

DocuWorks 9

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 9 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.

Types of Manuals

The functions and operations of DocuWorks are described in separate manuals as follows.
The manuals are provided in the following formats: DocuWorks document, PDF, CHM, HTML.

DocuWorks Manuals

Manual Name	Description	Format
Setup Guide (this manual)	<p>Describes operating environments and installation procedure of DocuWorks.</p> <p>This manual can be viewed from the DocuWorks disk image (ISO file).</p>	PDF
Help	<p>Describes 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.</p> <p>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 restrictions <p>This Help can be viewed by selecting [Help] > [DocuWorks Help] on DocuWorks Desk or DocuWorks Viewer window.</p>	CHM
Release Note	<p>Describes information you should read before working with DocuWorks.</p> <p>Operating environments, cautions and restrictions of DocuWorks DocuWorks are explained.</p> <p>To view Release Note, click the Windows icon at the left corner in your taskbar, and select [Fuji Xerox] > [Readme (DocuWorks)].</p>	HTML
Start Guide	<p>Describes the ABCs of how to use DocuWorks.</p> <p>To view Start Guide, from the [Help] menu in the DocuWorks Desk or DocuWorks Viewer window, select [Start Guide].</p>	DocuWorks file

Using This Guide

This manual explains operating environments and installation procedure of DocuWorks.

Organization of This Guide

This manual consists of the following chapters.

1 Before You Install DocuWorks

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

2 Installing Software

This section describes how to install each of the software components for DocuWorks.

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 and conventions are used in this manual.
 - [] Menu, button, tab, and item names displayed in the screen are enclosed with square brackets.
Example: Click the [Apply] tab.
 - { } Values to be changed depending on the operations such as user name or server name are enclosed with curly brackets.
Example: Click [{user name}].
 - > The less than symbol indicates the hierarchy in menus or trees.
Example: For example, click the Windows icon at the left corner in your taskbar, and select [Fuji Xerox] > [DocuWorks].
 - " "
- Indicates references within the manual or other reference manuals. Messages and terms to be emphasized are also enclosed with double quotations.
Example: Refer to "1 Before Using DocuWorks".
The message "Specify the name." is displayed.

 **Important** Indicates important information you should know.

 **Note** Indicates supplemental information about functions and operations.

 **Reference** Indicates references.

- This manual describes the DocuWorks screens and operations taking Windows 10 as an example. For those who use operating systems other than Windows 10, 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" is referred to as ".NET Framework".

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1 Before You Install DocuWorks

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

1.1 What to Check Before Installation

Check the operating environment before installation.

Operating Environment

To use DocuWorks 9, the hardware must meet the following requirements:

Item	Description
Operation System ^{*1} (OS)	Windows 10 (32-bit) Windows 10 (64-bit) Windows 8.1 Update (32-bit) Windows 8.1 Update (64-bit)
CPU ^{*2}	1 GHz or above 32-bit (x86) or 64-bit (x64) processor
Hard disk capacity ^{*2}	1.5 GB or more free space is required for installation. ^{*3} Additional 200 MB or more free space is recommended for actual operation.
Memory capacity ^{*2}	For 32-bit OS, 1 GB or more For 64-bit OS, 2 GB or more
Display ^{*2}	1280 x 768 pixels or more, full colors
Web browser	Internet Explorer 11
Required hardware	DVD-ROM drive is required when installing from the installation media.
Compatible scanners	TWAIN32 compliant
Others	User registration with Fuji Xerox Direct ^{*4} is required to download the disk image and obtain your serial number.

*1: For the latest information on the supported operating systems, refer to our website.

*2: According to the recommended values for OS you use.

*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. Also, if .NET Framework 4 has not been installed on the computer, additional 4.5 GB or more free space is required.

*4: The following information is required at user registration:
E-mail address, name, address and phone number. In addition to these, organization name and department name for corporate users.

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.

Registration User with Fuji Xerox Direct

User registration with Fuji Xerox Direct is required to download installation files. First complete the registration process if you have not yet done it.



Procedure

- 1 Visit the following URL via your web browser to perform user registration:
<https://direct.fujixerox.com/ap2/register/ols/>

Mounting the disk image

The disk image you obtained must be mounted before you can use it.



Note

- Instead of mounting the disk image, you could write the ISO to DVD media for installation. For information on how to write ISO file to DVD media, see the documentation for your operating system.



Procedure

- 1 **Mount the ISO file you have downloaded.**
For example, If your computer is running Microsoft Windows 10, right-click the ISO file, and select [Mount].
A virtual drive appears.
- 2 **Open the "autorun" folder in the virtual drive, and double-click "autorun.exe".**
The menu screen appears.



Note

- To close the virtual drive, right-click the virtual drive and select [Eject].



Reference

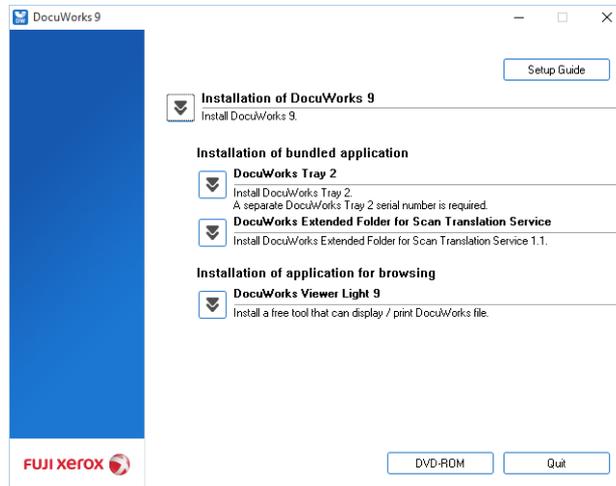
- "Menu Screen" (P.12)

Menu Screen

Mounting the ISO file and double-clicking "autorun.exe" within the "autorun" folder in the virtual drive displays the following screen.

Note

- If you wrote the ISO file to DVD media, insert the media into your DVD drive. If the menu screen does not appear, execute the "autorun.exe" file within the "autorun" folder on the DVD media.



• Setup Guide

If you click this button, "DocuWorks 9 Setup Guide" (this manual) appears.

• Installation of DocuWorks 9

If you click this button, Visual C++ Runtime is first installed, and then DocuWorks 9 is installed. Upon completion of installation of DocuWorks 9, other software applications are installed as required.

Reference

- "2.1 Installing DocuWorks 9" (P.20)

• DocuWorks Tray 2

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

• DocuWorks Extended Folder for Scan Translation Service

If you click this button, DocuWorks Extended Folder for Scan Translation Service will be installed.

• DocuWorks Viewer Light 9

If you click this button, DocuWorks Viewer Light 9 will be installed.

Reference

- "2.2 Installing DocuWorks Viewer Light 9" (P.25)

• DVD-ROM

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

• Quit

If you click this button, the menu screen closes.

1.2 Installation Overview

To use DocuWorks 9, you must install DocuWorks 9 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 9 has installation methods as described below.

- **New Installation**

Used to newly install the DocuWorks 9 New Purchase/Upgrade package on a computer where no DocuWorks is installed.

- **Upgrading an Earlier Version of DocuWorks**

Used to install the DocuWorks 9 New Purchase/Upgrade package on a computer where DocuWorks is installed.

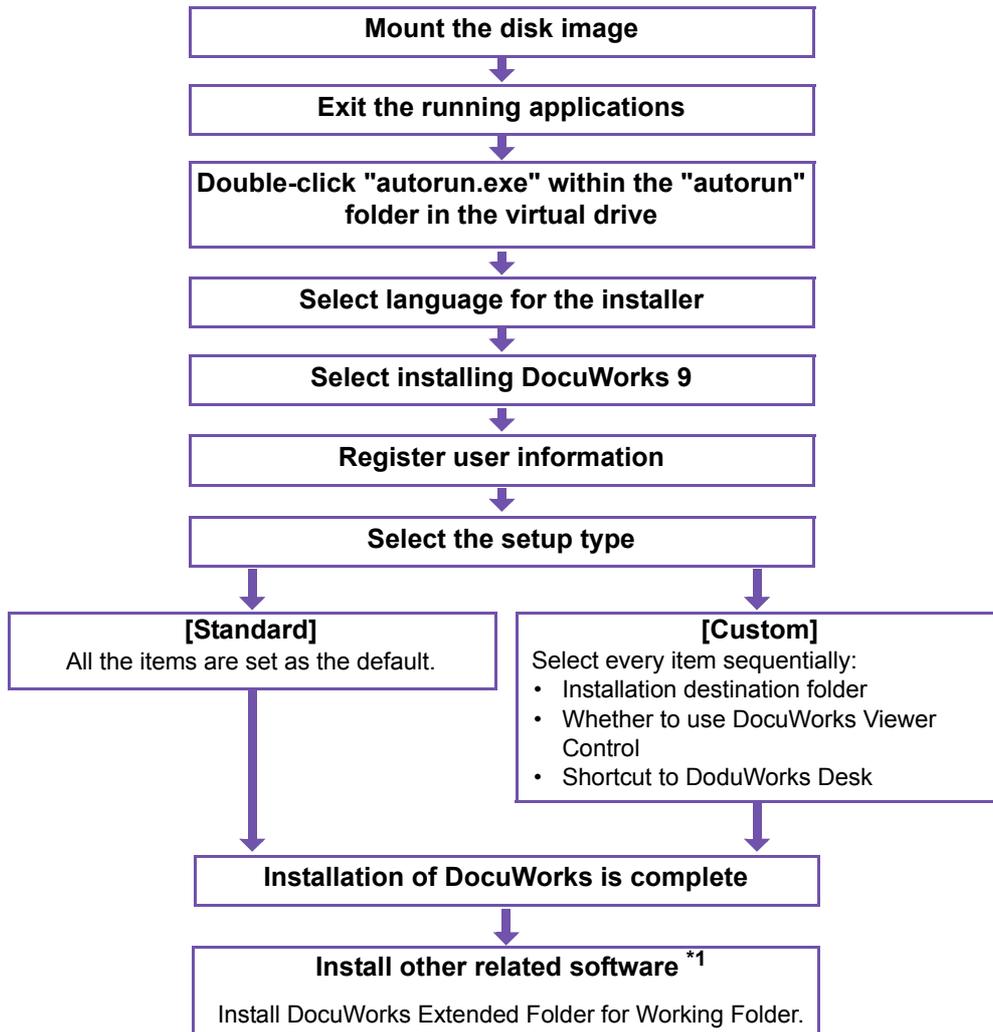
If your computer has DocuWorks 7.x or DocuWorks 8.x installed, the DocuWorks 7.x or DocuWorks 8.x will be uninstalled automatically before proceeding with installation of DocuWorks 9.

If your computer has DocuWorks 7.x or earlier installed, the DocuWorks 7.x or earlier will not be uninstalled automatically. You must uninstall it manually in advance.

If you have the serial number for DocuWorks 7.x or DocuWorks 8.x, you can also install DocuWorks 9 by using the serial number for upgrading the existing DocuWorks to DocuWorks 9.

Flow of Installing DocuWorks 9

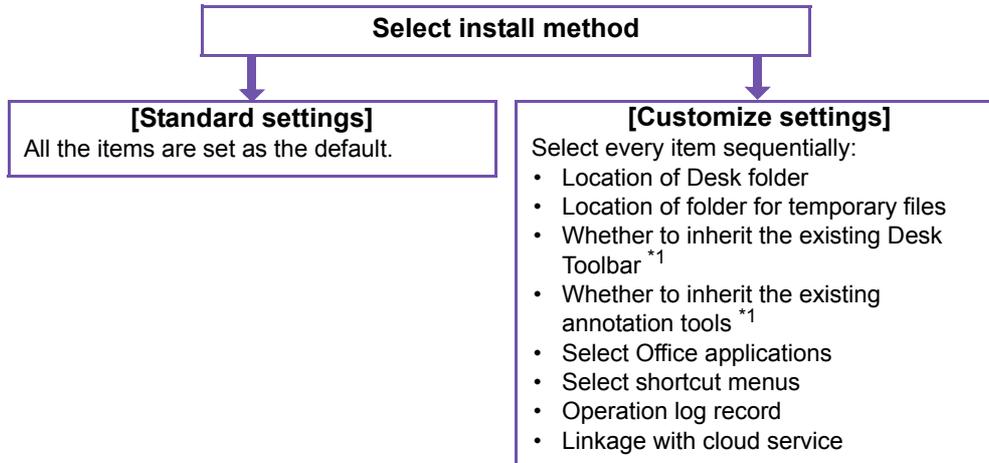
The installation flow of DocuWorks 9 is as follows:



*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:



*1: For upgrade installation

Customizing Installation

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

Installer Configuration

For DocuWorks 9, 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++ Runtime	Yes	Yes
Fuji Xerox DocuWorks 9	Yes	Yes
Microsoft .NET Framework	Yes	Yes
DocuWorks Extended Folder for Working Folder	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.



Procedure

- 1 Copy the "dw" folder within the virtual drive to a hard drive on your computer.**
- 2 Open the "dw" folder copied on your hard drive.**
- 3 Create a text file named "dw.ini" in the "dw" folder.**



Note

- The "dw.ini" template is located in the "dw\Tools" folder.

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

[UserInfo]

SerialNumber=DocuWorks 9 serial number (xxxx-xxxx-xxxx-xxxx-xxxx-xxxx)

- 5 When using DocuWorks 9 upgrade package, also add the following lines:**

[UpgradeInfo]

SerialNumber=DocuWorks 7.x/8.x serial number (xxxx-xxxx-xxxx-xxxx-xxxx-xxxx)

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

- 7 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" 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" 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" 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" 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.



Procedure

- 1 Copy the "dw" folder within the virtual drive to a hard drive on your computer.**
- 2 Open the "dw" folder copied on your hard drive.**
- 3 Use an application which is capable to save character code of a file as Unicode to open "setup.ini" in the "dw" 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.

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

Do not delete any sections except for DocuWorks Extended Folder - the section whose DisplayName is "DocuWorks Extended Folder for Working Folder".

5 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" 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.

**Procedure**

- 1 Copy the "dw" folder within the virtual drive to a hard drive on your computer.**
- 2 Open the "dw" folder copied on your hard drive.**
- 3 Create a text file named "dw.ini" in the "dw" folder.**

**Note**

- The "dw.ini" template is located in the "dw\Tools" folder.

4 Add the following lines in the "dw.ini" file.

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

5 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" 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 of the software components for DocuWorks.

2.1 Installing DocuWorks 9

This section explains how to newly install DocuWorks 9 or upgrade an earlier version.

After the installation, configure Personal Settings by referring to "3.1 Executing the Configuring of Personal Settings" (P.30).

! Important

- 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.

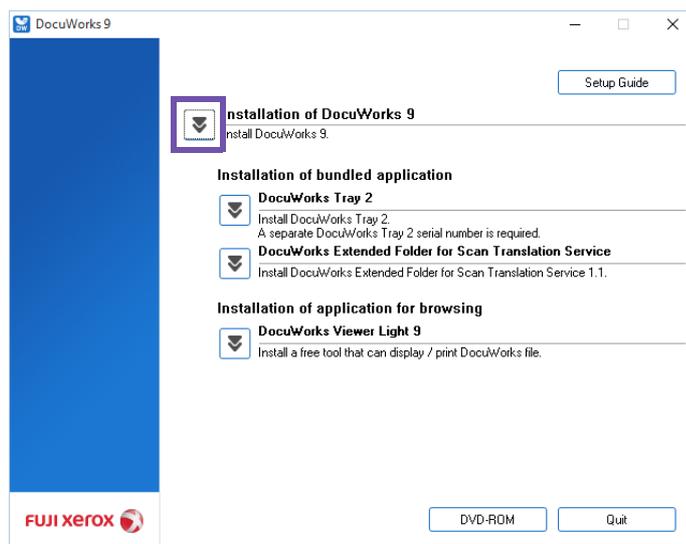


Procedure

- 1 Exit any running applications.
- 2 Double-click "autorun.exe" within the "autorun" folder in the virtual drive.
The language selection screen appears.
- 3 Select the language for the installation, and click [OK].
- 4 Click the button on the left of [Installation of DocuWorks 9].

💡 Note

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



Microsoft Visual C++ Runtime is installed.

- 5 If your computer has DocuWorks 7.x/8.x installed, a confirmation dialog box is displayed to check whether to uninstall DocuWorks 7.x/8.x.

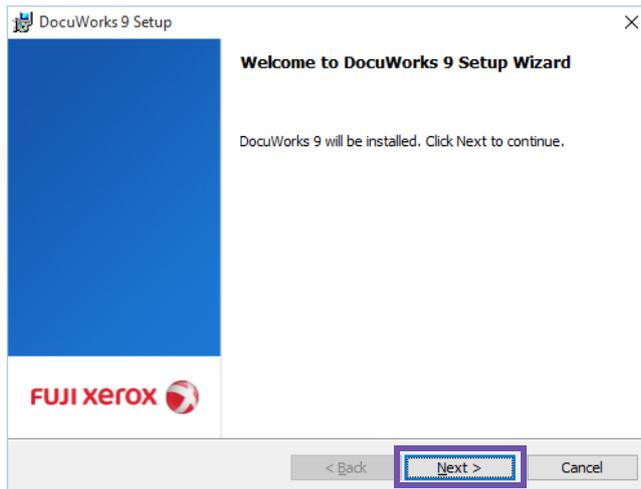
When you click [Yes], DocuWorks 7.x/8.x is uninstalled, and then the dialog box for step 5 is displayed.

When you click [No], the installation is cancelled.

💡 Note

- If your computer has DocuWorks 7.x or earlier installed, the installation is interrupted with an error message. You need to uninstall DocuWorks 7.x or earlier in advance.

6 Click [Next].

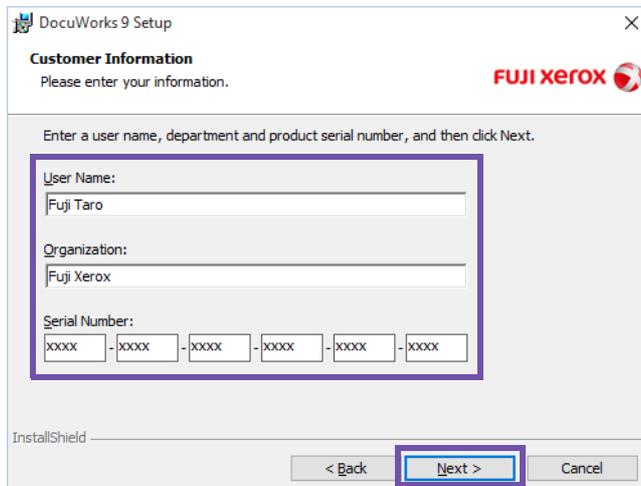


The [License Agreement] dialog box appears.

7 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].

8 Fill in [User Name], [Organization], and [Serial Number], and then click [Next].

If you enter the serial number for upgrading to DocuWorks 9 in an environment where no DocuWorks 7.x/8.x is installed, then the window appears prompting you to enter the serial number for the product you want to upgrade. Enter the serial number for DocuWorks 7.x/8.x and click [Next].



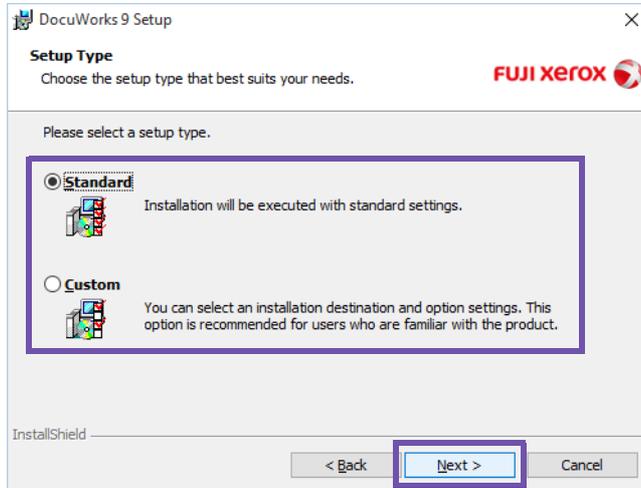
Note

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

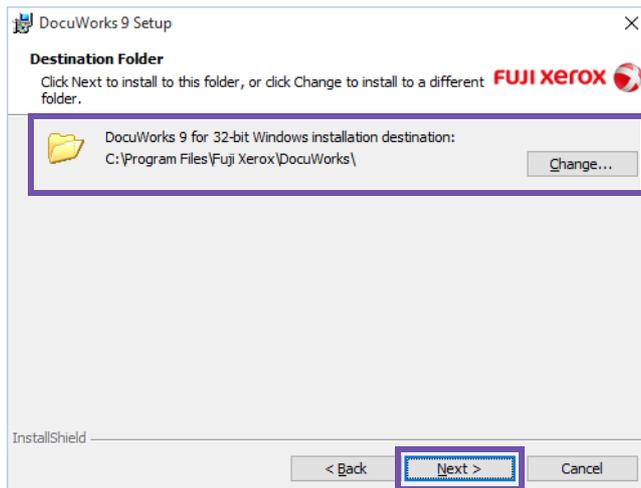
9 Select the setup type, and click [Next].

The default is [Standard].

- **[Standard]**
Install items as the default settings. Proceed to Step 13.
- **[Custom]**
Install items changing the default settings. Proceed to Step 10.



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



! Important

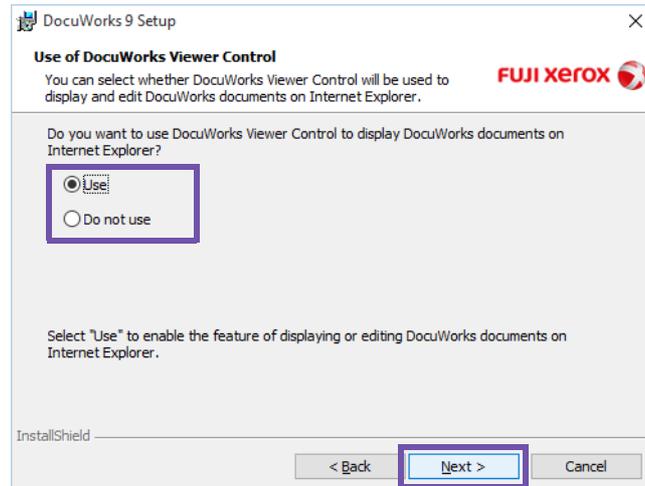
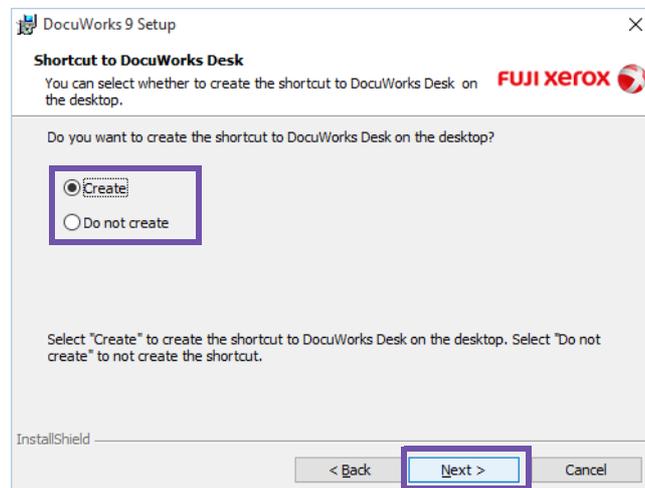
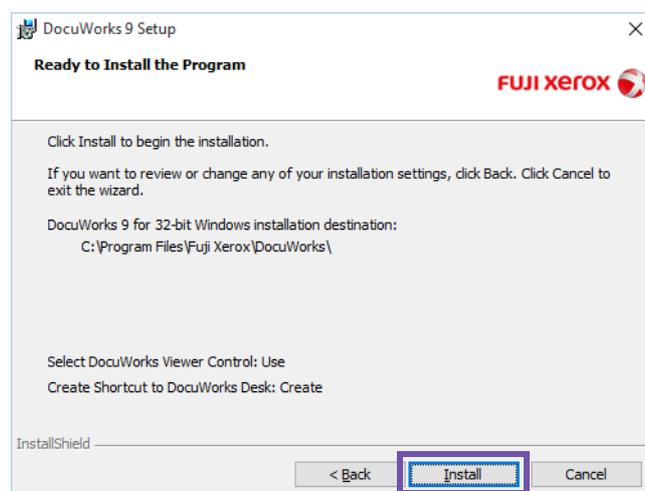
- **Do not install DocuWorks to the following locations. Otherwise, the software may malfunction.**
 - **Network folder**
 - **Directly under the drive such as "C:\"**
 - **Removal media such as CD-R/RW, MO, or memory card**

💡 Note

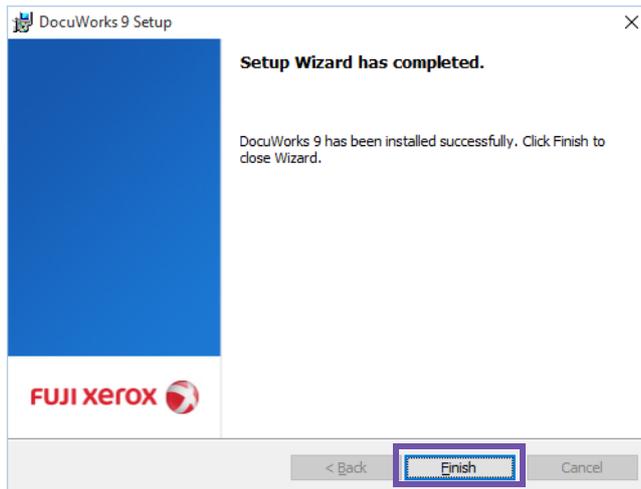
- For a new installation in 32-bit operating system, the default is "C:\Program Files\Fuji Xerox\DocuWorks".
When upgrading an earlier version, the default is the folder where an earlier version of DocuWorks has been installed.

11 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.

**12 Select whether or not to create the shortcut to Desk on the desktop, and click [Next].****13 Confirm the settings, and click [Install].**

14 Click [Finish].



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

15 Follow instructions on the screen to go through installation.

- **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 4 again, and click [Cancel] on the [Welcome to DocuWorks 9 Setup Wizard] screen. After clicking [Finish] on the [DocuWorks 9 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.**

The installation of DocuWorks has now been completed. Go to "3.1 Executing the Configuring of Personal Settings" (P.30).

2.2 Installing DocuWorks Viewer Light 9

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 9.



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 9



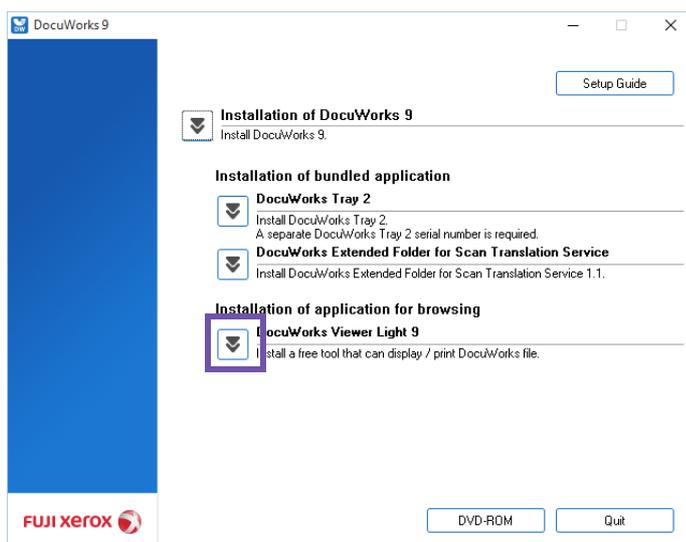
Procedure

- Exit any running applications.
- Double-click "autorun.exe" within the "autorun" folder in the virtual drive.
The language selection screen appears.
- Select the language for the installation, and click [OK].
- Click the button on the left of [DocuWorks Viewer Light 9].

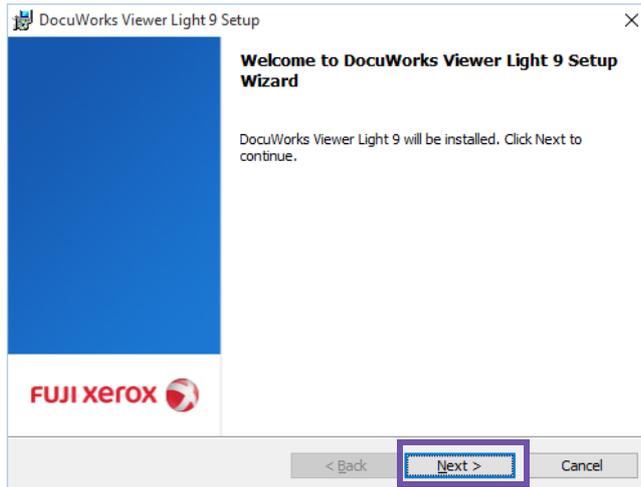


Note

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



5 Click [Next].



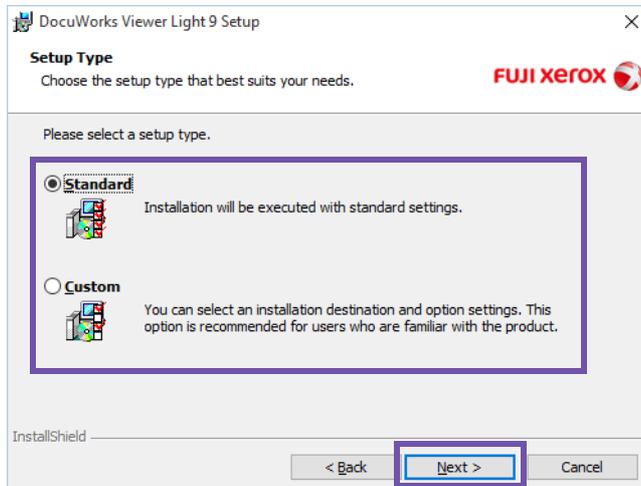
The [License Agreement] dialog box appears.

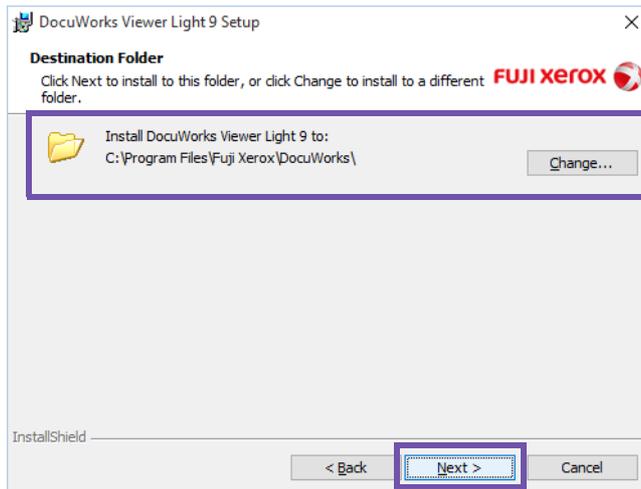
6 Verify information displayed in the DocuWorks Viewer Light licensing agreement. If you agree to the licensing conditions, select [I accept the terms in the license agreement], and click [Next].

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

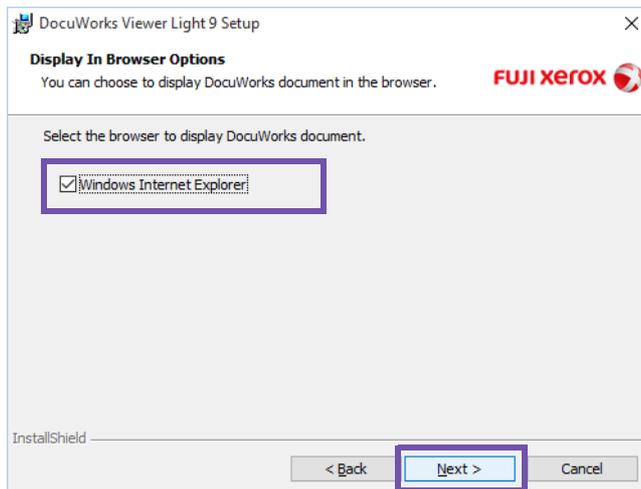
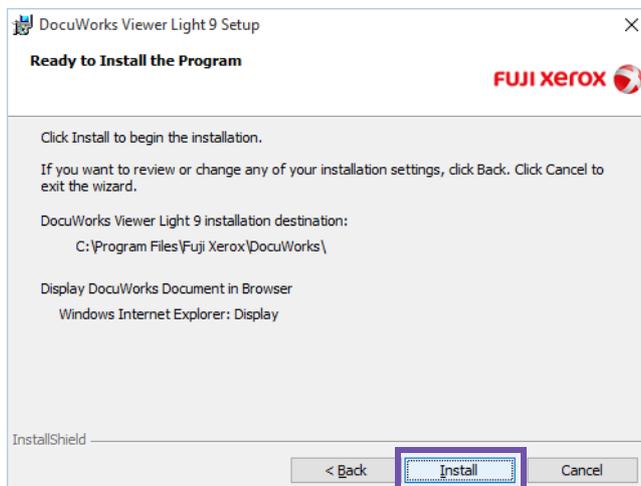
The default is [Standard].

- **[Standard]**
Install items as the default settings. Proceed to Step 10.
- **[Custom]**
Install items changing the default settings. Proceed to Step 8.

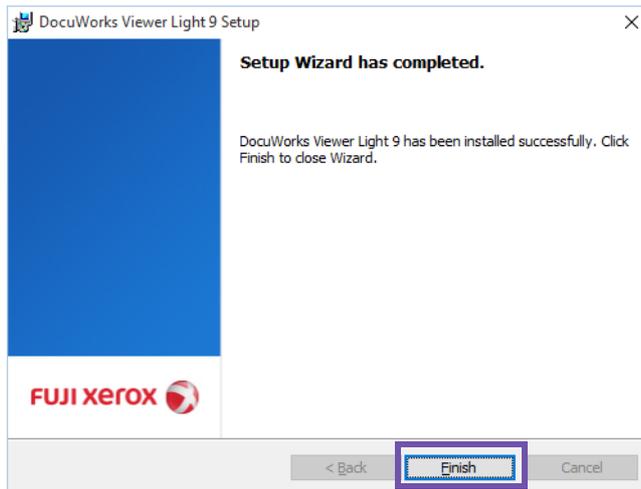


8 Select the installation destination folder, and click [Next].**Note**

- It is recommended to set the same folder as that of the installation destination of DocuWorks 9.

9 Select the browser with which you want to display DocuWorks documents, and click [Next].**10 Confirm the settings, and click [Install].**

11 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

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

3.1 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.



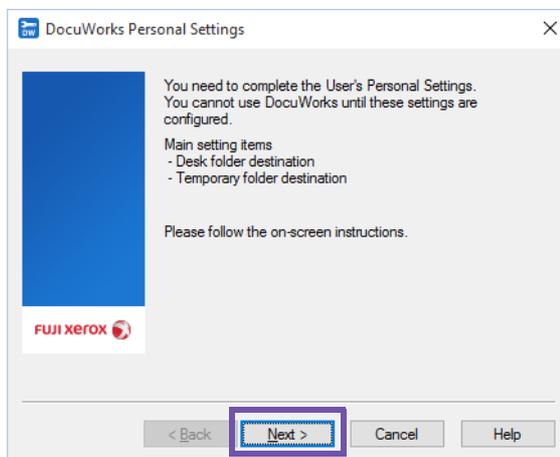
Note

- 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.

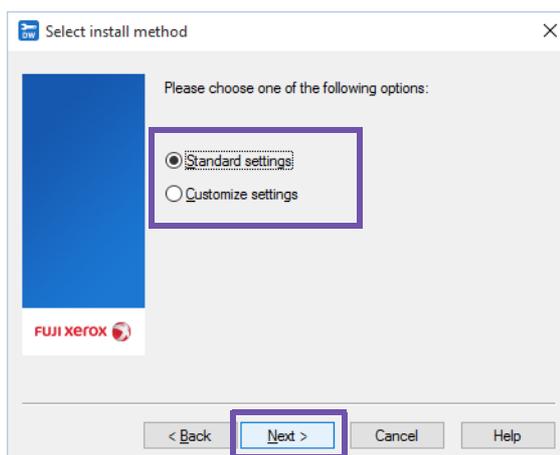


Procedure

- 1 Click the Windows icon at the left corner in your taskbar, and select [Fuji Xerox] > [DocuWorks Personal Settings Tool].
- 2 Click [Next].



- 3 Select either [Standard settings] or [Customize settings], and click [Next]. The default is [Standard settings].

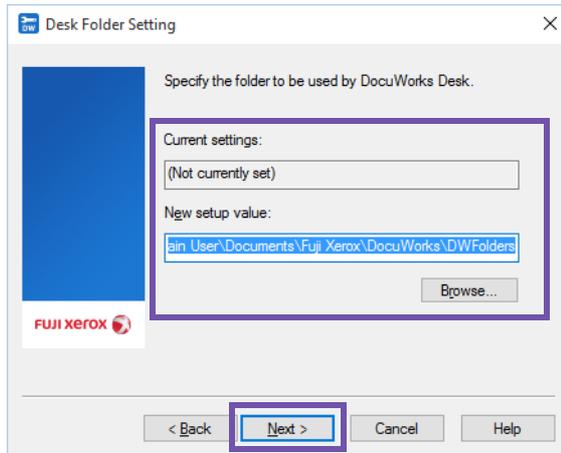


- **[Standard settings]**
Configure Personal Settings in the default values. Proceed to Step 12.
- **[Customize settings]**
Configure Personal Settings changing the default values. Proceed to Step 4.

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".

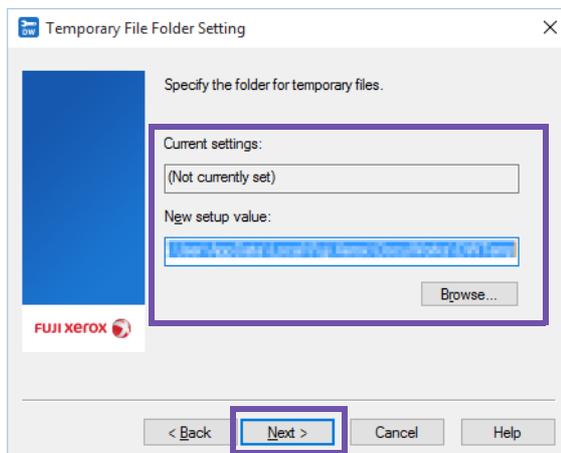

 **Note**

- 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 "<Local 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**

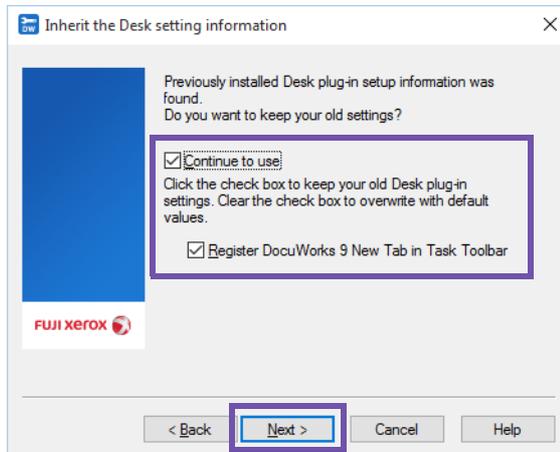
- The location of the <Local Application Data folder> is as follows:
 - C:\Users\user name\AppData\Local

3 Executing the Configuring of Personal Settings

- 6** For upgrade installation, set whether to keep using the existing DocuWorks Desk settings. To continue to use the settings for the toolbars you customized prior to the upgrading, leave the [Continue to use] check box selected. *1

To replace them with the standard toolbars for this version, clear the check box. Click [Next].

By default, both check boxes are selected.

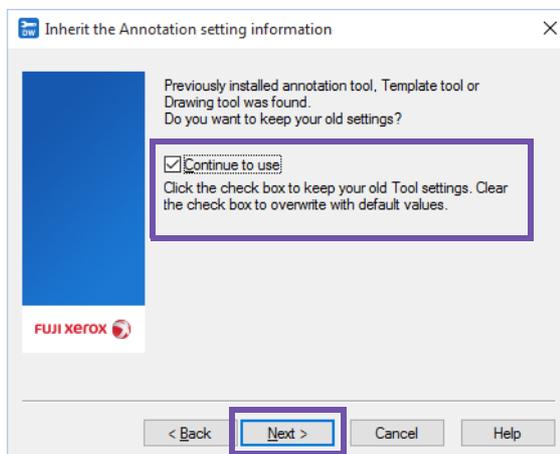


- *1 To add new tabs from DocuWorks 9 to your Task Toolbar, leave the [Register DocuWorks 9 New Tab in Task Toolbar] check box selected.
Not to add new tabs to your Task Toolbar, clear the check box.

- 7** For upgrade installation, set whether to keep using the existing Annotations settings. To continue to use the annotation tools, Template tool, and Drawing tool that you customized prior to the upgrading, leave the [Continue to use] check box selected.

To replace them with the standard plug-ins for this version, clear the check box. Click [Next].

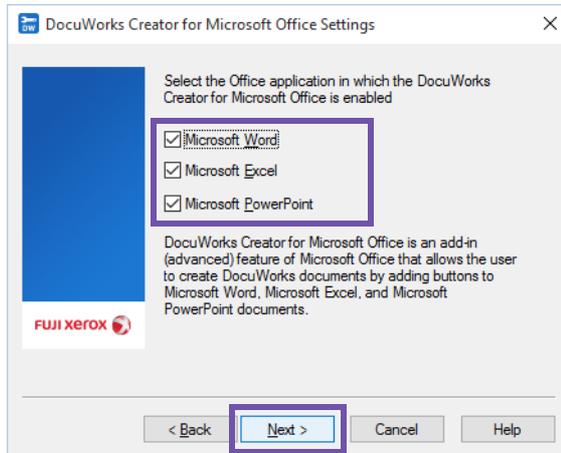
By default, this check box is selected.



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

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

By default, all of them are checked.

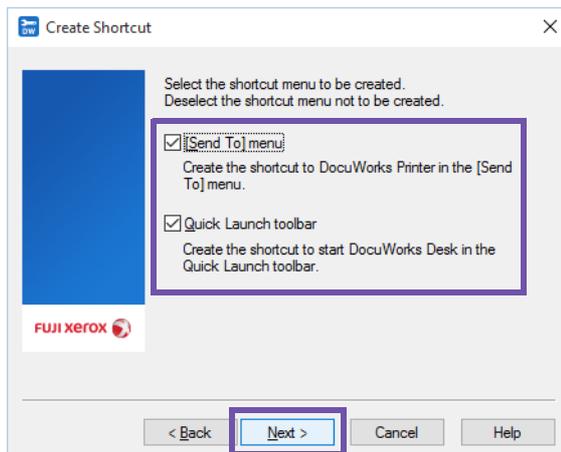


9 Select the shortcut to be created, and click [Next].

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

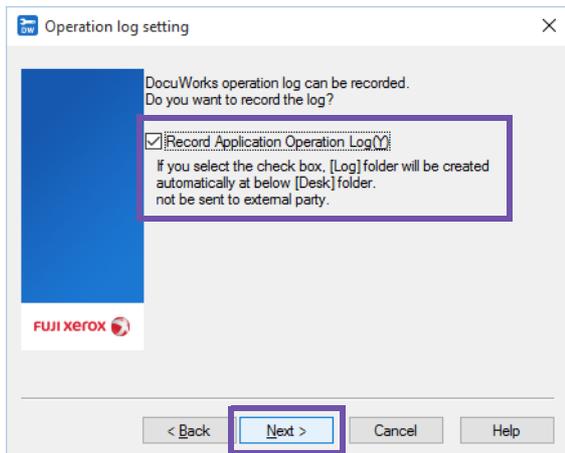
If selecting [Quick Launch toolbar], [Starting DocuWorks Desk] will be added on the Quick Launch items displayed on Windows Taskbar.

By default, all of them are checked.



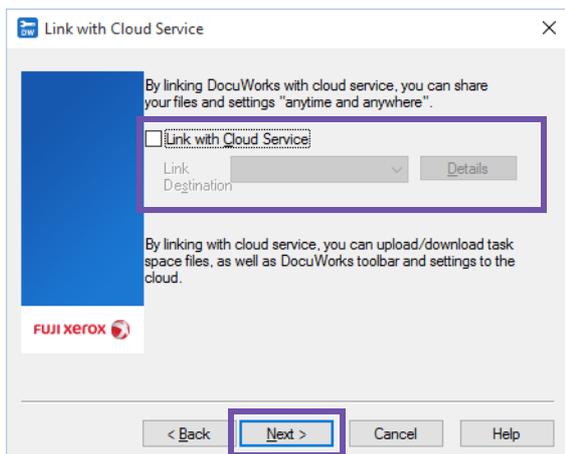
10 Select whether to log DocuWorks operations, and click [Next].

If you select [Record Application Operation Log], the [Log] folder will be automatically created under the [Desk] folder, and DocuWorks operations will be recorded. By default, this check box is selected.

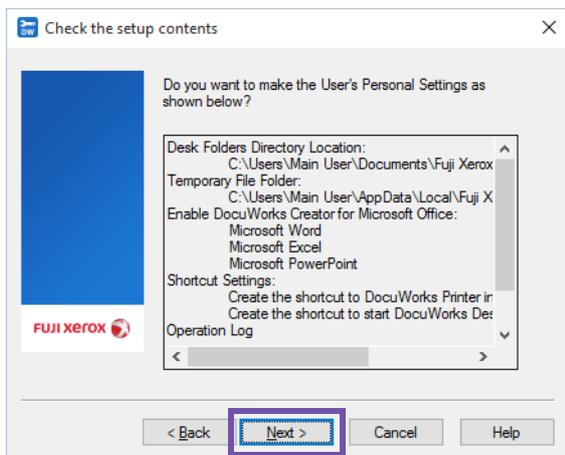


11 Select whether to link with cloud service, and click [Next].

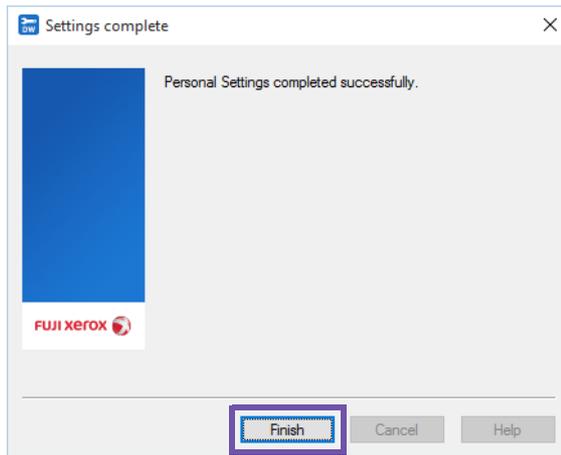
When linking with a cloud service, select the check box, and then select the link destination and set details. By default, this check box is cleared.



12 Confirm the settings, and click [Next].



13 Click [Finish].



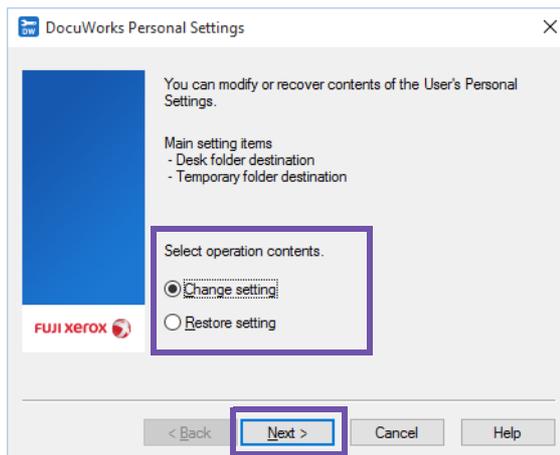
3.2 Changing the Personal Settings

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.



Procedure

- 1 Click the Windows icon at the left corner in your taskbar, and select [Fuji Xerox] > [DocuWorks Personal Settings Tool].
- 2 Select [Change setting], and click [Next].



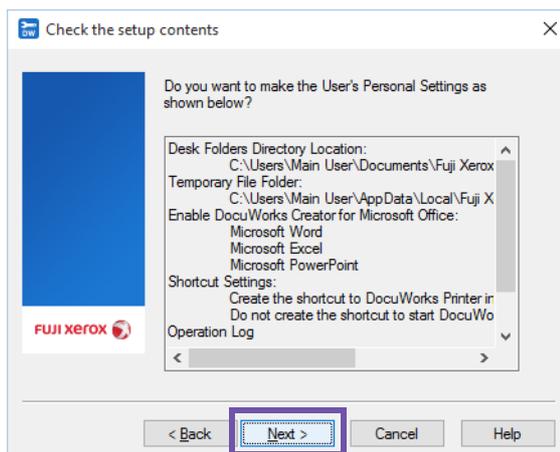
- 3 Change the settings by performing Steps 4 to 11 in "3.1 Executing the Configuring of Personal Settings" (P.30).



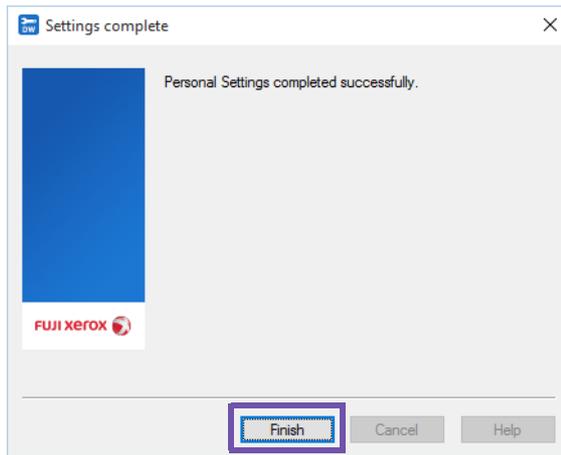
Note

- 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 Confirm the settings, and click [Next].



5 Click [Finish].



4 Uninstalling Software

This section describes procedures to uninstall application software.

4.1 Uninstalling DocuWorks Extended Folder for Working Folder

You must uninstall DocuWorks Extended Folder for Working Folder before uninstalling DocuWorks.



Note

- Uninstalling DocuWorks does not uninstall DocuWorks Extended Folder for Working Folder. You must uninstall them separately.



Procedure

- 1** Click the Windows icon at the left corner in your taskbar, select [Windows System] > [Control Panel], and then click [Uninstall a program] in Control Panel.
- 2** Select [Fuji Xerox DocuWorks Extended Folder for Working Folder (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.

4.2 Uninstalling DocuWorks 9



Note

- Uninstall DocuWorks does not automatically remove the Personal Settings. You must uninstall your own Personal Settings after uninstalling DocuWorks 9.
- Uninstalling DocuWorks does not uninstall DocuWorks Extended Folder for Working Folder. You must uninstall them separately.



Reference

- For more information on customizing personal settings, refer to [Customize DocuWorks] > [Customize Personal Settings] > [Setup Personal Settings] in Help.



Procedure

- 1** Click the Windows icon at the left corner in your taskbar, select [Windows System] > [Control Panel], and then click [Uninstall a program] in Control Panel.
- 2** Select [Fuji Xerox DocuWorks 9] 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** Select [Fuji Xerox DocuWorks 9 LangPack] from the list of program names, and then click [Uninstall].
- 5** Click [Yes] in the dialog box confirming uninstallation.



Note

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

- 6** 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 9



Procedure

- 1** Click the Windows icon at the left corner in your taskbar, select [Windows System] > [Control Panel], and then click [Uninstall a program] in Control Panel.
- 2** Select [Fuji Xerox DocuWorks Viewer Light 9] 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 9 Setup Guide

Author — Fuji Xerox Co., Ltd.

Publisher — Fuji Xerox Co., Ltd.

Edition 1 April 2020

ME8876E2-3