

## Set-Up Procedures for Office 2000

If you upgrade to version 7 or 8, the installation program deletes the "ini" file. Since Elite is coded to look for program path information in this file, it is necessary to recreate the "ini" file.

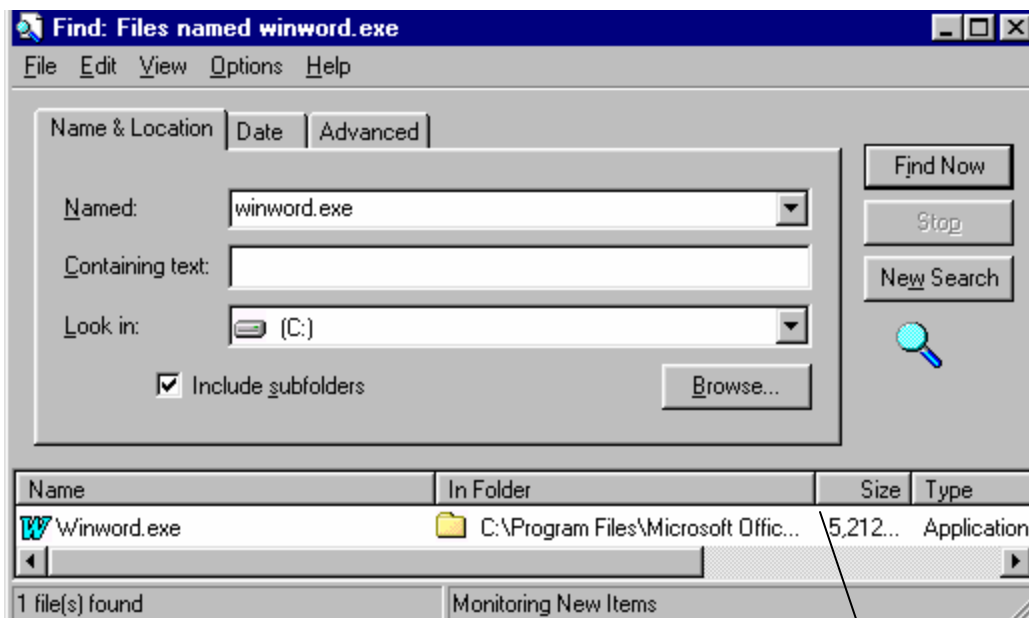
To create the new "ini" file, it is necessary to find the file locations used by Word.

1. Locate the Word program.

From the **Windows menu**, select **Start/Find/Files or Folders**.

On the Name & Location tab:

Enter Named: **winword.exe** Look in: **My Computer** ✓ **Include subfolders**. Select **Find Now**



The entire path name may not display, if the path ends with ..., the column length needs to be extended. Position the cursor over the line and click & drag the double arrow to the right until the entire path name displays.

**Make note of the entire location path displayed In Folder. Close Find/Files when complete.**

2. In **Word**, select **Tools/Options** – then select **File Locations tab** and make note of the entire location of “User Template”. If ... displays in the location path, select **Modify** and then make note of the entire path displayed in **Folder Name**, then select **Cancel**.

3. Verify a *Windows* folder exists on the C: drive through **My Computer**. Select Drive C, if a *Windows* folder does not exist, select **File/New/Folder** and name it *Windows*.

If this folder already exists, select the folder and look to see if the WINWORD6.INI file already exists. If so, select the INI file and verify the path directories.

4. If the WINWORD6.INI file did not exist, open the **Notepad** utility within Window - **Start/Programs/Accessories/Notepad** and type the following:

If you accepted the defaults during the installation, your Word program probably resides in C:\Program Files\Microsoft Office\Office and the templates installed in C:\Program Files\Microsoft Office\Templates.

Since the INI file anticipates the old 8 character DOS names, your entry will look similar to the below example.

The following 4 lines must be typed:

```
[Microsoft Word]
WPHelp=0
PROGRAMDIR=C:\Progra~1\Micros~1\Office
USER-DOT-PATH=C:\Progra~1\Micros~1\Templa~1
```

Click **File**  
Click **SAVE AS**  
Save in **C:\Windows**                      The file must be saved in this directory!  
File Name enter **WINWORD6.INI**  
Save as Type: enter **Text Documents (\*.txt)**  
Click **SAVE**

The path may vary depending upon where WINWORD.EXE is located.

To confirm the DOS Name, follow the steps on the next page.

## OFFICE 2000 USERS!!!

The WINWORD6.INI file must be saved in the C:\WINNT folder, not the C:\Windows folder!

```
[Microsoft Word]
WPHelp=0
PROGRAMDIR=C:\Progra~1\Micros~1\Office
USER-DOT-PATH=C:\Progra~1\Micros~1\Templa~1
```

The WINWORD6.INI file  
must be saved in the  
WINNT folder!

Click **File**  
Click **SAVE AS**  
Save in **C:\WINNT**      The file must be saved in this directory!  
File Name enter **WINWORD6.INI**  
Save as Type: enter **Text Documents (\*.txt)**  
Click **SAVE**

## CONFIRMING THE MS-DOS NAME FOR OFFICE 2000!

Select **Start/Programs/Accessories/Command Prompt**

At the C:\> prompt, type **DIR /X** [ENTER] the following screen will display:

```
Command Prompt
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-1999 Microsoft Corp.

C:\>DIR /X
Volume in drive C has no label.
Volume Serial Number is E002-2DC5

Directory of C:\

01/05/2001  09:01a    <DIR>                WINNT
01/05/2001  09:06a    <DIR>                DOCUME~1             Documents and
01/05/2001  09:07a    <DIR>                PROGRA~1             Program Files
01/05/2001  09:23a    <DIR>                INETPUB              Inetpub
01/09/2001  03:25p    <DIR>                WINDOWS              Windows
           0 File(s)                0 bytes
           5 Dir(s)            3,296,473,088 bytes free

C:\>_
```

Look for the Program Files, and make note of the DOS Name. In this ex: PROGRA~1

At the C:\> type **CD PROGRA~1** [ENTER]

At C:\PROGRA~1> type **DIR /X** [ENTER]

```
Directory of C:\PROGRA~1

1/05/2001  09:07a    <DIR>                -
1/05/2001  09:07a    <DIR>                ..
1/05/2001  09:07a    <DIR>                COMMON~1             Common Files
1/05/2001  09:20a    <DIR>                CMAK                 Cmak
1/05/2001  09:20a    <DIR>                PHONEB~1             Phone Book Serv
1/05/2001  09:21a    <DIR>                WINDOW~1             Windows NT
1/05/2001  09:21a    <DIR>                ACCESS~1             Accessories
1/05/2001  09:25a    <DIR>                MICROS~1             Microsoft Front
1/05/2001  09:25a    <DIR>                MICROS~2             Microsoft Scrip
1/05/2001  09:27a    <DIR>                COMPLU~1             ComPlus Applica
1/05/2001  09:29a    <DIR>                INTERN~1             Internet Explor
1/05/2001  09:29a    <DIR>                OUTLOO~1             Outlook Express
1/05/2001  09:30a    <DIR>                NETMEE~1             NetMeeting
1/05/2001  09:30a    <DIR>                WINDOW~2             Windows Media P
1/05/2001  10:13a    <DIR>                WDW
1/05/2001  10:36a    <DIR>                WDW3021
1/09/2001  02:49p    <DIR>                MICROS~3             Microsoft Offic
           0 File(s)                0 bytes
          17 Dir(s)            3,295,649,792 bytes free

C:\PROGRA~1>_
```

Look for the Microsoft Office, and make note of the DOS Name. In this ex: MICROS~3

At the C:\PROGRA~1> type **CD MICROS~3** [ENTER]

At C:\PROGRA~1\MICROS~3> type **DIR /X** [ENTER]

Look for Templates and make note of the DOS Name.

Modify the WINWORD6.INI file in the WINNT folder if necessary. If the MS-DOS Name does not match the path in the INI file, Export or Templates will not work!