

DocuWorks™ 8

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 8 installation media. Be sure to read this manual before using DocuWorks.

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

The description of this manual assumes that the user is familiar with the basic operations of Microsoft® Windows®.

Fuji Xerox provides a wide variety of information related to DocuWorks on its web pages.

We hope you will find it useful.

<http://www.fxap.com.sg/docuworks>

Fuji Xerox Co., Ltd.

About DocuWorks Manuals

The manuals of DocuWorks are contained in the installation media.

Type of Manuals

DocuWorks 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 <p>It explains operating environments and installation procedure of DocuWorks.</p>	PDF file
Help	<ul style="list-style-type: none"> ● Contents <p>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.</p> <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 <ul style="list-style-type: none"> ● How to display <p>You can view it by selecting [Help] > [DocuWorks Help] on DocuWorks Desk or DocuWorks Viewer window.</p>	CHM file
Release Note	<ul style="list-style-type: none"> ● Contents <p>It describes information you should read before working with DocuWorks. Cautions and Constraints concerning DocuWorks are explained.</p> <ul style="list-style-type: none"> ● How to display <p>You can view it by selecting [Start] > [All Programs] > [Fuji Xerox] > [DocuWorks] > [Readme] > [Readme(DocuWorks)].</p>	HTML file

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 installation media.

■ 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	Meaning
<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.
“ ”	Indicates names of other manuals, and titles of sections within this manual for references. Also indicates folder names, file names, and directory path names.
[]	Indicates dialog box names, and item names and button names in the dialog boxes, e.g. Click the [OK] button. Also indicates Help titles.
>	Indicates hierarchy of the menus, e.g. Select the [Start] menu of Windows, and [All Programs] > [Fuji Xerox] > [DocuWorks].

- This manual describes the DocuWorks screens and operations taking Windows 7 as an example. For those who use operating systems other than Windows 7, please read information according to the respective environment.
- This manual refers to Microsoft® Windows® Operating System as "Windows".
- 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", a "DocuWorks binder", and a "DocuWorks container" together may be called "DocuWorks file" collectively.
- "Microsoft® .NET Framework 3.5 SP1" is referred to as ".NET Framework 3.5".

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 8, the hardware must meet the following requirements:

Operating Environment for DocuWorks 8

Operation System ^(Note 1) (OS)	Windows® 8.1 (32-bit) English Version [without Service Pack] Windows® 10 (32-bit) English Version [without Service Pack] Windows® 8.1 (64-bit) English Version [without Service Pack] Windows® 10 (64-bit) English Version [without Service Pack]
CPU ^(Note 2)	1 GHz or above 32-bit (x86) or 64-bit (x64) processor
Hard disk ^(Note 2)	950 MB or more for installation ^(Note 3) Additional 200 MB or more free space is recommended for actual operation.
Memory ^(Note 2)	512 MB or more (1GB or more recommended)
Display ^(Note 2)	1280 x 768 pixels or more, full colors
Other required hardware	DVD-ROM drive is required when installing from the installation media
Other required software	Microsoft® Internet Explorer® 8, 9, 10, or 11 Windows® Search 4.0 is required when using the fast search function with indexing
Compatible scanners	TWAIN32 compliant

(Note 1) For the latest information on the supported operating systems, please visit Fuji Xerox official website.

(Note 2) According to the recommended values for OS you use.

(Note 3) If .NET Framework 3.5 Service Pack 1 has not been installed on the computer, additional 500 MB or more free space is required.

Operating Environment for DocuWorks Creator for Microsoft Office

Supported Microsoft Office version	Microsoft Office 2010 Microsoft Office 2013 Microsoft Office 2016 Microsoft Office 2019
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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 8, you must install DocuWorks 8 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 8 has installation methods as described below.

■ New Installation

Used to newly install a DocuWorks 8 first-time install package on computers.

The first-time install package can also be installed on computers on which an earlier version of DocuWorks is already installed. In this case, on computers on which DocuWorks 6.x or earlier version is installed, DocuWorks 8 is installed by overwriting the existing version. On computers on which DocuWorks 7.x is installed, DocuWorks 7.x is uninstalled before installing DocuWorks 8.

■ Upgrading an Earlier Version of DocuWorks

Used to install a DocuWorks 8 upgrade package on computers on which DocuWorks 6.x or DocuWorks 7.x is installed. On computers on which DocuWorks 6.x is installed, DocuWorks 8 is installed by overwriting the existing version. On computers on which DocuWorks 7.x is installed, DocuWorks 7.x is uninstalled before installing DocuWorks 8.

The DocuWorks 8 upgrade package can also be installed on computers on which DocuWorks 6.x/7.x is not installed, if you have a serial number for DocuWorks 6.x/7.x.

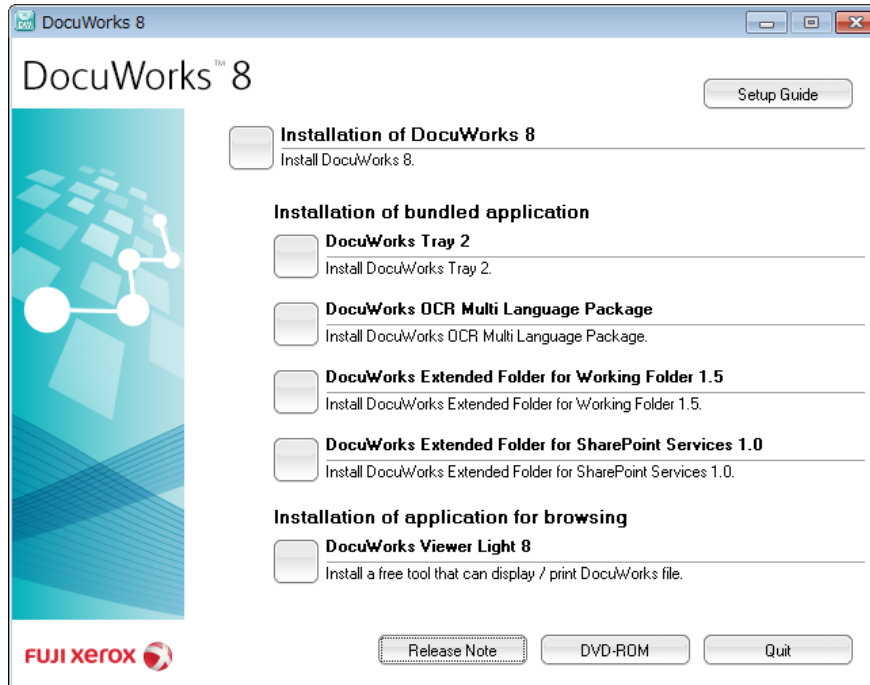
The Installation Screen

Close all the active applications and insert the DocuWorks 8 installation media into your media drive.

The autorun screen appears automatically.

Note If autorun screen does not appear, execute the "autorun.exe" file under the "autorun" folder in the installation media.

Select a language for your installation, and the following screen appears.



■ Setup Guide

If you click this button, "DocuWorks 8 Setup Guide" (this manual) appears.

■ Installation of DocuWorks 8

If you click this button, Visual C++ 2015 Runtime is first installed, and then DocuWorks 8 is installed.

After the installation of DocuWorks 8 is complete, the installation of .NET Framework 3.5, .NET Framework 4.6, and DocuWorks PDF Creator, starts one by one.

Reference "2.1 Installing DocuWorks 8" (P.15)

■ DocuWorks Tray 2

If you click this button, DocuWorks Tray 2 will be installed.

■ DocuWorks OCR Multi Language Package

If you click this button, DocuWorks OCR Multi Language Package will be installed.

■ DocuWorks Extended Folder for Working Folder 1.5

If you click this button, DocuWorks Extended Folder for Working Folder 1.5 will be installed.

■ DocuWorks Extended Folder for SharePoint Services 1.0

If you click this button, DocuWorks Extended Folder for SharePoint Services 1.0 will be installed.

■ DocuWorks Viewer Light 8

If you click this button, DocuWorks Viewer Light 8 will be installed.

Reference "2.2 Installing DocuWorks Viewer Light 8" (P.20)

■ Release Note

If you click this button, Release Note for the entire installation media 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.

■ DVD-ROM

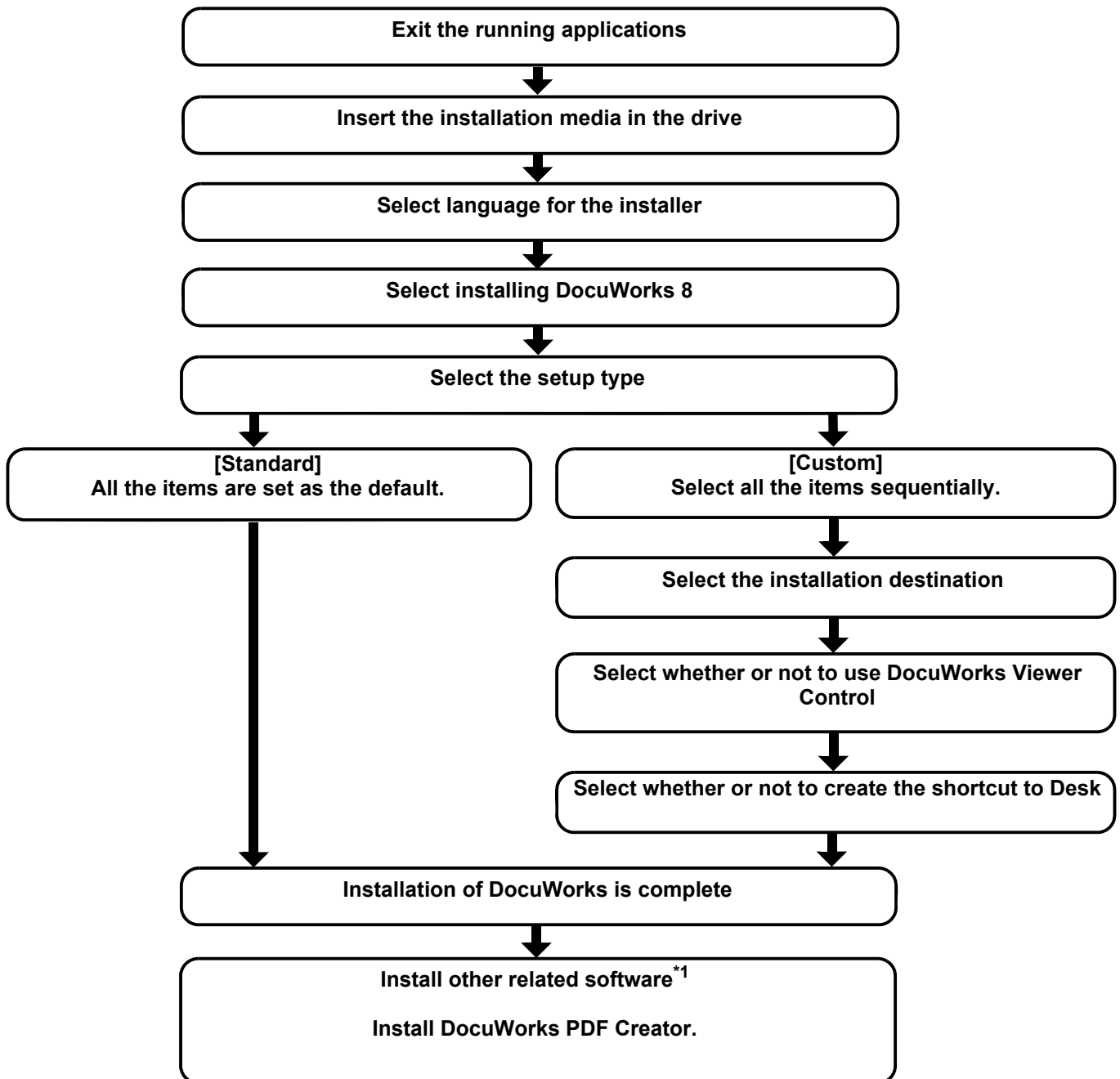
If you click this button, the files in the installation media are displayed.

■ Quit

If you click this button, the installation screen closes.

Flow of Installing DocuWorks 8

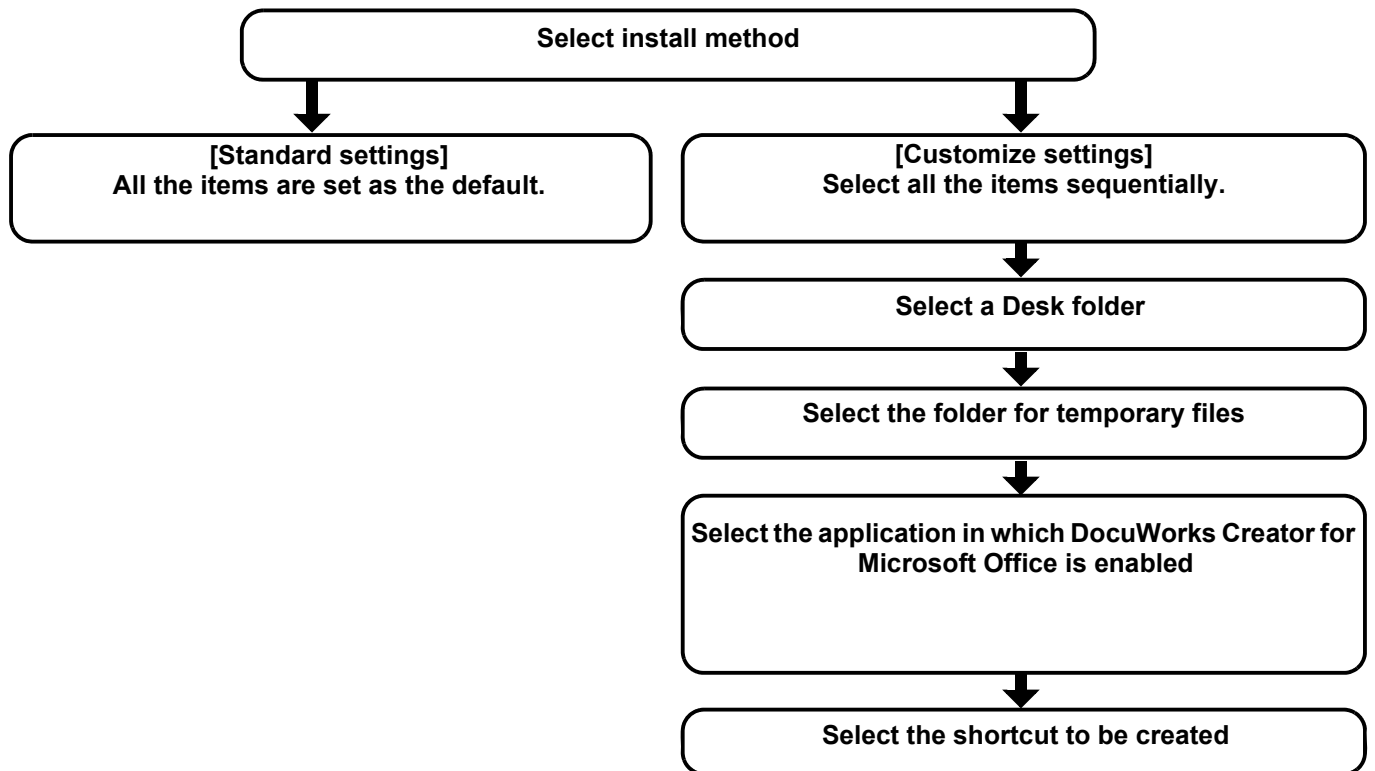
The installation flow of DocuWorks 8 is as follows:



*1 Even if the installation of DocuWorks fails or is canceled, the installation of other software starts.

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:



Customizing Installation

Administrators may want to customize installation, for example, when installing DocuWorks on multiple computers.

Installer Configuration

For DocuWorks 8, running the "setup.exe" file starts installers of DocuWorks and other provided products sequentially in the order described in the "setup.ini" file, which is in the same folder as the "setup.exe" file.

The table below lists software applications to be installed.

Software Name	Standard Installation	Silent Installation
Microsoft Visual C++ 2015 Redistributable Package	Yes	Yes
Fuji Xerox DocuWorks 8	Yes	Yes
Microsoft .NET Framework 3.5 Service Pack 1	Yes	Yes
Microsoft .NET Framework 4.6	Yes	Yes
Fuji Xerox DocuWorks PDF Creator	Yes	Yes

Yes: Installer runs; No: Installer does not run

Silent Installation

Displays no dialog box during installation. User intervention is not required during the installation.

To run the silent installation, follow the steps below.

- 1** Insert the DocuWorks 8 installation media into the disk drive, and open it in Explorer.
- 2** Copy the "dw_ml" folder to a hard drive on your computer.
- 3** Open the "dw_ml" folder copied on your hard drive, and then open either of the following folders in it:
 - For 32-bit operating systems: "DocuWorks" folder
 - For 64-bit operating systems: "DocuWorks64" folder
- 4** Create a text file named "dw.ini" in the "DocuWorks" or "DocuWorks64" folder.
- 5** Add the following lines in the "dw.ini" file.
[UserInfo]
SerialNumber=DocuWorks 8 serial number (xxxx-xxxx-xxxx-xxxx-xxxx-xxxx)
- 6** When using DocuWorks 8 upgrade package, also add the following lines:
[UpgradeInfo]
SerialNumber=DocuWorks 6.x/7.x serial number (xxxx-xxxx-xxxx-xxxx-xxxx-xxxx)
- 7** Save the "setup.ini" file.
- 8** Run the silent installation in either of the following ways:
 - To run by adding the "/s" option to the "setup.exe" command, which is in the "dw_ml" folder copied on your hard drive
Run "setup.exe /s" from the command prompt or a batch file.
 - To run by describing the settings for silent installation in the "setup.ini" file, which is in the "dw_ml" folder copied on your hard drive
By using an application which is capable to save character code of a file as Unicode, open the "setup.ini" file which is in the "dw_ml" folder.
Add the line "SilentInstall=Y" to the [Main] section at the top of the file.
Save the "setup.ini" file, and double click the "setup.exe" file, which is in the "dw_ml" folder copied on your hard drive.

Customizing Which Applications Are Installed

To prevent unwanted products from being installed, follow the steps below to customize installation.

- 1** Insert the DocuWorks 8 installation media into the disk drive, and open it in Explorer.
- 2** Copy the "dw_ml" folder to a hard drive on your computer.
- 3** Open the "dw_ml" folder copied on your hard drive.

- 4** Use an application which is capable to save character code of a file as Unicode to open "setup.ini" in the "dw_ml" folder.

The DocuWorks installer (setup.exe) runs installers of applications specified in sections [Setup01] to [Setup10] in the "setup.ini" file, sequentially in that order. By deleting sections for unwanted products, you can prevent the corresponding installers from being started.

- 5** Delete sections for products you do not want to install.

Do not delete sections other than [Setup05] (Fuji Xerox DocuWorks PDF Creator).

When using the "Conversion to PDF (DocuWorks PDF Creator)" plug-in of DocuWorks, the section [Setup05] (Fuji Xerox DocuWorks PDF Creator) is required.

- 6** Save the "setup.ini" file.

Then you can run installation according to the customized "setup.ini" file, by double-clicking the "setup.exe" file in the "dw_ml" folder copied on your hard drive.

Disabling the "Neighborhood Desks" Feature

If you do not want to install the "Neighborhood Desks" feature, follow the steps below to customize installation.

- 1** Insert the DocuWorks 8 installation media into the disk drive, and open it in Explorer.
- 2** Copy the "dw_ml" folder to a hard drive on your computer.
- 3** Open the "dw_ml" folder copied on your hard drive, and then open either of the following folders in it:
 - For 32-bit operating systems: "DocuWorks" folder
 - For 64-bit operating systems: "DocuWorks64" folder

- 4** Create a text file named "dw.ini" in the "DocuWorks" or "DocuWorks64" folder.

- 5** Add the following lines in the "dw.ini" file.

```
[OptionFile]
NeighborhoodDesks=N
```

- 6** Save the "dw.ini" file.

Then you can run installation according to the "dw.ini" file, by double-clicking the "setup.exe" file in the "dw_ml" folder copied on your hard drive.

Besides [OptionFile], you can use the "dw.ini" to customize the settings. For details, after installing DocuWorks, refer to Help [Customize DocuWorks] > [Customize Installation].

2 Installing Software

This section describes how to install each application software from the DocuWorks 8 installation media.

After the installation, configure Personal Settings by referring to 3.1 "Executing the Configuring of Personal Settings" (P.24).

Important Another method for installing DocuWorks 8 is to copy the installer to your hard drive. However, please note that installation may fail with an error message if the full path for the folder which stores the installer contains characters of a language other than the default language of the operating system running on the computer.

2.1 Installing DocuWorks 8

This section explains how to newly install DocuWorks 8 or upgrade an earlier version.

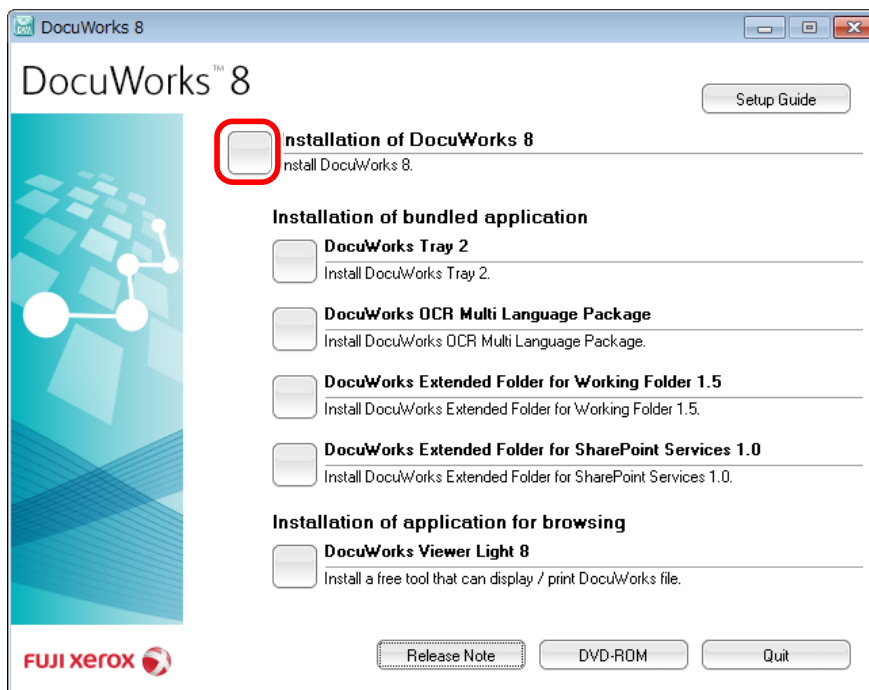
- 1 Close all the active applications and insert the DocuWorks 8 installation media into the media drive.

The autorun screen appears automatically.

Note If autorun screen does not appear, execute the "autorun.exe" file under the "autorun" folder in the installation media.

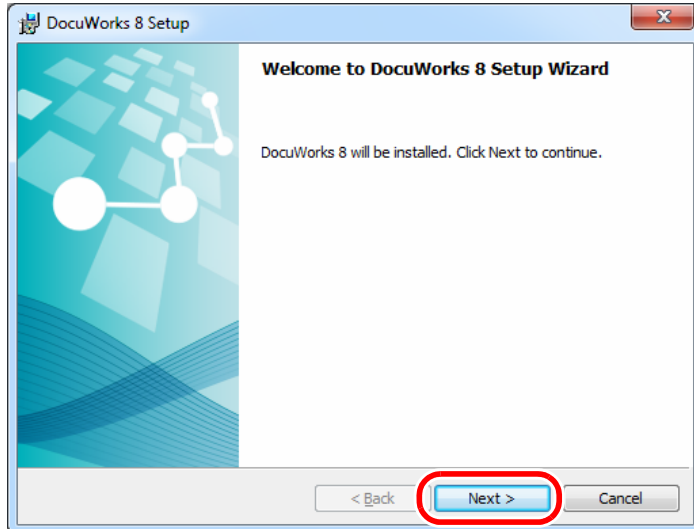
- 2 Click the language for the installation.
- 3 Click the button on the left of [Installation of DocuWorks 8].

Note If the [User Account Control] dialog box appears, click [Yes].



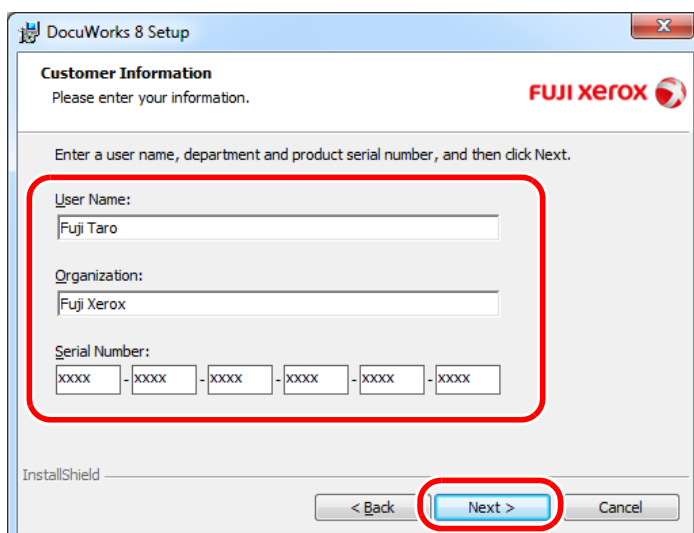
Microsoft Visual C++ 2015 Redistributable is installed.

- 4 If your computer has DocuWorks 7.x installed, a confirmation dialog box is displayed to check whether to uninstall DocuWorks 7.x.
When you click [Yes], DocuWorks 7.x is uninstalled, and then the dialog box for step 5 is displayed.
When you click [No], the installation is cancelled.
- 5 Click [Next].



The [License Agreement] dialog box appears.

- 6 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].
- 7 Fill in [User Name], [Organization], and [Serial Number], and then click [Next].
If you are installing an upgrade package of DocuWorks 8 on environments which have no DocuWorks 6.x/7.x installed, the window to enter the serial number for the product you upgrade appears. Enter the serial number for DocuWorks 6.x/7.x and click [Next].



Note The serial number is the number printed on the license certificate that is enclosed in the product package.

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

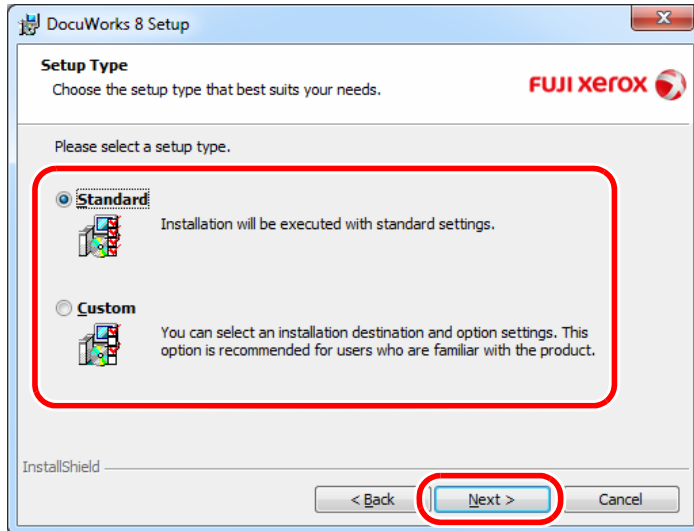
The default is [Standard].

- [Standard]

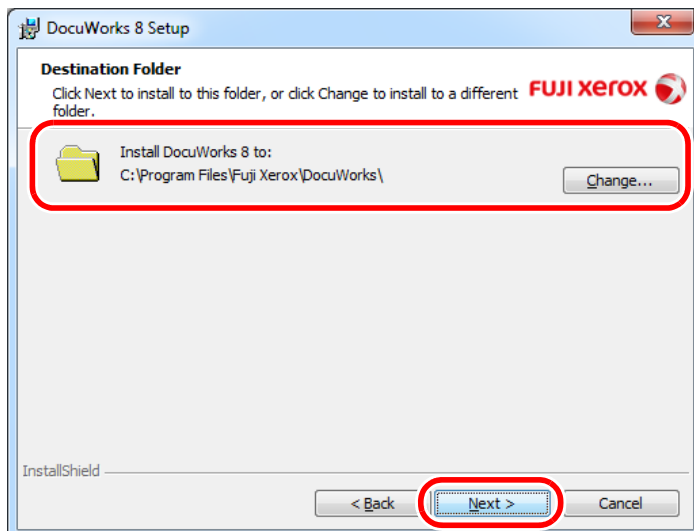
Install items as the default settings. Proceed to Step 12.

- [Custom]

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



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



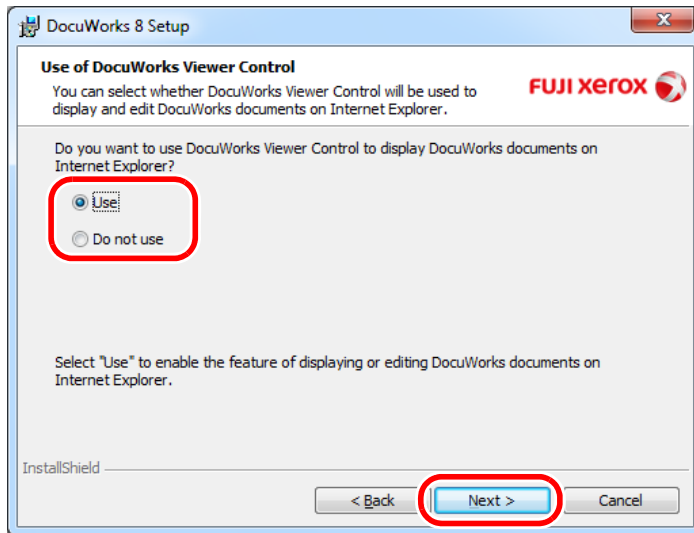
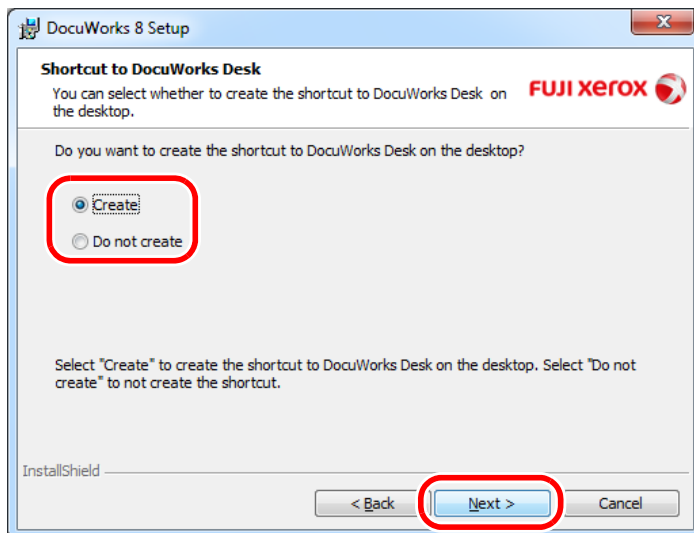
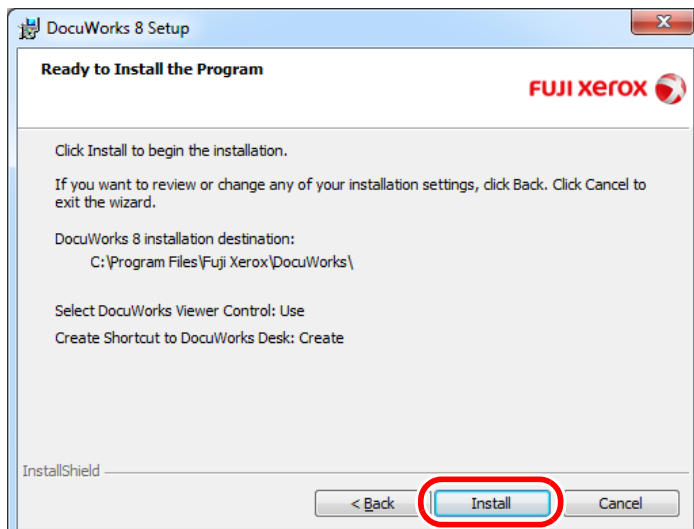
Important Do not install DocuWorks to the following locations. Otherwise, the software may malfunction.

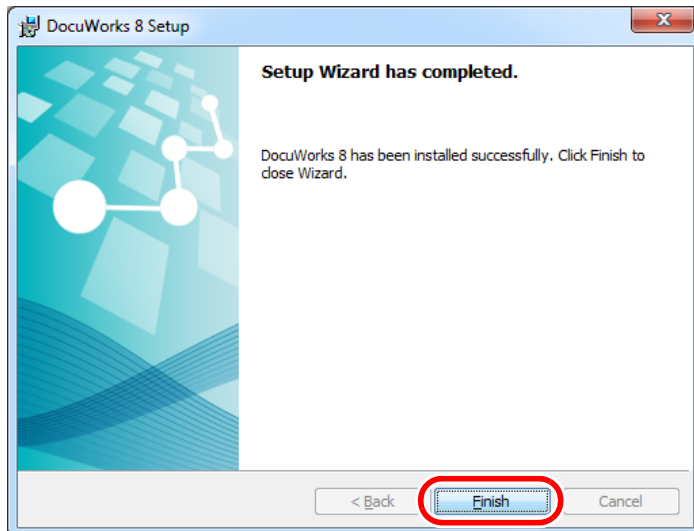
- Network folder
- Directly under the drive such as "C:\"
- Removal media such as CD-R/RW, MO, or memory card

Note In new installation, the default is "C:\Program Files\Fuji Xerox\DocuWorks". When upgrading an earlier version, the default is the folder where an earlier version of DocuWorks has been installed.

10 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.

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

13 Click [Finish].

The installation of individual software components that are required to run DocuWorks automatically starts.

14 Follow instructions on the screen to go through installation.

The installer for each of the following applications will be started sequentially: DocuWorks PDF Creator.

- When the screen prompting you to restart your computer appears
Restart your computer and log in using the same user account that was used during the installation. Perform steps 1 through 3 again, and click [Cancel] on the [Welcome to DocuWorks 8 Setup Wizard] screen. After clicking [Finish] on the [DocuWorks 8 Setup has been aborted.] screen, the installation of the next software component automatically starts.
- When the screen prompting you to restart your computer does not appear
The installation of the next software component automatically starts.

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.

- Note**
- If .NET Framework 3.5 has not been installed on the computer, the DocuWorks installer will install .NET Framework 3.5.
 - If .NET Framework 4 has not been installed on the computer, the DocuWorks installer will install .NET Framework 4.

The installation of DocuWorks has now been completed. Go to 3.1 "Executing the Configuring of Personal Settings" (P.24).

2.2 Installing DocuWorks Viewer Light 8

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 8.

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.

How to Install DocuWorks Viewer Light 8

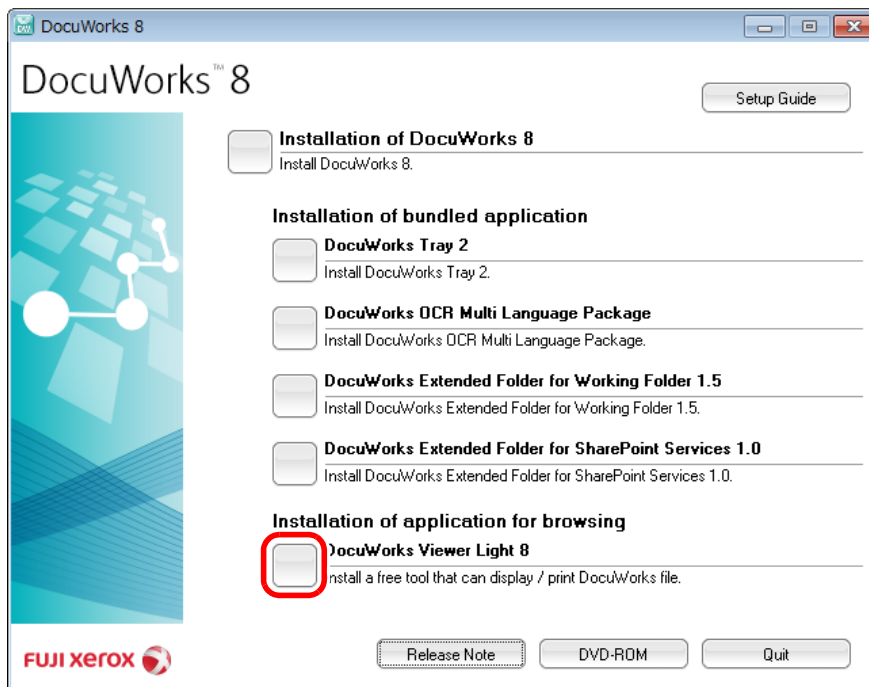
- 1 Close all the active applications and insert the DocuWorks 8 installation media into the media drive.

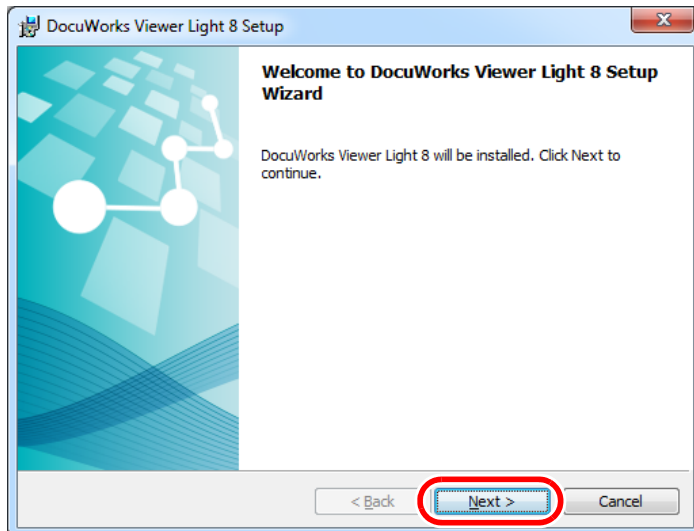
The autorun screen appears automatically.

Note If autorun screen does not appear, execute "autorun.exe" under the "autorun" folder in the installation media.

- 2 Click the language for the installation.
- 3 Click the button on the left of [DocuWorks Viewer Light 8].

Note If the [User Account Control] dialog box appears, click [Continue].



4 Click [Next].

The [License Agreement] dialog box appears.

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].

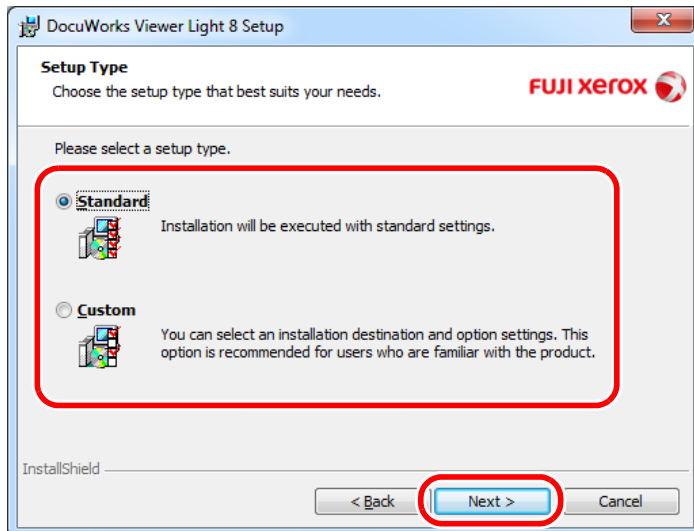
The default is [Standard].

- [Standard]

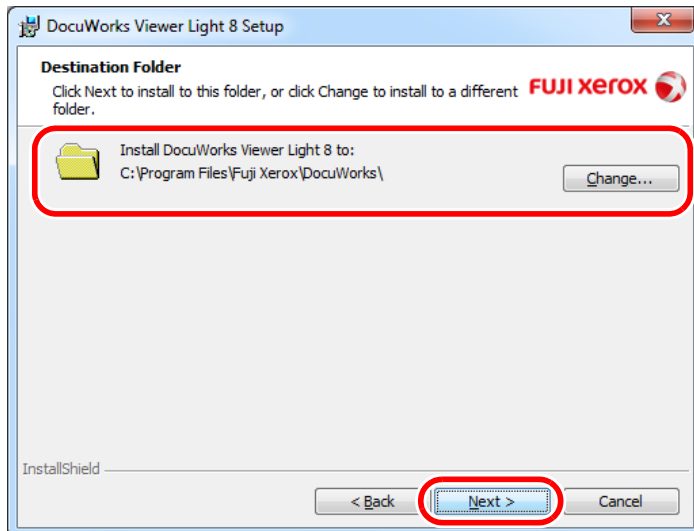
Install items as the default settings. Proceed to Step 9.

- [Custom]

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

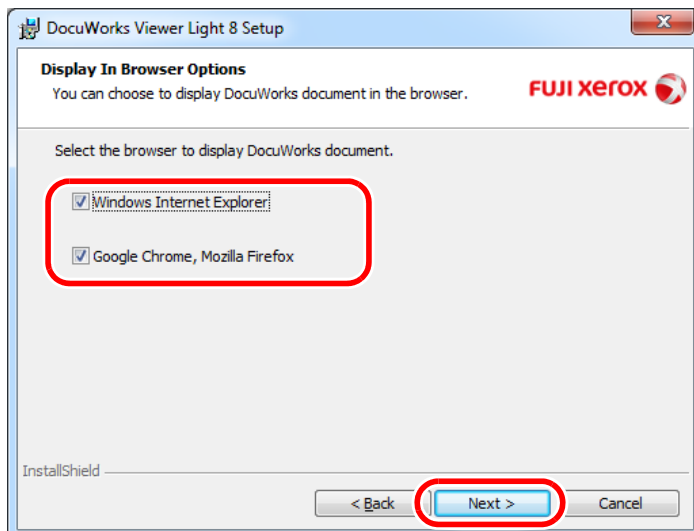


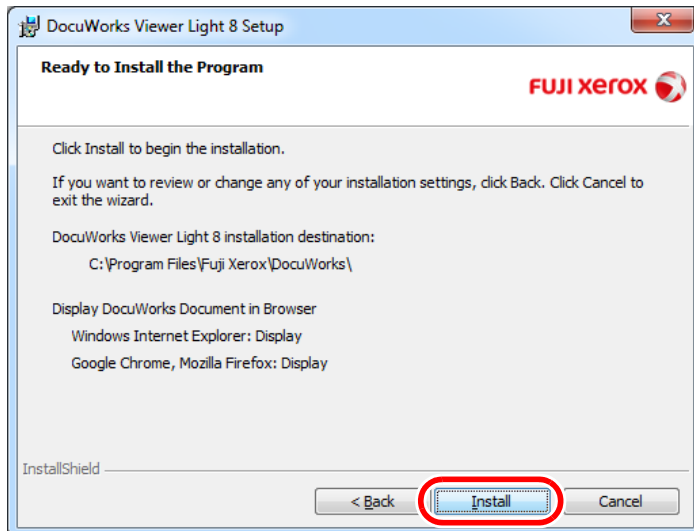
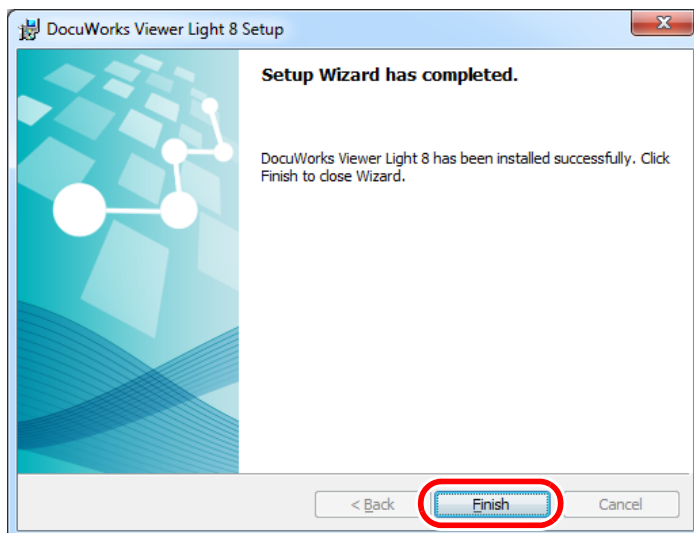
- 7 Select the installation destination folder, and click [Next].



Note It is recommended to set the same folder as that of the installation destination of DocuWorks 8.

- 8 Select the browser with which you want to display DocuWorks documents, and click [Next].



9 Confirm the settings, and click [Install].**10** Click [Finish].

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

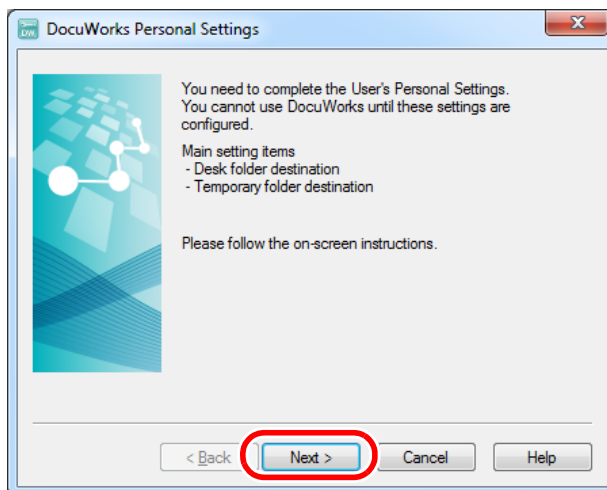
3.1 Executing the Configuring of Personal Settings

How to configure the Personal Settings differs depending whether DocuWorks is newly installed or upgraded from a previous version.

Newly Installing DocuWorks

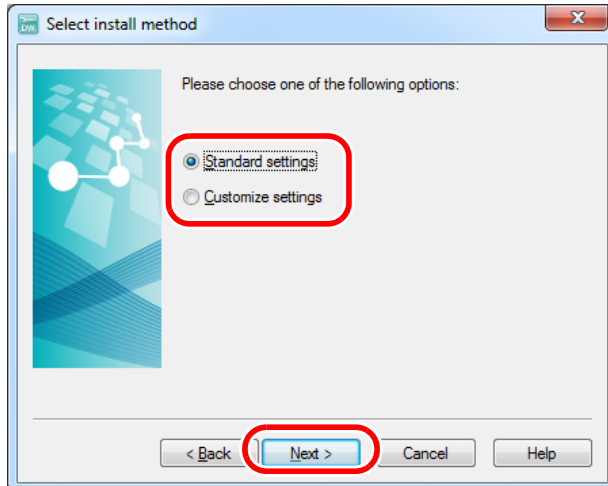
When you run DocuWorks for the first time after installation, the DocuWorks Personal Settings Tool starts automatically, and the screen shown in step 2 appears.

- 1 From the Windows [Start] menu, select [All Programs] > [Fuji 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].

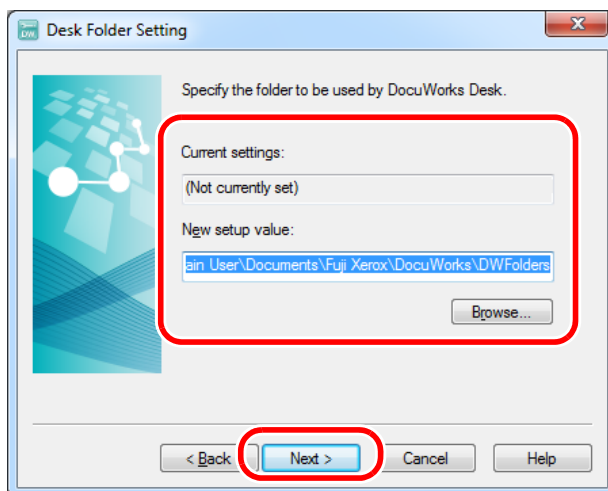


- [Standard settings]
Configure Personal Settings in the default values. Proceed to Step 8.
- [Customize settings]
Configure Personal Settings changing the default values. Proceed to Step 4.

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>\Fuji Xerox\DocuWorks\DWFolders".

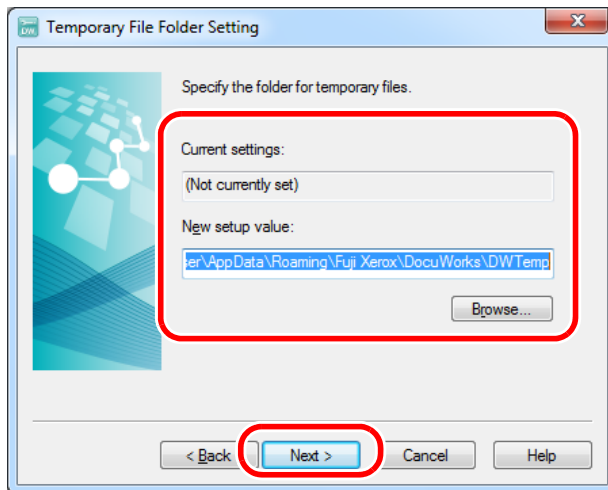


Note

- The location of the <Personal folder> is as follows:
 - C:\Users\user name\Documents
- 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 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>\Fuji Xerox\DocuWorks\DWTemp".



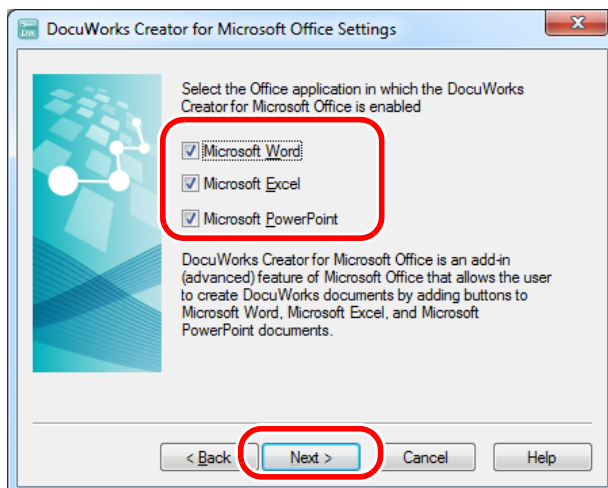
- Important**
- Do not install DocuWorks to the following locations. Otherwise the software may malfunction.
 - Directly under the drive such as "C:\"
 - Removal media such as CD-R/RW, MO, or memory card
 - If you specify a network folder, it cannot be shared between two or more users.

- Note**
- The location of the <Application Data folder> is as follows:
- C:\Users\user name\AppData\Roaming

6 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.

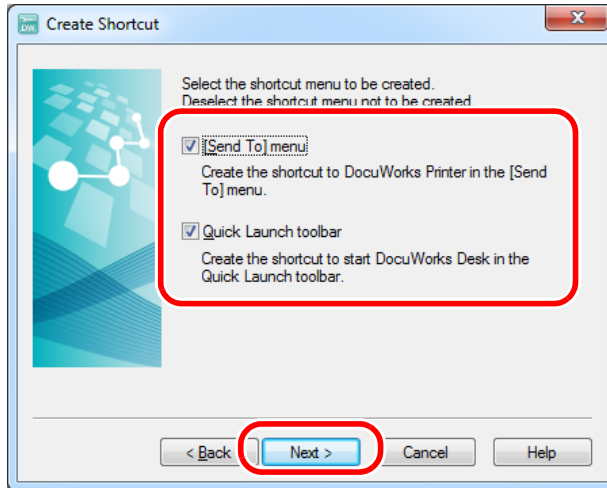
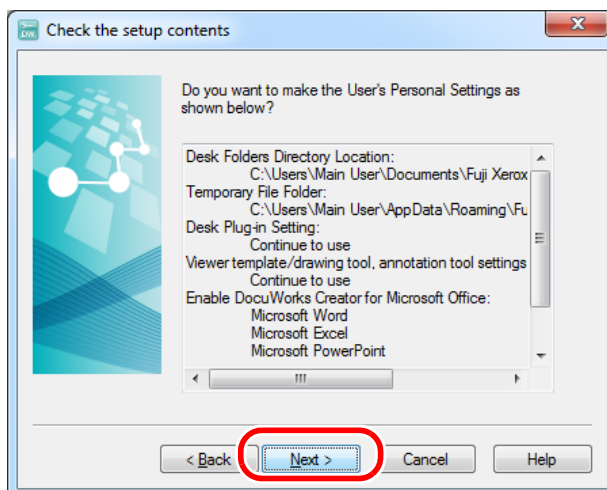
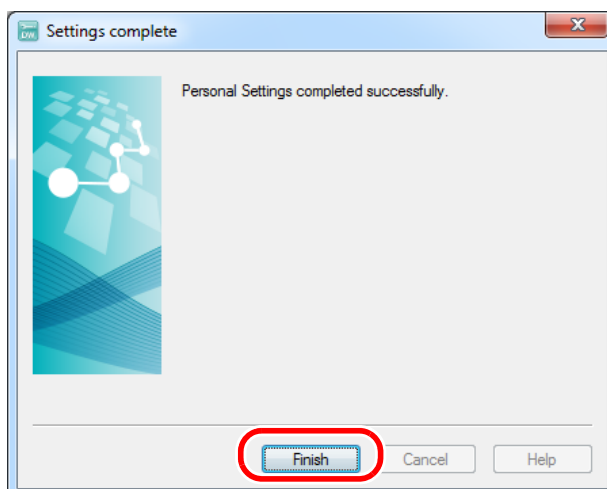


7 Select the shortcut to be created, and click [Next].

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.

**8** Confirm the settings, and click [Next].**9** Click [Finish].

Upgrading DocuWorks

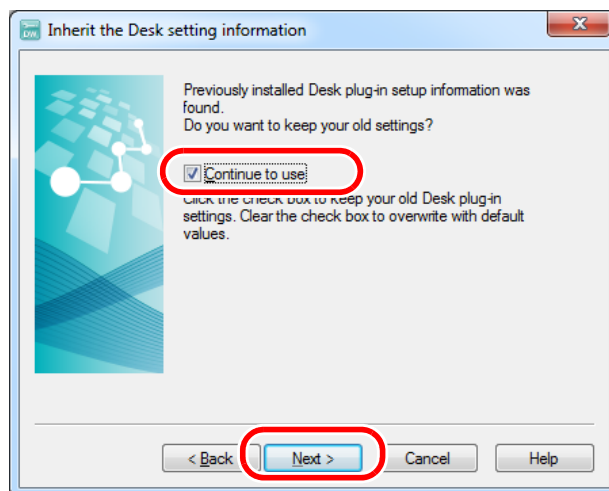
This section explains how to configure Personal Settings when upgrading an earlier version.

- 1 Follow the procedures to step 3 under "Newly Installing DocuWorks" on page 24.
- 2 If you selected [Standard settings] in step 3 under "Newly Installing DocuWorks" on page 25, perform steps 8 and 9 on page 27.

Personal Settings are configured.

If you selected [Customize settings] in step 3 under "Newly Installing DocuWorks" on page 25, follow the steps 4 and 5 on page 25 before following steps 3 through 5 on page 28.

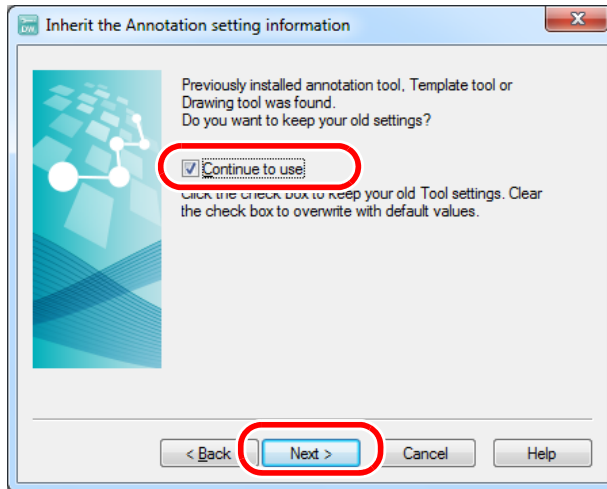
- 3 Keep the check mark to [Continue to use] if you continue to use the same settings for plug-in that you customized prior to upgrading.^{*1 *2}
Remove the check mark if you wish to replace them with the standard settings of this version.^{*2}
Click [Next].



^{*1} If [Conversion to PDF] has been added to [Current Plug-in Menu] on the [Plug-in Setting] dialog box on Desk, the name of the [Conversion to PDF] plug-in will be inherited. [Conversion to PDF] on [Available Plug-ins] will be changed to [Conversion to PDF(Adobe PDF)].

^{*2} When you upgrade from DocuWorks 7.3 or earlier, regardless of the [Continue to use] setting, [Conversion to PDF(DocuWorks PDF Creator)] will be added to [Available Plug-ins] and [Current Plug-in Menu] in the [Plug-in Setting] dialog box on Desk.

- 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 6 under "Newly Installing DocuWorks" on page 26.
Personal Settings are configured.

3.2 Changing the Personal Settings

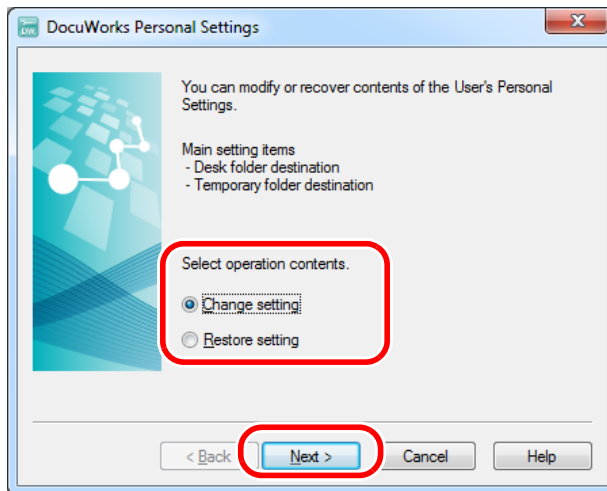
If you want to change the Desk folder destination to another folder in case of insufficient free hard disk space or the like when using DocuWorks, use the DocuWorks Personal Settings Tool.

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

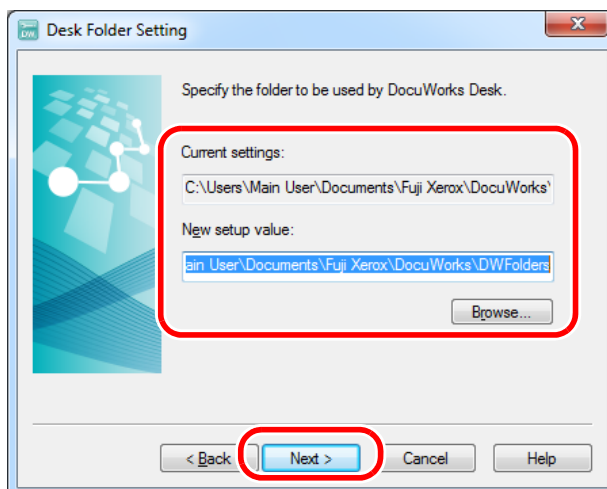
- 1 From the Windows [Start] menu, select [All Programs] > [Fuji Xerox] > [DocuWorks] > [DocuWorks Personal Settings Tool].

The [DocuWorks Personal Settings] dialog box appears.

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

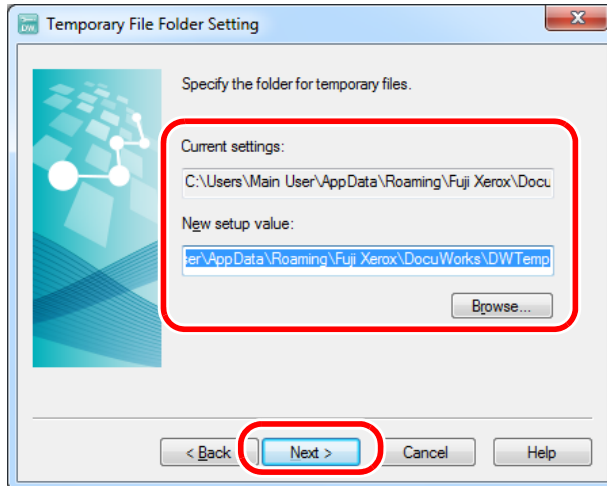


- 3 Specify the Desk folder in [New setup value], and click [Next].

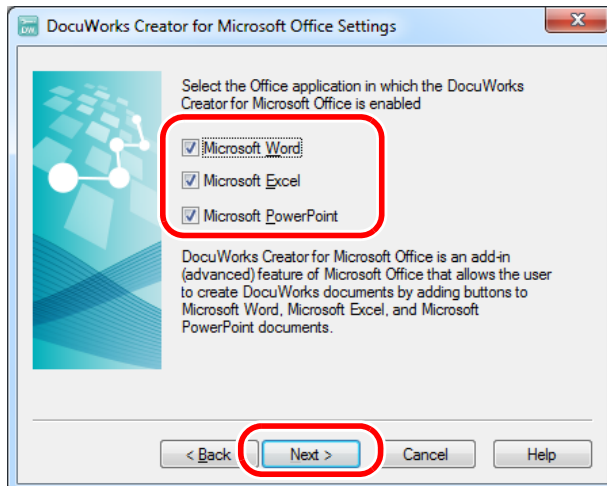


Note If the location of the Desk folder is changed, the settings of link folder, annotation tool file, Electronic Signature Case data file will be inherited to the new Desk folder.

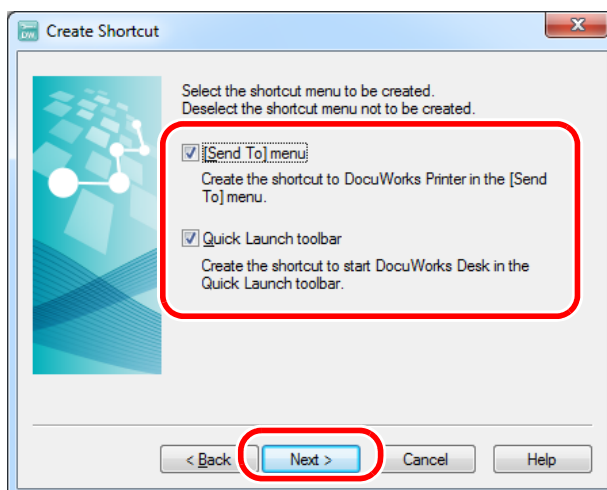
- 4 Specify the folder where the temporary files will be generated in [New setup value], and click [Next].

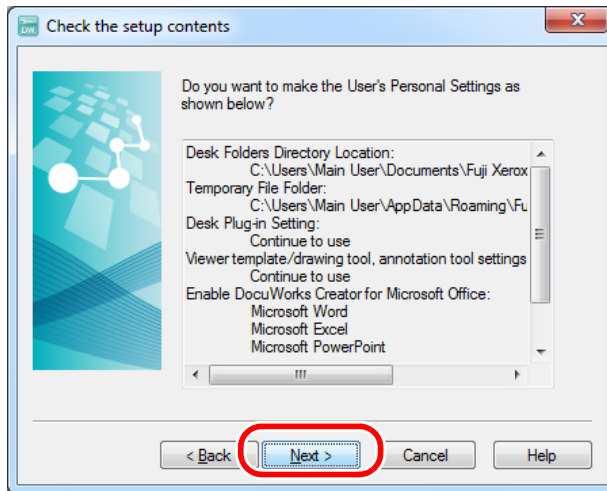
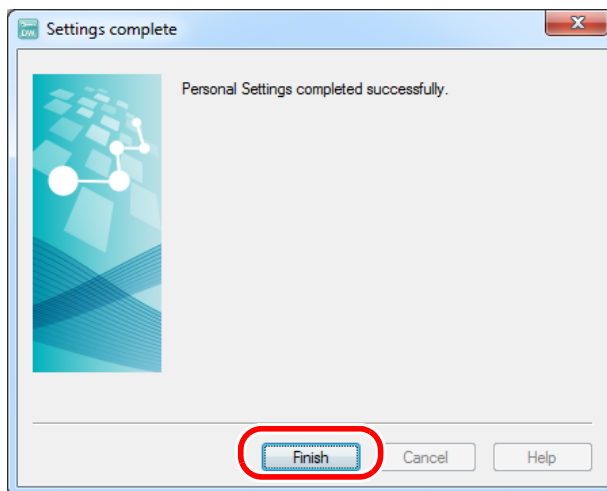


- 5 Select the Office application in which the DocuWorks Creator for Microsoft Office is enabled, and click [Next].



- 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 individual software for DocuWorks.

Note Uninstalling DocuWorks does not uninstall DocuWorks PDF Creator. These applications must be uninstalled separately, if you wish to remove them.

4.1 Uninstalling DocuWorks 8

Uninstall DocuWorks does not automatically remove the Personal Settings. You must uninstall your own Personal Settings after uninstalling DocuWorks 8.

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

- 1** From the Windows [Start] menu, select [Control Panel], and then click [Uninstall a program] in Control Panel.
- 2** Select [Fuji Xerox DocuWorks 8] from the list of program names, and then click [Uninstall].
- 3** Click [Yes] in the dialog box confirming uninstallation.

Note If the [User Account Control] dialog box appears, click [Yes].

- 4** Follow the on-screen instructions to uninstall the application.

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.

Note If Microsoft Visual C++ 2015 Redistributable is unnecessary, select it from the list of program names and uninstall it.

4.2 Uninstalling DocuWorks PDF Creator

- 1** From the Windows [Start] menu, select [Control Panel], and then click [Uninstall a program] in Control Panel.
- 2** Select [Fuji Xerox DocuWorks PDF Creator (version number)] from the list of program names, and then click [Uninstall].
- 3** Click [Yes] in the dialog box confirming uninstallation.

Note If the [User Account Control] dialog box appears, click [Yes].

- 4 Follow the on-screen instructions to uninstall the application.

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.

4.3 Uninstalling DocuWorks Viewer Light 8

- 1 From the Windows [Start] menu, select [Control Panel], and then click [Uninstall a program] in Control Panel.
- 2 Select [Fuji Xerox DocuWorks Viewer Light 8] from the list of program names, and then click [Uninstall].
- 3 Click [Yes] in the dialog box confirming uninstallation.

Note If the [User Account Control] dialog box appears, click [Yes].

- 4 Follow the on-screen instructions to uninstall the application.

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 8 Setup Guide

No. ME6386E2-8 (Edition 1)

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