover of this installation guide.



Fig. 1-2

Enter the following information to personalize your installation.

Full Name:	<input type="text" value="Chen"/>
Organization:	<input type="text" value="Well Develop Int'l Ltd"/>
Serial Number:	<input type="text" value="90000267290107258890"/>

Fig. 1-3

- Java Runtime is mandatory. Installer will automatically detect if the right version of Java Runtime has been installed or not. If yes, this step will be skipped. Otherwise, Fig. 1-4 screen will pop up, press <Next> to continue.
- Follow the pop-up instructions to complete the Java Runtime installation (Fig. 1-5). Upon completion, you will be brought back to the NextOffice Installer main screen.



Fig. 1-4

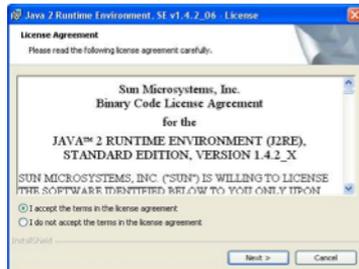


Fig. 1-5

- Select your desired language version to install (Fig. 1-6). You can view and input CJK characters even if you have installed an English version. Select “Standalone Mode” option and then press <Next> to continue.
- In the “NextOffice 9.0 Installation Wizard” welcome screen (Fig. 1-7), press <Next>.

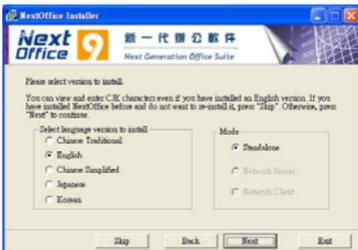


Fig.1-6



Fig.1-7

- Study the license statements by scrolling through the whole document (Fig. 1-8), select “I accept the terms of the Agreement” and then press <Next> to continue.
- In the “Personal Information” screen (Fig. 1-9), enter your personal information, and press <Next> to continue.



Fig.1-8

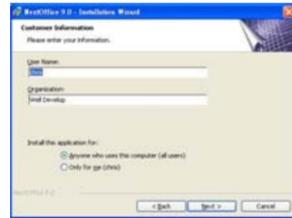


Fig.1-9

9. In the “Installation Mode” screen (Fig. 1-10), select your desired option: Standard or Custom. In general, “Standard” should fit in most situations. Press <Next> to continue.
10. If you select “Custom” installation, you can select to install different components (Fig. 1-11) and select your desired installation directory. Press <Next> to accept the default settings or press <Browse> to select another installation directory.



Fig.1-10



Fig.1-11

11. The Installer will then install and register the core components in your hard disk (Fig. 1-12). This step usually takes 5 to 10 minutes. When it is done, press <Finish> to continue.
12. Now, you can setup to default open “.doc”, “.xls”, “.ppt” and “.rtf” files by NextOffice (Fig. 1-13) or not. Select your desired options and press <Next>. After you have completely installed NextOffice, you can change this settings via program “NextSettings”.

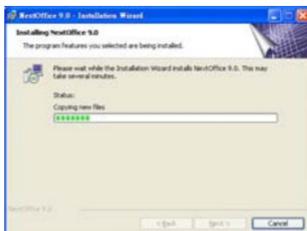


Fig.1-12



Fig.1-13

13. Next is the “NextMail” Installation (Fig. 1-14). If you do not want to install it, press <Skip>; otherwise, press <Next> to continue.
14. In the “Personal Information” screen (Fig. 1-15), enter your personal information, and press <Next> to continue.



Fig.1-14

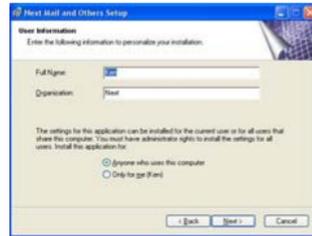


Fig.1-15

15. Then select your installation directory (Fig. 1-16). You can press <Next> to accept the default option or choose <Browse> to pick another directory. Note: if you would like to use NextDictionary in NextMail, you must install NextMail under the same directory as NextOffice. Finally, press <Finish> to continue.

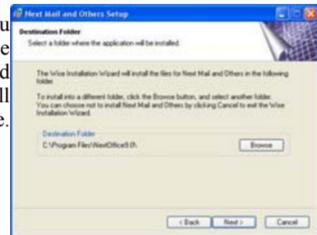


Fig. 1-16

16. The last step is to register your copy of NextOffice (Fig. 1-17). Select a registration option and press <Next> to continue. After you have registered, you will be entitled 90-day free telephone and email support service.
17. When installation is done (Fig. 1-18), press <Finish> and restart your computer.



Fig.1-17



Fig.1-18

## Installing NextOffice PDF Virtual Printer

1. In Fig. 1-1, select “Install NextOffice PDF” option to start the “NextOffice PDF” installation (Fig. 1-19). “NextOffice PDF Virtual Printer” allows you to convert your print outputs to PDF format. Others can view your PDF outputs using Adobe Reader. Adobe Reader can be downloaded for free from Adobe website.
2. In the “License” screen, study the terms and check the “I accept the terms of Agreement” radio button, press <Next> to continue.



Fig. 1-19

3. In the “Personal Information” screen (Fig. 1-21), enter your personal information and press <Next> to continue.
4. Then select your installation directory (Fig. 1-22), you can press <Next> to accept the default option or choose <Browse> to pick another directory.

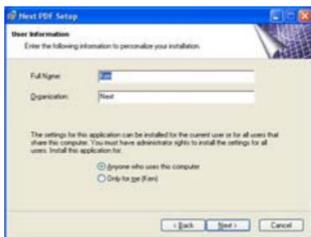


Fig.1-21

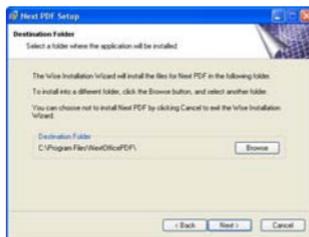


Fig.1-22

5. If “RedMon is already installed.” message box (Fig. 1-23) pops up, press <OK> to ensure RedMon is successfully installed. When installation of NextOffice PDF is done, you will find “NextOffice PDF” virtual printer (Fig. 1-24) under your “Printers and Faxes” system folder.



Fig.1-23



Fig.1-24

## Installing Next Chinese Fonts

1. In Fig. 1-1, select “Install Next Chinese Fonts” option to start the Chinese fonts installation.
2. In the “Personal Information” screen (Fig. 1-25), enter your personal information and press <Next> to continue.

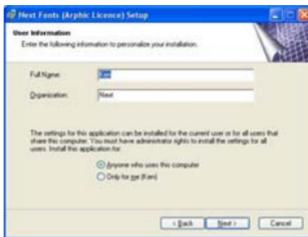


Fig.1-25

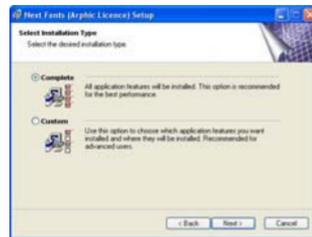


Fig.1-26

3. In the “Installation Type” screen (Fig. 1-26), select your installation mode: Standard or Custom. In general, Standard should fit in most situations, press <Next> to continue. If you would like to install only part of the font set, select “Custom” (Fig. 1-27) in the “Custom” installation dialog, deselect those font sets (Fig. 1-28) which you do not want to install and press <Next> to continue.

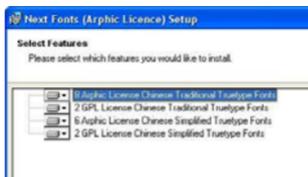


Fig.1-27

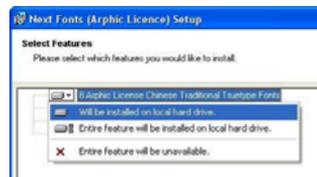


Fig.1-28

4. When the installation is done, press <Finish> to exit.

## Install NextDictionary

1. In Fig. 1-1, select “Install NextDictionary” option to start the NextDictionary installation.
2. In the “Personal Information” screen (Fig. 1-29), enter your personal information and press <Next> to continue.
3. Then select your installation directory (Fig. 1-30), you can press <Next> to accept the default option or choose <Browse> to pick another directory. Note: if you would like to use NextDictionary in NextMail and NextOffice, you must install NextDictionary under the same directory as NextOffice. Press <Next> to continue.

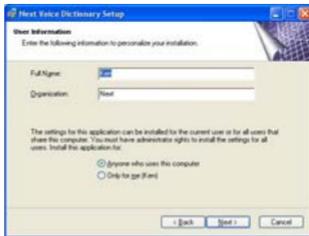


Fig.1-29

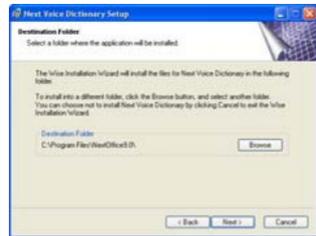


Fig.1-30

4. When the installation is done, press <Finish> to exit.

## Uninstall NextOffice

1. Before you uninstall NextOffice, close all open NextOffice applications, including the QuickStarter located at the lower right hand corner of your Windows (Fig. 1-31). Just right click on the icon and select “Close NextOffice 9 QuickStarter”.



Fig.1-31

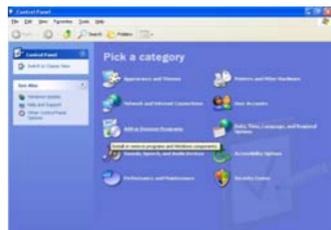


Fig.1-32



## Uninstall Next Chinese Fonts

1. In menu “Start” → “Settings” → “Control Panel” (Fig. 1-36), select "Add/Remove Applications" option.
2. In the “Add/Remove Application” screen (Fig. 1-37), select “Next Chinese Fonts” and press <Remove> to confirm.

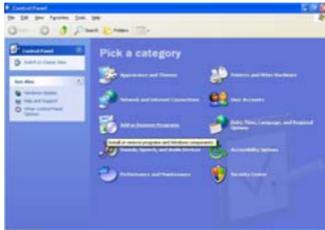


Fig.1-36

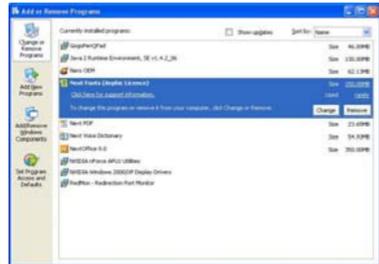


Fig.1-37

## Uninstall NextDictionary

1. In menu “Start” → “Settings” → “Control Panel” (Fig. 1-38), select "Add/Remove Applications" option.
2. In the “Add/Remove Application” screen (Fig. 1-39), select “NextDictionary” and press <Remove>.

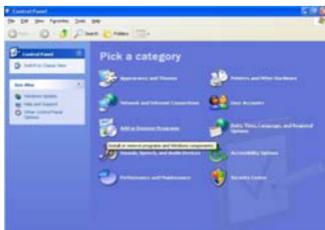


Fig.1-38

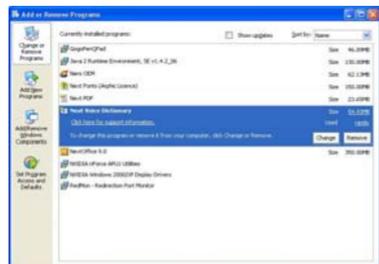


Fig.1-39