

# ***Installation Guide***

**ACT! by Sage 2010 &  
ACT! by Sage Premium 2010**

# **ACT! by Sage 2010 & ACT! by Sage Premium 2010**

## ***Installation Guide***

Copyright © 2009 Sage Software, Inc. All Rights Reserved.

Sage, the Sage logos, ACT! and the Sage product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc. or its affiliated entities. Microsoft SQL Server, Windows Vista and the Windows Vista logo are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners.

Released 8/2009 for ACT! by Sage 2010 and ACT! by Sage Premium 2010

**Version: UA386**

This material may not, in whole or in part, be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form without prior consent in writing from Sage Software, Inc., 1715 North Brown Road Lawrenceville, GA 30043 ATTN: Legal Department.

ALL EXAMPLES WITH NAMES, COMPANY NAMES, OR COMPANIES THAT APPEAR IN THIS MANUAL ARE FICTIONAL AND DO NOT REFER TO OR PORTRAY IN NAME OR SUBSTANCE ANY ACTUAL NAMES, COMPANIES, ENTITIES, OR INSTITUTIONS. ANY RESEMBLANCE TO ANY REAL PERSON, COMPANY, ENTITY, OR INSTITUTION IS PURELY COINCIDENTAL.

Every effort has been made to ensure the accuracy of this material. However, Sage Software, Inc. makes no warranties with respect to this documentation and disclaims any implied warranties of merchantability and fitness for a particular purpose. Sage Software, Inc. shall not be liable for any errors or for incidental or consequential damages in connection with the furnishing, performance, or use of this material or the examples herein. The information in this material is subject to change without notice.

### **End User License Agreement**

This product is protected by an End User License Agreement. To view the agreement, go to the Help menu in the product, click About ACT!, and then click the View End-User License Agreement link.

Printed in the United States of America.

### **Published by**

Sage Software, Inc.

8800 N. Gainey Center Drive, Suite 200

Scottsdale, AZ 85258

(480) 368-3700

**10 9 8 7 6 5 4 3 2 1**

# Contents

---

<b>Introduction</b> .....	<b>1</b>
What You Should Know Before Installing ACT! 2010. ....	2
Preparing to Install ACT! .....	5
<b>Installing ACT! for the First Time</b> .....	<b>7</b>
Installing ACT! for New Users .....	7
Registering and Activating ACT! for New Users .....	9
<b>Installing ACT! for Upgrading Users</b> .....	<b>11</b>
What You Should Know Before You Upgrade Your .....	11
Database .....	
Installing, Registering, and Activating ACT! .....	15
Upgrading Databases .....	17
<b>Installing Other Applications</b> .....	<b>19</b>
Adobe® Reader® .....	19
ACT! Premium Synchronization Services .....	19
Handheld Devices Data Sync Software .....	22
<b>Getting Started for New Users</b> .....	<b>23</b>
Creating Databases .....	24
Adding Users .....	25
Setting Up ACT! for Use Over a Network .....	26

---



## Introduction

---

Welcome to ACT! by Sage 2010. Whether you are installing ACT! for the first time (New User) or upgrading from an earlier version (Upgrade User), this guide provides information you need to successfully install ACT! and start using it.

This guide covers installation for:

**ACT! by Sage 2010** – Designed for professionals who work alone or in small workgroups of up to 10\* users.

**ACT! by Sage Premium 2010** – Designed for professionals who work in business teams and workgroups.

When features are exclusive to ACT! Premium, they are noted in the guide. In most sections, we refer to both versions as ACT!.

---

**Note:** If you are installing ACT! by Sage Premium for Web 2010, you need this guide and the *ACT! by Sage Premium for Web Administrator's Guide* to complete installation and configuration of ACT! Premium for Web 2010. The *ACT! by Sage Premium for Web Administrator's Guide* is available as a PDF on the ACT! by Sage Premium for Web 2010 DVD.

---

\* Some operating systems may limit concurrent connections. See System Requirements at [www.act.com/2010systemreq](http://www.act.com/2010systemreq).

---

## What You Should Know Before Installing ACT! 2010

This section contains information you should know before installing ACT! 2010.

**Microsoft<sup>®</sup> SQL Server<sup>®</sup> 2005 Express and required components** – ACT! 2010 automatically installs Microsoft SQL Server 2005 Express Edition, including Service Pack 3 (SP3). SQL Server 2005 Express requires .NET Framework 2.0 and Windows<sup>®</sup> Installer 3.1 components. These components are installed if they are not on your computer.

**Microsoft SQL Server 2008** – To install Microsoft SQL Server 2008 for use with ACT! Premium 2010, refer to the *Installing Microsoft SQL Server 2008* PDF after following the instructions in this guide. The *Installing Microsoft SQL Server 2008* PDF is available from the Start Here link on the Microsoft SQL Server 2008 DVD.

**ACT! 3.x, 4.x, 5.x (2000), or 6.x (2004) Users** – If you are upgrading from ACT! 3.x, 4.x, 5.x (2000), or 6.x (2004), you must convert your database to use it with ACT! 2010. Follow this guide to install ACT! 2010, then see the online Help for information on how to convert a database.

---

**E-marketing services by Swiftpage™** – ACT! 2010 includes E-marketing services provided by Swiftpage, a third-party company. To use these services, you must subscribe to services and access content hosted by Swiftpage. **IMPORTANT:** If you currently use Swiftpage with earlier versions of ACT!, you must uninstall Swiftpage before installing ACT! 2010. You can access your Swiftpage account after installing ACT! 2010.

**Other add-on products** – Some applications added as plug-ins or add-on products in earlier ACT! versions may not upgrade to ACT! 2010. These applications may require re-installation after installing ACT! 2010.

**Microsoft Outlook® , Word, and Excel® integration** – ACT! 2010 integrates with Microsoft Outlook and several Microsoft Office applications. The supported versions are:

- Outlook XP, 2003, and 2007 (SP3 is recommended for Outlook XP and 2003).
- Word and Excel XP, 2003, and 2007 (SP3 is recommended for Word/Excel XP and 2003. SP2 is recommended for Word/Excel 2007).

If you plan to use the integration features, ensure Outlook, Word, and Excel are installed and working correctly. To configure and set up integration with ACT!, see Help.

---

**ACT! 2010 Handheld support** - If you currently use ACT! Link for Palm OS<sup>®</sup> or ACT! Link for Pocket PC applications with earlier versions of ACT!, you must uninstall these applications. Then, install the handheld links software that is supported with ACT! 2010 and upgrade your database. For more information, See "Installing Other Applications" on page 19.

---

## Preparing to Install ACT!

To ensure a successful installation, all users (new and upgrade) should complete the following steps before they install ACT! 2010.

### Steps: Prepare to install ACT!

1. Ensure your computer (or all computers if installing ACT! in a shared environment) meet the minimum recommended system requirements for your purchased product and supported operating systems. Also, verify you meet the concurrent user limits and licenses. See System Requirements at [www.act.com/2010systreq](http://www.act.com/2010systreq).
2. Ensure all computers are up-to-date with Microsoft critical and recommended updates.
3. Sign on as a Microsoft Windows Administrator on all computers.
4. If you use a software-based firewall, you must temporarily disable it to install ACT!.
5. To install ACT! to a location other than the default location (C:\Program Files\ACT\ACT for Windows), verify directories exist and folder-sharing rights are enabled. (During installation, you can select Custom to install ACT! to a non-default location).

---

---

**Note:** You can copy the contents of the installation DVD to a network drive or USB memory stick for installation on computers that do not have a DVD or CD drive.

---

6. To install Microsoft SQL Server 2005 Express to a location other than the default, ensure the installation folders are unique to this instance of SQL Server. None of the directories should be shared with directories from other instances of SQL Server. For more information, see Microsoft documentation.

### **Next Step(s)**

**New Users:** Install ACT!, see "Installing ACT! for the First Time" on page 7.

**Upgrading Users:** Prepare your database for upgrading or conversion, see "Installing ACT! for Upgrading Users" on page 11.

## **Installing ACT! for the First Time**

---

This section explains how to install, register, and activate ACT! 2010 for first-time (new) users. If you have a version of ACT! currently installed, see "Installing ACT! for Upgrading Users" on page 11.

---

**Tip:** To install ACT! Premium in a workgroup environment without user interaction, you can install it silently. For more information, see Help.

---

### **Installing ACT! for New Users**

The installation program automatically checks for and installs required components. The component installation may require a restart of the computer. If a restart is required or components cannot be installed, a message appears. Follow the instructions.

#### **Steps: Install ACT! 2010**

1. Close all open applications.
2. Insert the ACT! DVD.

or

If you downloaded the software, or are installing it from another location, double-click the **setup.exe** file.

---

**Tip:** If the DVD does not automatically start, you can click the Start menu, select Run. Type <drive letter>:SETUP. Click OK. Or, in the Start Search box, type <drive letter>: SETUP. Press Enter. (Substitute the appropriate drive letter).

---

- 
3. From the browser page that appears, click **Install ACT! by Sage 2010** or **Install ACT! by Sage Premium 2010**.
  4. Follow the onscreen instructions. Click **Next** to continue.
  5. During installation, be aware of the following:
    - You must **Accept** the License Agreement for installation to continue. (If you **Decline**, installation is cancelled).
    - Typical installation is the default. However, if you want to change default settings, select **Custom**.
  6. On the **ACT! Install Complete** page, select or clear options. Click **Finish**.

If you selected the option to launch (start) the software, when it opens, you can register and activate the software, or open it in trial mode for 30 days.

---

**Note:** If the ACT! Update message appears, you may have to click **Yes** to check for updates. You can click **No** to continue with registration or trial mode.

---

---

## Registering and Activating ACT! for New Users

You must register and activate ACT! within 30 days of first use on each computer where it is installed. Registration and activation provides you with program updates, upgrade offers, and customer support options. A serial number is required to register. The serial number is printed on the DVD sleeve or it is e-mailed to you in a purchase confirmation e-mail. You can register by Internet, telephone, or e-mail. (Registration by e-mail may not be available in some locales.)

---

**Note:** On Windows Vista®, you must register ACT! as an Administrator. Close ACT!, right-click the ACT! icon on the desktop or in the Program Files list. Click Run as administrator.

---

### Steps: Register and activate ACT!

1. From the **Help** menu, click **Register ACT!**.
2. On the **ACT! Registration and Activation Wizard** page, select a registration option. Click **Next**.
3. Follow the onscreen instructions. Click **Next** to advance.
4. When finished, click **Activate**.

If error messages appear, follow the instructions.

---

## **Next Step(s)**

- To install other applications to use with ACT! 2010, see "Installing Other Applications" on page 19.
- To get started using ACT!, see "Getting Started for New Users" on page 23.

## **Installing ACT! for Upgrading Users**

The following section is for users upgrading from earlier versions of ACT!.

**Users upgrading from ACT! 2005 – 2009:** Read about changes in ACT! 2010 for database upgrades, see "What You Should Know Before You Upgrade Your Database" in the next section.

**Users upgrading from ACT! 3.x, 4.x, 5.x (2000), or 6.x (2004):** You can install ACT! 2010 without converting your database or removing your earlier version. See "Installing, Registering, and Activating ACT!" on page 15.

### **What You Should Know Before You Upgrade Your Database**

The following sections explain:

- Database upgrade considerations.
- What happens to your data when you upgrade it to ACT! 2010.
- Items that do not upgrade.

---

**IMPORTANT:** If you currently use an ACT! Premium version and you plan to install ACT! by Sage 2010, a non-premium version, you must prepare your database, or downgrade it, to work with the non-premium version **before** you install ACT! 2010. For further instructions, see the associated Knowledgebase article "How to Downgrade an ACT! Premium database to ACT! Standard".

---

---

## Database Upgrade Considerations

Note the following considerations before you upgrade an ACT! database.

- The database upgrade process overwrites your earlier version database. It is important to have a backup copy of your earlier version database in case you want to re-install an earlier ACT! version. You can perform a back up before the upgrade process starts.
- ACT! versions 2005 (7.x) and 2006 (8.x) use Microsoft SQL Server 2000 to manage the database. ACT! versions 2007 (9.x) and newer use Microsoft SQL Server 2005. If you are upgrading from ACT! 2005 or 2006, your database is upgraded to SQL Server 2005 Express.
- An ACT! Administrator or Manager user can upgrade a local database.
- An Administrator, Manager, or Standard user (if there is no active Administrator user) can upgrade a remote (Subscriber) synchronized database they belong to.

---

**Note:** If you synchronize data between a main and remote database, it is recommended that you create a new remote database so that opportunity data changes in ACT! 2010 (detailed in the next section) will synchronize. ACT! 2010 allows you to create up to 50 remote databases at one time.

---

- 
- Database supplemental files, such as templates, reports, and layouts, do not require upgrading for use in ACT! 2010

---

**Note:** ACT! 2010 includes new layouts with new fields and features. If you added custom fields to an earlier version layout, you may want to add your custom fields to the new layouts. For more information, see Help.

---

## **What Happens to Your Data During Upgrade**

In ACT! 2010, Opportunities work in the same way as Contacts, Groups, and Companies. Opportunities have a Detail view layout with tabs. When your opportunities are upgraded, all records appear in the new Opportunity Detail view layout and tabs. Also, other new features may affect where and how you access your existing data. The following items describe what happens to your opportunity and other data as it is upgraded. Unless specified, all existing opportunity data remains the same. All opportunity customizations and security settings are retained.

- Contact names assigned to an opportunity appear on the Contacts tab.
- Groups and Companies associated with an opportunity appear on the Groups/Companies tab.
- Details for an opportunity become notes and appear on the Notes tab.

- 
- Activities scheduled (using the Follow-up command) for an opportunity appear on the Activities tab.
  - History information, such as the date opened, appear on the History tab.
  - Opportunity record access (such as public or private) is retained and appears on the Opportunity Info tab.
  - Internet Services links appear on the Web Info tab for Contacts and Companies. Favorite links are accessed from the View menu.

### **Items That Do Not Upgrade**

Note the following items that do not upgrade.

- Menu/toolbar and column customizations.
- ON setting for Accept Incoming Syncs. Only the port number is retained. (However, it is recommended that you create new remote databases.)
- ACT! Premium only: Synchronization services. (Network and Internet Synchronization Services). You must uninstall earlier versions, and then install versions that work with ACT! Premium 2010, see "Installing Other Applications" on page 19.

### **Next Step(s)**

Install ACT! 2010, see "Installing, Registering, and Activating ACT!" in the next section.

---

## Installing, Registering, and Activating ACT!

This section explains how to install, register, and activate ACT! for upgrading users.

### Steps: Install ACT! 2010

1. Close all open applications.
2. Insert the ACT! DVD.

or

If you downloaded the software, or are installing it from another location, double-click the **setup.exe** file.

---

**Tip:** If the DVD does not automatically start, you can click the Start menu, select Run. Type <drive letter>:SETUP. Click OK. Or, in the Start Search box, type <drive letter>: SETUP. Press Enter. (Substitute the appropriate drive letter).

---

3. From the browser page that appears, click **Install ACT! by Sage 2010** or **Install ACT! by Sage Premium 2010**.
4. Follow the onscreen instructions. Click **Next** to continue.
5. During installation, be aware of the following:
  - You must **Accept** the License Agreement for installation to continue. (If you **Decline**, installation is cancelled).

- 
- Typical installation is the default. However, if you want to change default settings, select **Custom**.

6. On the **ACT! Install Complete** page, select or clear options. Click **Finish**.

If you selected the option to launch (start) the software, when it opens, you can register and activate the software, or open it in trial mode for 30 days.

---

**Note:** If the ACT! Update message appears, you may have to click Yes to check for updates. You can click No to continue with registration or trial mode.

---

### **Steps: Register and activate ACT!**

1. From the **Help** menu, click **Register ACT!**.
2. On the **ACT! Registration and Activation Wizard** page, select a registration option. Click **Next**.
3. Follow the onscreen instructions. Click **Next** to advance.
4. When finished, click **Activate**.

If error messages appear, follow the instructions.

---

**Tip:** ACT! 2005 - 2009 serial numbers are retained on the computer if you need to re-install the earlier version.

---

---

## Next Step(s)

**Upgrading from ACT! 2005–2009:** Upgrade your database, see "Upgrading Databases" in the next section.

**Upgrading from ACT! 3.x, 4.x, 5.x (2000), or 6.x (2004):** See the online Help for information about how to convert your database for use with ACT! 2010.

## Upgrading Databases

The following explains how to upgrade an ACT! database.

### Steps: Upgrade a database

1. Open ACT!.
2. From the toolbar, click **Open Database**.
3. In the **Open** dialog box:
  - a. Locate the folder that contains the database.
  - b. In the **Files of type** list, select **ACT! Database (\*.PAD)** or **ACT! Database (\*.ADF)**.
  - c. Select the database. Click **Open**.
4. Follow any update and verification prompts that appear.
5. At the update process complete status message, click **OK**.

---

If a workgroup shares the database, make sure all users install ACT! 2010. Then, you can distribute a shortcut to the PAD file for the database.

### **Next Step(s)**

- To create new remote, synchronizing databases, see Help.
- To install other applications for use with ACT! 2010, see "Installing Other Applications" on page 19.

---

## **Installing Other Applications**

---

This section describes the other applications you can install with ACT!. These applications include:

- Adobe® Reader®
- ACT! Synchronization Services (ACT! Premium only)
- Handheld Devices Data Sync Software

### **Adobe® Reader®**

To view product documentation (accessed from the ACT! DVD browser and ACT! application), you must have Adobe Reader installed.

#### **Steps: Install Adobe Reader**

1. From the ACT! 2010 DVD browser, click **Product Documentation**.
2. Click the link to go to the Adobe Web site.
3. Download and install Adobe Reader.

### **ACT! Premium Synchronization Services**

ACT! Premium offers two synchronization services so remote database users can synchronize their data to a main database. You can install one or both services depending on your users' needs.

---

**Network Synchronization Service** – Used to synchronize ACT! Premium databases over a network. The service is designed for remote users connected to the main database via a Local Area Network (LAN), Wide Area Network (WAN), or a Virtual Private Network (VPN), when the main database is not open. You can install the ACT! Network Synchronization Service on the same computer as ACT! Premium or on another computer.

**Internet Synchronization Service** – Used to synchronize ACT! Premium databases over the Internet when the main database is not open. This service requires a computer (located outside the firewall) with ASP.NET and the following versions of Microsoft Internet Information Services (IIS) installed for your operating system:

- Windows XP – IIS 5.1
- Windows Server® 2003 – IIS 6.0
- Windows Server 2008 – IIS 7.0
- Windows Vista – IIS 7.0

---

**Note:** If you use a 64-bit operating system, you must set IIS 7.0 to run in 32-bit compatibility mode. For information about how to do this, see Microsoft's online Help.

---

For more information about synchronizing databases, see Help.

---

**IMPORTANT:** If you install the ACT! Internet Sync Service on a machine which does not have ACT! Premium installed, ensure the <machine name>\ASPNET account has read/write permissions on the Internet Sync install folder. Or, if you move the SyncConfigFile.xml to another folder on your machine, edit the location settings in the file. For more information, see Help.

---

## Installing the ACT! Sync Services

The following section explains how to install the ACT! Sync services.

### Steps: Install the ACT! Sync Services

1. Insert the ACT! DVD.
2. Click **Install ACT! Synchronization Services**.
3. Do the following:
  - To install the Internet Sync service on the IIS computer, click **ACT! Internet Synchronization Service**.
  - To install the Network Sync service, click **ACT! Network Synchronization Service**.
4. Follow the onscreen instructions. Click **Next** to advance. Click **Finish**.

For information on setting up the Sync services, see Help.

---

## Handheld Devices Data Sync Software

You can send and receive data, such as contact records, between your ACT! database (main or remote) and handheld device.

Software for synchronizing data with handheld devices is available and can be installed with any version of ACT!:

- ACT! Link for Palm OS<sup>®</sup> – Used to send and receive ACT! data to/from a Palm OS handheld device.
- ACT! Link for Pocket PC – Used to send and receive ACT! data to/from a Pocket PC handheld device.

---

**Note:** The ACT! Administrator must assign the sync permission to let you synchronize data with a handheld device. For more information, see "What Are User Roles and Permissions?" in Help.

---

For installation, configuration, and usage information, see the *Quick Start for Handheld Links* and Help systems. To see a feature tour on how to install the links, under Product Documentation on the Installation DVD, click Handheld Installation Tour.

## **Getting Started for New Users**

---

To help you get started using ACT!, you can read the *Quick Start for New Users Guide* and view the Feature Tours (accessed from the Help menu). You may want to practice entering data using the demonstration database, ACT2010demo, which is installed with ACT!. This database contains sample records and activities.

To set up ACT!, you need to create a database for your contacts' information. If you want to share the information with others, you need to add them to the database as Users. The ACT! Setup Assistant walks you through setting up ACT!.

The following sections:

- Describe the Setup Assistant.
- Provide the steps to create a database and add users.
- Show you how to set up ACT! for use over a network.

### **About the Setup Assistant**

When you open ACT! for the first time, the Setup Assistant appears. You can use this wizard to create a database and set default preferences and other options so you can quickly start managing your contacts and information.

The Setup Assistant is also available from the Help menu and on the Welcome page under Getting Started. Click Set Up Preferences and E-mail.

---

## Creating Databases

The following explains one way to create an ACT! database. If you know others will need access to the data, you can share the database. Once the database is created, you add the people requiring access as Users.

### Steps: Create a database

1. From the **File** menu, click **New Database**.
2. In the **Database name** field, type a name for the new database.

The name must begin with a letter. Do not include spaces or punctuation.

3. In the **Location** field, keep the default information.

or

To save the database to a different location, click **Browse** to browse to the location. Click **OK**.

4. In the **Currency** field, from the list, select a currency for the database.
5. To share the database with others, select the **Share this database with other users** check box.

- 
6. In the **User name** field, type a user name for the database. (This step creates a contact record known as My Record and in most cases, this will be your name. This contact is given the Administrator security role.)
  7. To set a logon password for the database, in the **Password** field, type a password and type in again to confirm.

---

**Caution:** If you forget this password, you will not be able to access the database. You will have to contact Technical Support.

---

8. Click **OK**.

ACT! creates the database and a file that points to the database. This file has a PAD extension. If you share the database with others, you can send them a shortcut to the PAD file so they can access the database.

---

**Tip:** For more information, see "Sharing Databases" in Help.

---

## Adding Users

If other people need access to the database, you must add them as Users. You can assign them security roles and permissions to limit their access to data and ACT! features.

---

**Note:** You can add any number of users. However, you are limited by your license for the number of users that can be active.

---

---

## Steps: Add a user

1. From the **Tools** menu, click **Manage Users**.
2. On the **Select a User** page, under **User Tasks**, click **Create New User**.
3. On the **Create New User** page, select an option for the source of the user information. Click **Next**.
4. Complete the **User Name**, **Security Role**, and **Password** fields on the **Enter User Information** page. Click **Next**.
5. On the **Specify Access** page, select a logon access option. Click **Next**.
6. On the **Add Permissions** page, use the arrow buttons to add or remove permissions for the user.  

---

**Note:** By default, some permissions are added for the user because of the security role selected for him or her.

---
7. Click **Finish**.

## Setting Up ACT! for Use Over a Network

The following explains how to set up an ACT! database to be used over a local area network (LAN) or a virtual private network (VPN).

---

**Note:** If you do not use the server (host) computer to access the ACT! database, you can use the same serial number for a client computer.

---

---

## Steps: Set up ACT! on a network

1. Ensure each computer (host and clients) has a licensed copy of ACT!.
2. Verify each computer has the same version of ACT! installed.

---

**Tip:** To check the version: From the Help menu, select About ACT!. The version number appears at the top of the page.

---

3. Add ACT! to the list of firewall exclusions. Refer to Windows Help for more information.
4. On the host computer, do the following:
  - a. Create a database and share it.
  - b. Add users to the database.
  - c. Close ACT!.
  - d. To set sharing rights, permissions for full read/write access, and full security rights to the database folder and its supplemental files for all users, browse to the **Databases** folder. Set sharing, permissions, and access. By default, the Databases folder is installed to:
    - Windows XP or Windows Server 2003 – C:\Documents and Settings\[Current user]\My Documents\ACT\ACT for Windows 12\Databases.

- 
- Windows Vista –  
C:\Users\Documents\ACT\ACT  
for Windows 12\Databases.
  - Windows Server 2008 –  
C:\Users\[Current  
user]\Documents\ACT!\ACT for  
Windows\Databases
- e. To allow sharing of personal supplemental files, such as saved documents, Internet links, and dictionaries between users, create a shared folder for each type of data and allow full control to all users.
- f. Copy the database's .PAD file to a network location that you can access from each client's computer or to a USB memory stick.

---

Note: For more information about database supplemental files and personal supplemental files, see Help.

---

5. On each client computer, do the following:
- a. Browse to and open the **Databases** folder. (See locations in step 4d).
  - b. Paste the .PAD file copied from the host computer.
  - c. Double-click the .PAD file to open the database.

- 
- d. To share the user's saved documents, Internet links, and dictionaries, change the Preferences setting: From the **Tools** menu, select **Preferences**. On the **General** tab, in the **Personal Files Locations**, change the locations to the shared folders on the host computer.

