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General Installation Information

New Users

If you are new to ACT! for Windows, the Easy Install option is the best way to get started. The Installation program copies the appropriate files, and configures ACT! to work on your machine. During the installation, you are prompted for personalization information, and you can register your copy of ACT! 2.0 for Windows via modem.

Upgrading from another version of ACT!

If you are using a previous version of ACT! (DOS, Windows, Macintosh, or 1stACT!) the best way to get started with ACT! 2.0 for Windows is to use the Easy Install option and specify a new subdirectory. Your existing data will remain intact. Refer to Chapter 6 of the ACT! Users Guide and Reference for additional information on importing data.

Network Users

If you want to share executable files as well as data files on a network you should start the Installation program with the /a switch.

Example:

```
[DRIVE LETTER] install /a
```

where [DRIVE LETTER] is the disk drive containing "ACT! 2.0 for Windows, Program Disk 1.

The Network Installation lets you specify where you would like to place ACT! on a shared drive, then it installs all the ACT! application and network files for you.

Refer to Appendix E of the ACT! Users Guide and Reference for additional information on network installation and configuration.

Customizing Your Installation

If you are low on disk space or want to specify what ACT! components and files get installed you should use the Custom Installation option. This option is available in the Standalone and Network installations and lets you choose what you want to install. Get care should be used with Custom Install because you can overwrite your existing file which can result in a loss of data! You can also install the ACT! Administrator Utility that lets you to set up shared network databases

Reinstallation of Existing Files

If you need to reinstall any previously installed ACT! 2.0 for Windows files you should use the Custom Installation option available from the Standalone and Network Installations.



Network Configuration Information

Deciding on a Network Configuration

How you use ACT! in a network depends on your business, the number of users, and whether users want to share data. You can use ACT! in three possible network configurations:

- Place an ACT! database on a server so users with individual copies of ACT! on their workstations can all share that database.
- Use the network installation program to place the ACT! executable program on a server so multiple users can share that one executable.
- Have some users run the ACT! executable program on the network, while others with a local copy of ACT! installed on their individual workstations share the same ACT! databases.

Sharing a Database

If users have network access, and ACT! is installed on their workstation, they can share database on the server and they can share databases on the network and have local databases on their workstations. On some networks, such as LANtastic and Windows for Workgroups, a workstation can be used as a server. In these cases, the ACT! executable program, system, and data files can be shared by the server, as well as the workstations attached to the server.

Using the Network Pack

The ACT! network pack lets you place the ACT! application and database files on a server so that many users can have access to a single copy of ACT! and can share databases on that server. This network configuration lets users share a database and the ACT! application while saving large amounts of disk space on local computers. When you purchase ACT!, the license agreement lets you use one copy of ACT!. If you install a single copy of ACT! on the network and want others to use that copy, each additional user must have a license. You can purchase a network pack to add more licenses.

With the network pack, you can use one of the following configurations:

- Four additional licenses
- Ten additional licenses
- An unlimited number of licenses

Contact Customer Service for information about additional licenses.

Using the Network Pack and Standalone Copies

The third configuration is a combination of the first and second network configurations. The ACT! executable program and databases are stored on the server. Users have a license to use ACT! from licenses in the network pack or single copies of ACT! installed on their workstations.

A user with a standalone copy of ACT! can access a shared database on the server without the network pack; however, the standalone copy must be licensed and properly installed. This configuration lets users sharing the ACT! executable program and users with a local copy of ACT! share data. Refer to Appendix E of the ACT! Users and Reference Guide for additional information on network installation and configuration.



ACT! 2.0 for Windows System Requirements

Required

PC with 80386, 80486, or higher processor

At least 4 MB RAM

At least 5 MB free disk space on your hard drive

Microsoft Windows 3.1 or higher

Optional

Mouse supported by Windows

Hayes or 100% compatible modem (required for automatic dialing)

Printer supported by Windows

Networks Supported

LANtastic version 5.0

Novell Netware version 2.11 or higher



Windows for Workgroups version 3.1 or higher



Install Keyboard Commands

To help you navigate, ACT! 2.0 for Windows install supports many keyboard operations. Some of the most helpful include:

Double-click

- on**  Close dialog box or window.
-  Move the highlight from item to item in current group.
- Home** Moves to top of application list.
- End** Moves to bottom of application list.
- Tab** Moves to next field.
- Shift+Tab** Moves to previous field.
- Enter** Accept selection(s).
- Alt+Spacebar** Activates application Control-menu.



Standalone Installation Dialog Box

Easy Install - This option installs all ACT! files in a new subdirectory. Choose Easy Install if you are a new ACT! user or if you have used another version of ACT! (DOS, Windows or 1stACT!).

Custom - This option lets you choose the files, reports, filters, macros, or templates to install. Choose this option if you have a limited amount of hard disk space available, or if you want to reinstall specific files. This option also allows you to install the ACT! Administrator Utility, an application that configures ACT! database for use on a network.

Country Selection - This option allows you to install a version of ACT! especially configured for your country or geographic location. Pick a country from the Country list box and the appropriate version of ACT! will be installed.

Please refer to the documentation for more information.



Network Installation Dialog Box

Easy Install - This option installs all ACT! files in a new subdirectory and allows you to share the executable program and databases. Choose Easy Install if you are a new ACT! user or if you have used another version of ACT! (DOS, Windows or 1stACT!).

Custom - This option lets you choose the files, reports, filters, macros, or templates to install. Choose this option if you have a limited amount of hard disk space available, or if you want to reinstall specific files. This option also gives you the option of installing the ACT! Administrator Utility, an application that allows you to set up shareable databases.

Country Selection - This option allows you to install a version of ACT! especially configured for your country or geographic location. Pick a country from the Country list box and the appropriate version of ACT! will be installed.

Please refer to the documentation for more information.



Personalize ACT! Dialog Box

This dialog allows you to enter your personal information for ACT! to use when you create or login into a contact database. Later in the installation process this information can be used to register your copy of ACT! 2.0 for Windows via a toll free modem call or printed out and then mailed to Symantec as a registration card.

Please register ACT! 2.0 for Windows to be eligible for valuable user benefits such as technical support, information on new products, low-cost upgrades and special discounts available only to registered users of Symantec products.



Modem or Print Registration Information Dialog Box

This dialog prompts you either to register ACT! 2.0 for Windows via a toll free modem call or to print out and then mail as a registration card. To modem the information to Symantec, you need to have at least a 2400 baud modem turned on and attached to your computer via a comm port. To print a registration card you need a Windows supported printer configured and attached to your computer.

Please register ACT! 2.0 for Windows to be eligible for valuable user benefits such as technical support, information on new products, low-cost upgrades and special discounts available only to registered users of Symantec products.



Select Installation Path Dialog Box

Install searches your local hard drive for a previously installed version of ACT! 2.0 for Windows. After the search is complete, this dialog box appears and lets you change the default destination drive and directory for the ACT! 2.0 for Windows files. Information on available disk space before and after installation is provided.

Install To: Install uses C:\ACTWIN2 as the default destination drive and directory and displays it in this text box. You can, of course, specify an alternate drive and directory name, if you choose.

Exit Install: Choose this command to exit the install program.



Insert Disk Dialog Box

This dialog box appears when ACT! 2.0 for Windows Install needs files from the next diskette. Click the Exit Install command button or press Esc to terminate installation.

Path Name: If the path is not correct, enter the proper drive and directory in the Path Name text box. Insert the required diskette and click OK or press Enter to proceed with the installation.



Custom Installation Dialog Box

This dialog box appears when you choose the Custom Install option. You can choose which options and features you would like installed by clicking each Select button. This dialog box also shows the approximate disk space that will be required when you install ACT! 2.0 for Windows to your hard disk. Click the Disk Space Button to view how much space is available on your hard disk. Next to each category of files is the approximate amount of disk space required if you loaded all the components contained in each category.

NOTE: The Checkbox next to each group of files must be checked to select files to be installed from that group. Otherwise, the button corresponding to the unchecked group will be dimmed and no files or components from that group will be installed.

Application Files Select Button

Network Files Select Button

E-mail and Printout Files Select Button

Database and Macro Files Select Button

Template and Document Files Select Button

Exit Install Button

Disk Space Button

Application Files Select Button

Click this button to display the [Application Files Selection Dialog Box](#). You can choose to load tools such as the ACT! application or omit others such as the Online Help files.

Network Files Select Button

Click this button to display the Network Files Selection Dialog Box. You can select network files such as the ACT! Administrator Utility, depending on how much disk space you have available. Be Careful! You CAN overwrite valuable data files!

E-mail and Printout Files Select Button

Click this button to display the E-mail and Printout Files Selection Dialog Box. You can select or deselect files or components such as the CompuServe E-mail files or Small pocket address book files, depending on how much disk space you have available. Be Careful! You CAN overwrite valuable data files!

Database and Macro Files Select Button

Click this button to display the Database and Macro Files Selection Dialog Box. You can select or deselect the Default Description File Database file or Macros such as E-mail inbox macro. Be Careful! You CAN overwrite valuable data files!

Template and Document Files Select Button

Click this button to display the Template and Document Files Selection Dialog Box. You can select or deselect Letter Templates such the UK Letter or Report Templates such as the Avery 4014 Report. Be Careful! You CAN overwrite valuable data files!

Disk Space Button

Click this button to view the amount of disk space you have available on your hard disk. If the number displayed is less than the number that is displayed in the Approximate disk space required box, you will have to deselect additional components or exit the install program and delete other files.



Application Files Selection Dialog Box

This dialog box appears when you choose the ACT! Application Files Select Button. Select or deselect components to your own preferences or disk space requirements. Click on an item in the Component list box to select or deselect it. Be Careful! You CAN overwrite valuable data files!

Component List Box

Select All Button

Deselect All Button



Network Files Selection Dialog Box

This dialog box appears when you choose the ACT! Network Files Select Button. Select or deselect components to your own preferences or disk space requirements. Click on an item in the Component list box to select or deselect it. Be Careful! You CAN overwrite valuable data files!

Component list box

Select All button

Deselect All button



E-mail and Printout Selection Files Dialog Box

This dialog box appears when you choose the E-mail and Printout Files Select Button. You can select or deselect features such as the CompuServe Messaging or Address Book Printing, depending on your own preferences and disk space requirements. Be Careful! You CAN overwrite valuable data files!

Component List Box

Select All Button

Deselect All button



Database and Macro Files Selection Dialog Box

This dialog box appears when you choose the Database and Macro Files Select Button. You can select or deselect components such as the Default Description File or Lookup User Record Macro, depending on your own preferences and disk space requirements. Be Careful! You CAN overwrite valuable data files!

Component List Box

Select All Button

Deselect All Button



Template and Document Files Selection Dialog Box

This dialog box appears when you choose the Template and Document Select Button. You can select or deselect components such as the Avery 4014 Report Template or the Default Library, depending on your own preferences and disk space requirements. Be Careful! You CAN overwrite valuable data files!

Component List Box

Select All Button

Deselect All Button



Insufficient Disk Space Dialog Box

This dialog box appears when you do not have enough space on your hard disk to install the selected components for ACT! 2.0 for Windows. If you do not have enough space on your hard drive, your best option would be to choose the Deselect Components option button. This will display the Custom Installation Dialog Box, which will allow you to deselect enough ACT! 2.0 for Windows features and components to fit on the available space on your hard drive. You can also choose the Exit Install command button to delete other files on your hard drive to free up enough space on your hard drive.

Change Drive Button

Deselect Components Button

OK Button

Exit Install Button

Disk Space Button

Change Drive Button

Select this option if you have disk space available on another drive.

Deselect Components Button

Select this option to display the Custom Installation Dialog Box. Deselect ACT! 2.0 for Windows files and components to reduce the amount of space required on your hard disk.

OK Button

Select this option to continue with the installation of ACT! 2.0 for Windows. Selecting this option with insufficient disk space may result in incomplete installation. It is NOT recommended!

Component List Box

Displays a list of components that are contained in the selected component group. Click a component to select or deselect it. When a component is deselected, the checkbox next to the item is cleared and the deselected item will not be installed. The approximate disk space required for that component or feature is displayed next to the component name.

Select All Button

Click this button to select all components in the Component list box.

Deselect All Button

Click this button to deselect all components in the Component list box. No features from this group will be installed.

Exit Install Button

Click this button to exit from the install program.

