

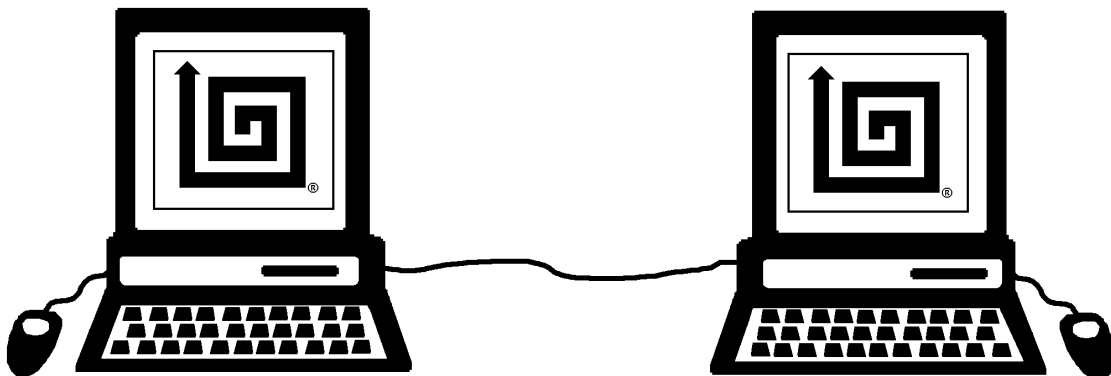
 Daedalus<sup>®</sup>

# Integrated Writing Environment

for Windows Computers

Version 5.3x

## Administrator's Guide with Installation Guide



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# Table of Contents

Welcome to DIWE.....	1
What Is DIWE?.....	3
Program Documentation.....	7
Installing DIWE.....	13
Confirming System Requirements.....	13
Deciding on System Setup.....	15
Decompressing the Software.....	18
Setting Up Your Fileserver.....	21
Setting Permissions for Your Site.....	35
Printing and Distributing Program Documentation.....	41
Setting Up Your Site.....	43
Troubleshooting.....	55
Getting Additional Help with DIWE.....	65



# Welcome to DIWE

Welcome to the Daedalus® Integrated Writing Environment (also known as DIWE) from the Daedalus Group, Inc. DIWE is designed for writing instruction, collaboration, and communication among students and teachers in all curricula. This Instructor's Guide provides you with theoretical and practical pedagogical support for using the Daedalus Integrated Writing Environment.

This guide explains how to install, set up, and manage DIWE at a site. The installation details in this guide repeat the information in the Installation Guide which is distributed with Installation diskettes.

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## In This Guide

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- **What is DIWE?\*** overviews the components which comprise DIWE and the ways DIWE affects the teacher and student in the computer-based classroom.
- **Program Documentation\*** outlines the print and online help files which are available with the software.
- **Installing DIWE\*** explains how to install the software on individual workstations and your network server. This section also includes details on how to determine which resources you need to install at your site and explains the possible network configurations you can choose for your site.
- **Checking File Structure** describes the files and folders used by the program.
- **Setting Network Permissions\*** outlines how to set folder and file permissions for your workstations and server, and includes details on other security issues.
- **Printing Program Documentation\*** explains how to print and distribute the three guides which accompany the program.
- **Setting Up Your Site** provides instructions for setting up new classes, choosing preferences for your site, managing your site by modifying classes and information on teachers and students, and setting up a new semester.

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\* These sections duplicate information available in the Installation Guide which is shipped in printed form with DIWE's Installation diskettes.

- **Troubleshooting** includes details on the error messages which can appear in the program and provides step-by-step instructions on resolving questions and improving the software's performance.
- **Getting Help** outlines the additional resources available to teachers and technicians working with DIWE, including details on how to contact the Daedalus Group for answers to your questions about the software.

### *Finding Other Program Information*

If you need to know more about how to use any of the tools in DIWE, please consult the User's and Instructor's Guides.

If you need instructions on managing Class Assignments, Mail and InterChange conferences, and turned in documents, see the Instructor's Guide.

## Conventions used in this document

`Courier` font indicates text that is displayed or typed on the screen

**Boldface** signals menu commands and button commands.

*Italic font* represents information that you will have to provide. If asked to type *yourfilename*, you might type `PAPER1`

<Key> refers to an actual control key on your keyboard.

<Key1+Key2> indicates that two keys should be pressed together. For instance, when instructed to press <Alt+F9>, you would press (and hold) the <Alt> key and press the <F9> key.

Although the software is referred to by its full name (the Daedalus Integrated Writing Environment) most of the time, it is often shortened to DIWE to keep things simple.

# What Is DIWE?

DIWE, the Daedalus Integrated Writing Environment, is award-winning computer software, developed *by* writing teachers *for* writing teachers and used by students in hundreds of schools, ranging from middle school to four-year universities.

## *Writing and Thinking Tools*

DIWE is an integrated package of writing / thinking tools designed with the classroom in mind. The program focuses on teaching and learning by means of (often interactive) written discourse — encouraging collaborative work, critical thinking skills, and communication. DIWE is comprised of these six modules, each designed to address a specific task or stage of producing a piece of writing:



Invent

**Invent** stimulates writers to explore their topics and to think divergently. The tool allows writers to save and print out the text to help them generate first drafts. Teachers can compose their own Invent questions to supplement the twelve standard sets which come with the software.



Write

**Write** is a streamlined word processor which allows teachers to teach writing, not word-processing. It includes all basic operations (copying, pasting, spell-checking, printing) for writers to produce and revise drafts.



Respond

**Respond** allows writers to call up drafts and other documents for on-line analysis and review. Writers can save and print their text to use as they work on other assignments. Prompts can be modified to suit the assignment, ranging from peer review to document analysis.



Mail

**Mail** acts as the central switchboard for class communications, from private mail to group work. Date, time, and receipt stamps make it an effective class management tool.



InterChange®

**InterChange** enables synchronous, or "real-time" discussions for whole classes or small groups. Transcripts of these discussions are recorded and are available for viewing and printing.



BiblioCite®

**BiblioCite** prompts writers to record bibliographic entries and maintains them in a database of sources. It generates a Works Cited page in MLA style or a References Page in APA style.

### *Class and Document Management Tools*

In addition to the six modules, DIWE includes class and document management tools which streamline the process of sharing documents and distributing hand-outs as well as allow the teacher to customize the content to fit the class.



Class  
Assignment

**Class Assignment** allows teachers to post instructions and other messages to their students in a file they can view at any time but which only the teacher can modify or delete. The document is the first thing students see when they log into the class, and it can be modified as often as the teacher wants.



Document  
Management

**Document Management** organizes the system for sharing documents in the class. Students can turn in drafts for peer review or collaboration and read the papers and drafts of others in their class using the **Turn In a Document**, the **View a Document**, and the **Copy a Document** commands.



Login

**Login** is student-based, allowing each student to log in without complex administrative set-up. With this login, the student becomes a registered participant in all modules from Mail to InterChange to Document Management, all work the student does is linked to a specific login name.



PromptManager

**PromptManager** is a SuperCard stack teachers can use to create an Invent or Respond prompt series or to customize an existing series. Teachers can run the program within DIWE or they can copy the files to a diskette and work outside the DIWE classroom on their office or home computer.

## *Local Area Network Tools*

All the sharing and collaborating in DIWE takes place on a network, connecting all the students in a particular class or lab at your site.



Local Area  
Networking

**Local Area Networking** allows users to share their files and documents. DIWE requires a Local Area Network set-up, with a fileserver and workstations. Even if you set up your site using a peer-to-peer network, one of your machines will need to function as the fileserver by serving as the location for the network files for the software (including files such as the questions for Invent and Respond and the shared files for Mail and InterChange sessions).



# Program Documentation

DIWE's program documentation includes three printable guides and three on-line documentation files. Only the Installation Guide is printed and distributed with software diskettes. The remaining guides can be printed using Microsoft Word 6.0, 7.0, Word 97, Microsoft Office or any other word processor which supports Rich Text Format (RTF).

Teachers and students at your site will need access to these files. The basic questions which teachers and students need to use DIWE are answered in these guides. By providing copies of the files where teachers and students can reach them, you'll enable users at your site to answer many of their own questions. Details on providing additional access to the online help files is included in this section. Complete details on setting up and printing these files are available in the **Printing Program Documentation** section of this guide.

## User's, Instructor's, and Administrator's Guides

DIWE's print documentation includes three guides: a User's Guide which describes the tools and commands in the program, an Instructor's Guide which explains how teachers can use the tools in the program, and an Administrator's Guide which explains more about setting up and managing your site. All three of these guides are available on the Documentation diskette which accompanies the installation diskettes. These files are also available for download from <http://www.daedalus.com/tech/docs.html>

## On-Line Help System

DIWE's on-line help system answers questions about how to use the tools in the program, how teachers can use the program to reach their pedagogical goals, and what the administrator at your site will need to do to manage the system.

There are two primary on-line help files which come with the program: User Help and Instructor Help. The Program Help file explains how the tools in DIWE work. Choose User Help to find information such as how to send a message in Mail,

where InterChange transcripts are stored, and how to save a document so that you can open it with another word processor.

The Instructor Help file explains commands available to the teacher and the administrator and includes teaching strategies and resources for teaching with DIWE. Use Instructor Help to find information such as how to make an InterChange transcript and what strategies are effective for managing discussion.

A third help file, Character Help, provides basic details on using non-English characters and special symbols in DIWE (e.g., how to type the letter c with a cedilla – ç – in InterChange or Write).

To access these help files once you've logged into the program:

- Choose the **User Help** command from the **Help** pull-down menu.
- Choose **Character Help** command from the **Help** menu to access the Character Help file.
- Choose the **Instructor Help** command from the **Help** pull-down menu to access the Instructor Help file.

### Printing Specific Topics from the On-Line Help Files

All the topics in the on-line help files can be printed. This capability comes in handy when you need a handout which tells teachers or students how to complete a task in DIWE.

To print a topic in either Help file, navigate to the topic you want to print, and choose the **Print Topic...** command under the **File** menu.

### Running On-Line Help Files Outside DIWE

DIWE's On-Line Help files use the Windows operating system's help engines (winhlp.exe and winhlp32.exe). These on-line help files should be installed with your Windows operating system. If they're missing, you can install them using your Windows Operating System installation disks or CD. These help files will run on any machine which has the Windows help engines installed and includes the location of these engines in the path statement.

To launch one of the on-line help files outside DIWE:

1. Use File Manager or Windows Explorer to navigate to a `DIWE5` directory at your site.
2. Within the `DIWE5` Folder, double-click on the `Help` Folder.
3. Within the `Help` Folder, you'll find `help.hlp`, `charhlp.hlp` and `teach.hlp`.
4. Double-click on the file which you want to read, and the file should open.

### Copying DIWE's On-Line Help Files

Additionally, you can copy these files to a floppy diskette or to another machine to explore them when you are not in the Daedalus classroom – copy all the files in the `Help` Folder to set up a copy of the help files outside your classroom.

Making copies of the help files available for teachers outside the classroom can be useful for teachers who want to learn more about the program but who have limited access to the server or classroom.

**NOTE:** *Licensing for DIWE's On-Line Help Files*

Teachers using DIWE can make a copy of these on-line help files for educational use on an office or home computer without violating the licensing agreement.

### *Accessing Other Resources*

Additional technical and pedagogical information is available from the Daedalus Group WWW pages at <http://www.daedalus.com/> and by e-mail to [help@daedalus.com](mailto:help@daedalus.com).



# Installation and Setup

Chapter 4	Installing DIWE
Chapter 5	Checking DIWE's File Structure
Chapter 6	Setting Network Permissions
Chapter 7	Printing & Distributing Documentation
Chapter 8	Setting Up Your Site

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Chapters 4 through 8 provide details on process the administrator should follow to install DIWE at a site, to set-up instructors and classes, and to set preferences and other settings.

If you have already installed the software, following the instructions in the small, printed Installation Guide which is distributed with the program diskettes, you're ready to move directly to Chapter 8 to set up teachers and classes for your site.

If you're installing the software, using the instructions in this Administrator's Guide, begin with Chapter 4 and work through the Guide to Chapter 6 to install DIWE at your school; then, move to Chapters 7 through 8 to set-up and customize your site.



# Installing DIWE

The Daedalus Integrated Writing Environment (DIWE) is designed for use on a local area network (LAN) running a network operating system such as Windows NT or Novell. Installation on the hard drive of the network fileserver proves quite easy. This manual assumes you have a working knowledge of your network operating software, but if you do not, you'll need to consult the manuals and guides for your network operating system to learn the exact steps you'll follow to set up your network permissions and access properly.

DIWE takes care of much of the maintenance of files, folders, and access rights; you will, however, need to make some adjustments using the Administration utilities of your network operating system before students may use the software. As with any software, you should make backup copies of your DIWE diskettes before installation.

DIWE and all its related files are compressed into an installation archive, segmented onto six diskettes. There are six basic steps to installing for your site:

- Confirming system requirements for your site (see below)
- Deciding on system setup (see page 15)
- Installing the software (see page 18)
- Setting up your workstations (see page 21)
- Checking file structure (see page 29)
- Setting network permissions (see page 35)

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**Step  
One**

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## Confirming System Requirements

To use the Daedalus Integrated Writing Environment, your site needs equipment which meets the following minimum specifications. Using computers or software which do not meet these minimum specifications could result in unsatisfactory performance.

## **Individual Computers**

Minimum 386DX running at 33 MHz or higher (486 recommended)

Running Windows 3.1 or higher, Windows NT 3.51 or higher, or Windows 95

DOS 6.2 or higher

6 MB of Free RAM available for the program (beyond other system requirements and the needs for other software running).

Most machines need at least 24 to 28 MB of RAM; the specific requirements for your machines will depend upon your hardware, disk space, and the software which is used at your site.

10 MB free on hard disk

Operating at 640 by 480 screen resolution

Network hardware (TCP/IP compatible) and connections

### ***NOTE: 32-bit Operating System Required***

Windows DIWE requires a 32-bit operating system, either Windows 95, Windows NT 3.51 or higher, or Windows 3.1 running with Win32s. Your workstations must run a 32-bit program even if you run the program from the fileserver.

## **Network Server Computer**

A dedicated network file server meeting the following minimum requirements:

Minimum 486DX running at 66MHz or higher:

16 MB of RAM

Recommended: 2 MB of free hard disk space per user per semester [or 4 MB per year]

Network hardware (TCP/IP compatible) and connections

## **Network-operating systems**

For 10 or more users to be connected at one time

Novell Netware<sup>®</sup>2.x or higher, or Windows NT<sup>™</sup> 3.5 or higher

### ***NOTE: Running DIWE 5.3 on an NT Fileserver***

While Windows NT 3.5 will work well for network management of your DIWE files, you will not be able to use your network server as a workstation for a student or teacher if you use this version of Windows NT. The DIWE application requires Windows NT 3.51.

For fewer than 10 users to be connected at one time:

Windows for Workgroups<sup>®</sup> 3.1, Windows95<sup>®</sup>, or Lantastic. Peer-to-peer networks may support 10 or more users, but speed and performance may be adversely affected. Each network system has its own individual characteristics which may limit performance as the number of users connected and the amount of network activity increases.

## Deciding on System Setup

Before you install DIWE to your workstations and fileserver, you need to make some basic decisions and take some precautions to insure that the process of setting up your workstations and fileserver goes smoothly. Consider the following questions:

- 1. Who Do You Need to Coordinate With At Your Site?** If you're in charge of the machines you'll be installing DIWE on, you may not need to coordinate the installation with anyone. If not, it's always best to check with the technical support staff at your school before changing anything on the network or installing new software.
  - Since DIWE is a program which requires a network operating system, you may need to coordinate with a network administrator to get permissions for the program's directories and files set properly. Further, a member of the network or technical support staff at your school may have helpful advice about setting up your classroom for the best possible network speed and performance.
  - Also, if you're installing the files in a computer classroom, be sure to coordinate the installation with the teachers who will be using the classroom — so that classes are not interrupted and so that they will be aware that you are making changes on the machines and server they use.
- 2. Which Installation Is Best for Your Site?** Determine whether you will install the software only to the fileserver (and run a single network copy on all machines), or install local files to your workstations with network files on the fileserver. Many schools copy the program and its support files to each of the individual workstations in the computer classroom to improve speed and memory performance. Installing copies of the program files on your workstations is preferred since this method accelerates the program's performance.
- 3. Exactly Where Will You Put DIWE's Files?** Determine the drive letters and the paths for the location where the software will be installed. Specifically, you need to know the drive letter for the server as the machines on the network will see it when they log in, and the exact path if you will be installing the program and its files within a subdirectory on the server.

During installation, the drive letters and path names for your site will be written in these three distinct places:

- In the WINDIWE.INI file. The installation writes the network path you choose to the configuration file which DIWE 5.3 uses to enable login. In order for the program to function properly, the network path must be entered correctly in this file.
- On the Program Icon or Shortcut. The installation creates a program icon or shortcut for DIWE 5.3, which the user can double-click to run from the Program Manager or the Desktop in the future.
- In the Program's UnInstaller. The installation creates a second program icon or shortcut, UnInstall

DIWE. Double-clicking on this icon removes the DIWE5 directory and program, along with the program group, shortcut and/or icons. It also erases itself. It does not remove system resources, and it does not touch network installations.



This can be a very handy utility as you experiment with your installation options, but you may want to remove the UnInstall capacity so that your students do not delete their programs.

**NOTE:** *Choosing a Directory Path on Windows 3.1*  
If you're using Windows 3.1 or Windows for Workgroups 3.11, the path you choose can include no more than 6 characters plus the drive letter. These Windows operating systems have a limit of 64 characters for the name of any directory which is created. Because Windows DIWE requires complex directory structures for the network files, the remaining 57 characters are required for the paths which will be created.

If you install the network components to the root of your server, everything should work. If you cannot install to the root, you can use the **Connect Network Drive** button in File Manager to mount a longer directory path using a drive letter. Consult your WINDOWS documentation for more information.

#### 4. Do You Have Any Other Copies of DIWE On Your Server or Workstations?

You need to check the directory names for any other copies of DIWE on your machines to ensure that none of your existing files are overwritten.

##### If you also have a copy of DOS DIWE

If you have copies of DOS DIWE on your server or workstations, check the names of the directories and the executable files to ensure that they will not conflict with the directory names for the Windows version of the program (DIWE5 and DIWE5NET). You should not have any conflicts if you have copies of both the DOS and the Windows versions on your server and workstations as long as the names are different. The default directory name for DOS DIWE will not conflict with the default for Windows DIWE.

##### If you also have a copy of MACINTOSH DIWE

If you have copies of MAC DIWE on your Novell or NT server, check the names of the directories to ensure that that will not conflict with the directory names for the Windows version of the program (DIWE5 and DIWE5NET). You should not have any conflicts if you have copies of both the MAC and the Windows versions on your server and workstations as long as the names are different. The default directory name for MAC DIWE will not conflict with the default for Windows DIWE.

### If you already have a copy of WINDOWS DIWE

If you have a previous copy of WINDOWS DIWE on your server or workstations, you should rename, move, or delete the existing DIWE5 and DIWE5NET directories on your file-server and workstations to avoid conflicts, corrupt files, and other difficulties. You will need to replace all the program components and the local area network components. Instructors might want to archive material students generated in their classes. If so, this should be done before you install DIWE 5.3 so you should check with those instructors who have been using the copy of the program you have installed before removing it from the server. After the files are deleted or renamed, use the installation diskettes to install a fresh set of the Local Area Network files, following the instructions in this guide.

- 5. Are your workstations running a 32-bit operating system?** DIWE requires a 32-bit operating system. Even if you're running a single copy of the program which is located on the server, the workstations must have a 32-bit operating system for the software to load and run.

If you're running Windows 95 or Windows NT 3.51 or higher on your workstations, your workstations are running a 32-bit operating system and you will not need to install any additional system resources.

If you're running Windows 3.1 or Windows for Workgroups 3.11, you need to check your machines to determine whether they are running a 32-bit operating system. As they are originally installed, Windows 3.1 and Windows for Workgroups 3.11 are 16-bit operating systems. By installing a set of additional system resources, however, you can upgrade these 16-bit operating systems to 32-bit operating system.

If you're not sure whether your workstations are running a 32-bit operating system, follow these steps to find out:

- Navigate to your `\Windows\System` directory and look for a file named `WIN32S.INI`. If you do not have a `WIN32S.INI` file, your machine is not running a 32-bit operating system, and you need to install additional system resources.
- If you have the `WIN32S.INI` file, open it using a text editor, and check the information for `Version` in that file. If the version listed is not 1.30, you need to update your system resources.

If you determine that you need these additional system resources, you'll need to install Win32s, a subsystem created by Microsoft, when the installation routine asks you if you want to install these system files.

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## Step Three

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# Installing the Software

These instructions explain how to install the program's local area network files and program files to your fileserver. When you finish you will have installed the WIN32S system resources if they are necessary for the workstation, and you'll have installed a copy of the DIWE5 directory, which contains the program files, and a copy of the DIWE5NET directory, which contains the local area network files.

To set up DIWE 5.3 at your site, you will install the software from a workstation which is attached to the fileserver. There is less to go wrong when you work from a workstation which is already logged on to the fileserver so that you can verify the actual paths that the workstations will see when they are running DIWE. Installing directly on the fileserver is not recommended.

**NOTE:** *Stand-Alone Installation*

Follow these instructions when you install the program to a single-machine in order to run the program in a Stand-Alone configuration. Even though you are not working on a network, you will need to install both the Program Components and the Local Area Network Components (see Step 6) to run the program. When you choose locations for these files, you will choose a location on the stand-alone machine (rather than navigating to another machine in Steps 7 and 8).

1. Log on to the network server with full permissions.

Make sure that the workstation you install the software from is logged on to the server with full read/write/create/delete rights to the drives on which you are installing the software. Installation will fail if these rights are not in place. (See the "Setting Network Permissions" section on page 35 for information on the specific permissions required for your network. Check with your network administrator if you're unsure how to set network permissions.)

2. Depending on your operating system, there are four ways to install DIWE: from the Program Manager, from the File Manager, from the Windows Explorer, and from the Windows 95 or NT4 **Start** Menu. They all involve running `SETUP.EXE` from Diskette 1.

Using the **Start** Menu in Windows 95/NT 4 or the Program Manager in other versions of Windows:

- a. Put Diskette 1 in your diskette drive.
- b. From the **Start** Menu in Windows 95 or from the **File** menu in other versions of Windows, choose the **Run....** Command.
- c. Type `A:\setup` (assuming A is the Diskette Drive). If you don't know the letter for your diskette drive, click the **Browse** button, use the standard file dialog box to find the diskette drive, and select `SETUP.EXE`.

Using the File Manager or Windows Explorer:

- a. Put Diskette 1 in the diskette drive

- b. Choose the A: Drive (assuming A is the Diskette Drive). If you don't know the letter for your diskette drive, click the **Browse** button, use the standard file dialog box to find the diskette drive, and select `SETUP.EXE`.
    - c. In this window, double-click `SETUP.EXE`
  3. Once you've chosen `SETUP.EXE`, wait a few moments while the InstallShield Wizard begins loading files into memory and checking your system resources to prepare for installing the software.
  4. When the InstallShield Wizard finishes preparing, follow the instructions on screen to begin your installation. First, you will need to confirm that you want to install. Click the **Next** button to install DIWE 5.3; click the **Cancel** button to exit and make no changes to your machine.

**NOTE:** *Using the Installation Diskettes*

You may not need to use all the installation diskettes, and you may need to reinsert some diskettes. Follow the prompts which appear on screen. Specifically, if you're installing the software in Windows 95 or Windows NT or if you do not install the Win32s resources, you will not use Diskette 2. If you install the Win32s resources, the installer will ask you to reinsert Diskette 3.

5. If your machine is running Windows 3.1 or Windows for Workgroups 3.11, the installer will ask if you want to install Win32s. If your machine is using Windows NT or Windows 95, go on to step 6.

If you're unsure whether you need to install these system resources, quit the installer for Windows DIWE and complete the instructions on determining whether your machines are using a 32-bit operating system on page 17 to find out whether you need these files.

- If you need to install Win32s, choose the **Yes** button, and follow the instructions on screen to install these support files. Insert additional diskettes as requested.
  - If you do not need to install Win32s, choose the **No** button, and move on to the next part of the installation. The Installer will give you a warning before proceeding, stating that "You may not be able to run DIWE 5.3 without WIN32S. If you need to install it, run SETUP again." — This message is normal. Click the **OK** button and proceed with the installation if you're sure you do not need the WIN32S files.
6. You'll see a splash screen, followed by information about the installation options for the program. This Setup program gives you the option of installing all or part of DIWE 5.3. Choose among the three options as appropriate for your site. Preferably, leave the check boxes at their defaults while installing to the fileserver.
            - **Program Components** installs all the files you are required to run the program on a workstation (but does not install the supporting network files).

- **Local Area Network Components** copies files to the fileserver. These files are required to enable login, communication, and document management.



- **Put Uninstaller with the Program** copies an Uninstaller program. On workstations or other machines which students use regularly, it's probably best **NOT** to install the Uninstaller without taking special precautions to protect your files (so that students will not accidentally erase the program from the machines).
7. Choose the location for the **Program Components** either by typing a path or using the **Browse** button to navigate to the desired location. Program files will be copied to a `DIWE5` directory, which will be created at the location you choose. This directory will contain the DIWE program, its initialization file, dictionary files, and help files. The path you choose can be a network location for the program components or a local workstation location (if you have decided to copy the program to the workstations).
  8. Next, choose the location for the **Local Area Network Components** either by typing in a path or using the **Browse** button to navigate to the desired location. Network files will be copied to a `DIWE5NET` directory which will be automatically created at the location you choose. This path should be the network location on for the files, using the drive letter and path which the workstation uses when it logs on the network.

**NOTE:** *Choosing a Network Destination*

1. If you're using Windows 3.1 or Windows for Workgroups 3.11, the path you choose can include no more than 6 characters plus the drive letter. These Windows operating systems have a limit of 64 characters for the name of any directory which is created. Because Windows DIWE requires complex directory structures for the network files, the remaining 57 characters are required for the paths which will be created. If you install the network components to the root of your server, everything should work. If you cannot install to the root, you can use the **Connect Network Drive** button in File Manager to mount a longer directory path using a drive letter. Consult your WINDOWS documentation for more information.
2. Windows DIWE requires a drive letter for the network path. Universal Naming Convention names, based on the server's name, will cause parts of the program to fail. Rather than choosing a network path like `\\ENGL`, you need to choose the network drive like `X:\`.

9. Follow the instructions on screen to insert additional installation diskettes and finish the installation. (You may not need to use all diskettes.)
10. After all the files are installed to your machine, you will be offered a chance to look at a file called `SYSINFO.DAT`. This file provides a portrait of your installation (your machine, the paths you have installed to, etc.). Please read this file and save it in a safe place; better yet, print this file. If you need to make a technical call, you can fax this form to us, or attach the file to an e-mail message to help speed up the troubleshooting process.
11. Once you've chosen the **Finish** button in the Installer, a Daedalus Program Group containing an Icon for DIWE 5.3 and, if you installed it, an icon for Uninstall DIWE 5.3 will open.

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**Step  
Four**

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## Setting Up Your Workstations

Many schools copy the program and its support files to each of the individual workstations in the computer classroom to improve speed and memory performance. Other schools use the copy of the program on the fileserver from all workstations.

The instructions you follow in this section will depend upon how you choose to set up your workstations:

- If you are installing all program files to the workstation (the preferred method), see the "Installing All Program Files" section below.
- If you will run a single copy on the fileserver but need to install the Win32S program resources on your workstations, see the "Installing WIN32S System Resources Only" section on page 24.
- If you will run a single copy on the fileserver but want to install program icons on your workstations, see the "Creating Windows 3.1 and NT 3.51 Icons Only" section on page 25.
- If you will run a single copy on the fileserver but want to install a Windows 95 shortcut on your workstations, see the "Creating Windows 95 or NT 4.1 Shortcut Only" section on page 26.
- If you will run a single copy on the fileserver but want to add DIWE 5.3 to the Windows 95 **Start** Menu on your workstations, see the "Adding DIWE to the Windows 95 or NT 4.1 Start Menu" section on page 26.

**NOTE:** *Installing Network Files*

To avoid network problems and ensure that DIWE 5.3 works properly, you need to install the Local Area Network files on your fileserver before setting up your workstations. The copy of the DIWE5NET directory (containing the full program subdirectories such as CLASSES and USERS) should exist on the file server **ONLY**.

### *Installing All Program Files*

These instructions explain how to install all program files and system resources to your workstation. When you finish you will have installed WIN32S system resources if they are necessary for the workstation and a copy of the DIWE5 directory, which contains the DIWE program (WINDIWE.EXE), its initialization file (WINDIWE.INI), a directory of Help files (HELP), and a directory of dictionary tools (PROX). This is the preferred installation method.

1. Log on to the workstation and the fileserver with full permissions. (You will not change the files on the fileserver, but the installer will ask you to locate these files so that the workstation's configuration file can be set correctly).

2. Depending on your operating system, there are four ways to install DIWE: from the Program Manager, from the File Manager, from the Windows 95 Explorer, and from the Windows 95 **Start** Menu. They all involve running `SETUP.EXE` from Diskette 1.

Using the **Start** Menu in Windows 95 or the Program Manager in other versions of Windows:

- a. Put Diskette 1 in your diskette drive.
- b. From the **Start** Menu in Windows 95 or from the **File** menu in other versions of Windows, choose the **Run....** Command.
- c. Type `A:\setup` (assuming A is the Diskette Drive). If you don't know the letter for your diskette drive, click the **Browse** button, use the standard file dialog box to find the diskette drive, and select `SETUP.EXE`.

Using the File Manager or Windows 95 Explorer:

- a. Put Diskette 1 in the diskette drive
  - b. Choose the A: Drive (assuming A is the Diskette Drive). If you don't know the letter for your diskette drive, click **Browse**, use the standard file dialog box to find the diskette drive, and select `SETUP.EXE`.
  - c. In this window, double-click `SETUP.EXE`
3. Once you've chosen `SETUP.EXE`, wait a few moments while the InstallShield Wizard begins loading files into memory and checking your system resources to prepare for installing the software.
  4. When the InstallShield Wizard finishes preparing, follow the instructions on screen to begin your installation. First, you will need to confirm that you want to install. Click the **Next** button to install DIWE 5.3; click the **Cancel** button to exit and make no changes to your machine.

**NOTE:** *Using the Installation Diskettes*

You will not need to use all the installation diskettes to install the Program Components to your workstation, and you may need to reinsert some diskettes. Follow the prompts which appear on screen. Specifically, if you've installed the WIN32S resources, the installer will ask you to reinsert Diskette 3, and you will not use Diskette 6. If you did not need to install the WIN32S resources, you will skip both Diskette 2 and Diskette 6.

5. If your machine is running Windows 3.1 or Windows for Workgroups 3.11, the installer will ask if you want to install Win32s.

If you're unsure whether you need to install these system resources, quit the installer for Windows DIWE and complete the instructions on determining whether your machines are using a 32-bit operating system on page 17 to find out whether you need these files.

- If you need to install Win32s, choose the **Yes** button, and follow the instructions on screen to install these support files. Insert additional diskettes as requested.

- If you do not need to install Win32s, choose the **No** button, and move on to the next part of the installation. The Installer will give you a warning before proceeding, stating that "You may not be able to run DIWE 5.3 without WIN32S. If you need to install it, run SETUP again." — This message is normal. Click the **OK** button and proceed with the installation if you're sure you do not need the WIN32S files.
6. You'll see a splash screen, followed by information about the installation options for the program. This Setup program gives you the option of installing all or part of DIWE 5.3. Two of the three options will be checked. Since you are installing only program files, you will need to change this default.

The **Program Components** option installs the files to your workstation and should remain checked.

Uncheck the **Local Area Network Components** option — you can have only one copy of the network files and that copy should be on the fileserver.



Check the **Put Uninstaller with the Program** option if you want to install this resource. On workstations which students use regularly, it's probably best not to install this file without taking special precautions to protect your program files. The Uninstaller will not affect your network files, but will remove the Program Components on the workstation.

7. Choose the location for the **Program Components** either by typing in a path or using the **Browse** button to navigate to the desired location. These files will be copied to a `DIWE5` directory at the location you choose.
8. You'll be asked if a Network directory is installed.

Click the **YES** button if you've set up your network fileserver, and proceed with these instructions.

If you have not installed your network files, click the **NO** button and return to the section titled "Installing DIWE 5.3" on page 13 and follow the instructions to install the local area network files. You must install the network files before the workstation files to ensure that the program's configuration file (`WINDIWE.INI`) is set properly.
9. Next, you'll be asked to locate the `DIWE5NET` directory on your fileserver. Either type the path to the `DIWE5NET` directory in the **PATH:** field or navigate to the directory by clicking on the **Drives:** and **Directories:** fields until the path to the `DIWE5NET` directory appears in the **PATH:** field. Once you've selected the path, click **OK**. The installation will begin immediately.
10. Follow the instructions on screen to insert additional installation diskettes and finish the installation. You will not use all the diskettes in this process.

11. Once you've chosen the **Finish** button in the Installer, a Daedalus Program Group containing an Icon for DIWE 5.3 and, if installed, for Uninstall DIWE5.3, will open.

### *Installing WIN32S System Resources Only*

These instructions explain how to install only the system resources to your workstation. When you finish, you will have installed WIN32S system resources which are necessary to run DIWE 5.3 on a Windows 3.1 or Windows for Workgroups 3.11 workstation. If you're unsure whether you need these resources, see the instructions on determining whether your machines are using a 32-bit operating system on page 17.

1. Log on to the workstation with full permissions.
2. There are two ways to install the WIN32S resources: from the Program Manager and from the File Manager. Both methods involve running `SETUP.EXE` from Diskette 1.

Using the Program Manager:

- a. Put Diskette 1 in your diskette drive.
- b. From the **File** menu, choose the **Run....** Command.
- c. Type `A:\setup` (assuming A is the Diskette Drive). If you don't know the letter for your diskette drive, click the **Browse** button, use the standard file dialog box to find the diskette drive, and select `SETUP.EXE`.

Using the File Manager:

- a. Put Diskette 1 in the diskette drive.
  - b. Choose the A: Drive (assuming A is the Diskette Drive). If you don't know the letter for your diskette drive, click the **Browse** button, use the standard file dialog box to find the diskette drive, and select `SETUP.EXE`.
  - c. In this window, double-click `SETUP.EXE`
3. Once you've chosen `SETUP.EXE`, wait a few moments while the InstallShield Wizard begins loading files into memory and checking your system resources to prepare for installing the software.
  4. When the InstallShield Wizard finishes preparing, follow the instructions on screen to begin your installation. First, you will need to confirm that you want to install. Click the **Next** button to install DIWE 5.3; click the **Cancel** button to exit and make no changes to your machine.
  5. The installer will ask if you want to install Win32s. Choose the **Yes** button, and follow the instructions on screen to install these support files. Insert additional diskettes as requested.

**NOTE:** *Using the Installation Diskettes*

You will not need to use all the installation diskettes to the WIN32S system resources to your workstation. Follow the prompts which appear on screen. You will not use Installation Diskette 4, 5, or 6.

6. Once the WIN32S resources have been installed, you'll see a splash screen, followed by information about the installation options for the program. Since you have chosen to install only the WIN32S system resources, you are finished at this point. Choose the **Cancel** button to quit the installer.
7. The Installer will ask you to confirm that you want to exit the DIWE Setup routine. The dialog box which appears states, "Setup is not complete. If you exit the Setup program now, the program will not be installed." Since you do not want to install the program, only the WIN32S resources, choose the **Exit Setup** button in the dialog to quit the Setup program.

### *Creating Windows 3.1 and NT 3.51 Icons Only*

These instructions explain how to create a program group and a program icon for DIWE on your workstation, without installing the program files. When you finish, you will have created a program group for your Daedalus software (optional), and you will have created a program icon for the DIWE 5.3 program which provides a shortcut to the single copy of the program which you have installed on your fileserver.

1. Double-click the icon for the program group where you want to place the icon for DIWE. For example, if you want to place the DIWE 5.3 icon in the Applications program group, double-click that group. If you want DIWE 5.3 to have its own Program Group (in addition to the program icon) follow these steps to create a new Program Group:
  - a. Under the **File** menu, choose the **New** command.
  - b. In the dialogue box that appears, choose **Program Group** and click the **OK** button.
  - c. In the Program Group Properties Dialogue box which appears, type the name of the group in the field below **Description** (this is the name that will appear beneath the program group icon).
  - d. Click the **OK** button, and the group will be created and opened. It should be your active program group.
2. With the program group you've chosen or created active, under the **FILE** menu, choose the **New** command.
3. In the dialogue box that appears, choose **Program Item** and click the **OK** button.
4. In the Program Items Properties dialog box that appears, you enter the following information, replacing the example drive letter **X:** with the letter for your server and adding any additional directories in the path to the **WINDIWE.EXE** program or batch file (you can use the **Browse** button to navigate to the file as well):

Description: DIWE 5.3 for Windows  
(this is the name that appears under the icon)

Command Line: X:\DIWE5\WINDIWE.EXE  
(this is the command to start the program)

Working Directory: X:\  
(the directory WINDIWE is in)

Shortcut Key: None  
(you can enter a shortcut — look at help in the Program Items Properties dialogue box for more information.)

5. Click the **OK** button. The Program Item you've just created should show up in the Program Group window. You should be able to double-click the Maze icon and start the program from your workstation.

#### *Creating Windows 95 or NT 4.1 Shortcut Only*

These instructions explain how to create a Windows 95 shortcut for DIWE on your workstation, without installing the program files. When you finish, you will have created a shortcut for your Daedalus software which points to the single copy of the program which you have installed on your fileserver.

1. With the desktop as your active application, click the right mouse button, and choose the **New** command.
2. From the **New** pop-up menu, choose the **Shortcut** command.
3. Use the Create Shortcut Wizard to set up your shortcut. Click the **Browse** button and navigate to the location of the DIWE5 directory.
  - a. Use the **Look In** drop-down menu at the top of the dialog box to move to the Network Neighborhood and connect to the server where your network copy of DIWE 5.3 is located.
  - b. Navigate to the exact location of the WINDIWE.EXE file by double-clicking on the directory folders in the middle of the dialog box.
  - c. Choose the **Open** button once you've navigated to the WINDIWE.EXE file on your fileserver.
4. Once the path to the WINDIWE.EXE file on your fileserver appears in the Command Line box in the Create Shortcut Wizard, choose the **Next** button at the bottom of the window.
5. Type a name for your Windows DIWE shortcut in the next box — this is the name which will appear beneath the icon on your desktop.
6. Choose the **Finish** button at the bottom of the dialog box. A new shortcut with an aqua-colored maze icon will appear on your desktop.

**NOTE:** *Creating a Windows 95 Shortcut in A File or Folder*

If you want to create a shortcut which will appear in a file folder or another location in Windows 95, you can open the file folder or location you've chosen for the shortcut and follow these same instructions. The shortcut will appear in the location where you begin this process — whether a file folder, the desktop, or some other location. Check your Windows 95 On-Line Help for more information.

#### *Adding DIWE to the Windows 95 or NT 4.1 Start Menu*

These instructions explain how to add DIWE to the Windows 95 **Start** Menu on your workstation, without installing the program files. When you finish, you will have created a shortcut in your **Start** Menu for your Daedalus software which points to the single copy of the program which you have installed on your fileserver.

1. From the Windows 95 **Start** Menu, choose the **Settings...** Command.
2. From the **Settings...** sub-menu, choose the **Taskbar** Command.

3. In the Taskbar Properties dialog which appears, choose the **Start Menu Programs** Tab.
4. In the Customize Start Menu area of the dialog, choose the **Add** button.
5. Type the location of the copy of DIWE 5.3 on your fileserver in the Command Line box, or follow these instructions to navigate to the program:
  - a. Click on the **Browse** button.
  - b. Use the **Look In** drop-down menu at the top of the dialog box to move to the Network Neighborhood and connect to the server where your network copy of DIWE 5.3 is located.
  - c. Navigate to the exact location of the `WINDIWE.EXE` file by double-clicking on the directory folders in the middle of the dialog box.
  - d. Choose the **Open** button once you've navigated to the `WINDIWE.EXE` file on your fileserver.
6. Once the path to the `WINDIWE.EXE` file on your fileserver appears in the Command Line box, choose the Next button at the bottom of the window.
7. Select a location for the DIWE 5.3 shortcut on the **Start** Menu by double-clicking on the folders listed or by choosing the **New Folder...** button and naming your newly created file folder.
8. Once the file folder on the **Start** Menu where you want DIWE 5.3 to appear is open and highlighted, choose the **Next** button.
9. Type the name for DIWE which you want to appear in the **Start** Menu in the next box which appears on screen.
10. Choose the **Finish** button at the bottom of the dialog box.
11. Choose the **OK** button to close the Taskbar Properties dialog. The new item should appear in your **Start** Menu in the location you chose, along with an aqua-colored maze icon.



## Checking File Structure

Before you launch the software, check the files and directories which have been installed on your machines to make sure that all the program files are in place. Use the Windows 95 Explorer or FileManager in other versions of Windows to navigate through these directories. Alternately, you could work in DOS using the `DIR` command.

Check the directories for the files and subdirectories listed. Immediately after you install, however, you should see the files and subdirectories listed. If you check the file structure after you've begun using DIWE at your site, you'll see additional files as noted.

If you find that files are missing when you check the structure, the best solution would be to delete the incomplete copy or `DIWE5` or `DIWE5NET` and reinstall. If classes are already using the software, however, reinstalling probably isn't an option. Instead, you should copy any missing files from your most recent backup.

## Checking the DIWE5NET Directory

The `DIWE5NET` directory is the network directory which should exist only on your fileserver. This directory contains the network files which are used for login and the directories where the messages and documents for each class are stored.

In the `DIWE5NET` directory, you should find the following subdirectories and files. As the program is used at your site, additional subdirectories and files will be added; however, those listed are the minimal files and subdirectories needed to run the program. In other words, you may find more files and subdirectories than those listed here, but if you find fewer, something may be wrong.

### Concord.ini Subdirectory

The `Concord.ini` file is a customizable list used by the Concordance, which is available from the **Write** menu.







### Bitmaps Subdirectory

The `Bitmaps` Subdirectory holds several bitmap files which can be selected when a writer chooses the **Insert Bitmap...** command in the Write word processor. You should see the following:

 blk_bull.bmp	Black Bullet
 smbklclin.bmp	Thin Black Line
 blk_line.bmp	Thick Black Line
 3blkline.bmp	Triple Black Line

### Classes Subdirectory







The `Classes` Subdirectory holds class files for each class created at your site. When the program is first installed, you'll see a subdirectory containing only the files for the default class, which is taught by The Administrator. You should see the following:







 TADMIN01 Subdirectory which contains four subdirectories and a single file:	
 ASSIGN Subdirectory	Which contains the file <code>announce.pgf</code> , the current Class Assignment
 CHAT Subdirectory	Which contains the MAIN subdirectory. This directory is used for current InterChange sessions.
 MAIL Subdirectory	Which contains the MAIN subdirectory. This directory is used for current Mail sessions.
 DOCS Subdirectory	Which contains the TADMINIS.000 subdirectory
 tadmin00.ini File	The file which records class-specific preferences

Once you've set up classes at your site and these classes have begun meeting, this directory will contain a subdirectory parallel to the `TADMIN00` subdirectory for each class setup at your site. See the explanation of the naming convention for these subdirectories on page 37.

### Invent Subdirectory

The `Invent` Subdirectory contains twelve Invent prompt files which are used in the question and explanation sections of DIWE's Invent module. You should see the following:

 explore1.inv	Prompts for Exploratory Papers
 explore2.inv	
 explore3.inv	
 express1.inv	Prompts for Expressive Papers
 express2.inv	
 express3.inv	

 inform1.inv	Prompts for Informative Papers
 inform2.inv	
 inform3.inv	
 persuad1.inv	Prompts for Persuasive Papers
 persuad2.inv	
 persuad3.inv	







### Respond Subdirectory

The `Respond` Subdirectory contains two Respond prompt files which are used in the question and explanation sections of DIWE's Respond module. You should see the following:

 global.rev	Prompts for Global Revision
 local.rev	Prompts for Local Revision

### PM Subdirectory

The `PM` Subdirectory contains five files which teachers at your site can use to write customized prompts for DIWE's Invent and Respond modules. You should see the following:







 pmanager.exe	The PromptManager Program
 pmanager.txt	Read-Me File with program documentation
 HELP Subdirectory	Which contains the PM.HLP file
 commdlq.dll	Three program support files
 vbrun300.dll	
 cmdialog.vbx	

### Records Subdirectory

The `Records` Subdirectory contains three files which are used for login and registration. You should see the following:

 allusers.dat	A list of users
 allclass.dat	A list of classes
 regtable.dat	The registration table

Once you've set up classes at your site and students begin logging in to the program, additional files will appear in this directory. It is normal to see the following nine files once the program has been used.


 allusers.dat	Users lists
 allusers.lok	
 allusers.bak	
 allclass.loc	Classes lists
 allclass.bak	
 allclass.dat	

- loktable.dat
- regtable.dat
- regtable.bak

Registration tables

### Users Subdirectory

The `Users` Subdirectory contains a private subdirectory for each person who has logged in at your site. When the program is first installed, you'll see only one subdirectory for the default user, The Administrator. You should see the following:

-  The `TADMINIS.000` subdirectory, which should be empty (or could contain `temp.tmp`)

Once you've set up classes at your site and students begin logging in to the program, this directory will contain a subdirectory parallel to the `TADMINIS.000` subdirectory for each user at your site. See additional details on how this subdirectory is used in the "Users Subdirectory" section on page 32.

## Checking the DIWE5 Directory

The `DIWE5` directory is the program files directory which can exist on every workstation, but may only exist on your fileserver — it depends upon how you've chosen to set up your site. This directory contains the program and the local support files which are used for on-line help and the dictionary.

In the `DIWE5` directory, you should find the following subdirectories and files. As the program is used at your site, no additional subdirectories will be added. Those listed are the minimal files and subdirectories needed to run the program. In other words, if you find fewer, something may be wrong.




### Prox Subdirectory



The `Prox` Subdirectory contains seven files used by the dictionary, thesaurus, and spell check tools in the program. You should see the following:

- eng.env
- eng.hyp
- eng32.clx
- engphon.env
- usa37.lex
- usa90.dct
- usa91.ths

### Help Subdirectory

The `Help` Subdirectory contains two files used for on-line help in the program. You should see the following:



-  `charhlp.hlp` Character Help file, for accented letters and special characters
-  `help.hlp` Program Help file
-  `teach.hlp` Teacher Help file

 extras subdirectory	Location where additional teacher resources will be installed (these resources are sold separately)
 handbooks subdirectory	Location where additional teacher resources will be installed (these resources are sold separately)

If you've run the on-line help files, you may also see indexing files created by Windows when the Help files were used. The specific files you see will depend upon the version of Windows you use. You're likely to see additional files such as `help.gid` or `help.fts`. These are normal files.

#### Plus Two Files

Additionally the `DIWE5` directory contains three files. You should see the following:

 <code>windiwe.exe</code>	the program itself
 <code>windiwe.ini</code>	the program's required initialization file



# Setting Permissions



Once DIWE is installed, you'll need to set the network permissions for the files and directories. DIWE 5.3 is based on a text-sharing pedagogy which assumes that students and instructors will be creating documents and messages on a network server's hard disk. In order to create and modify files on the network, the program must have network access rights to the directories containing the Daedalus software.

## Assigning Permissions to DIWE5NET

In general, the program needs full network permissions to the DIWE5NET directory and all its subdirectories on the server. Specific permissions and the way they are set vary depending on the network software you're using. To ensure the software functions properly, you'll need to set the following network permissions:

<b>Novell Netware 2.x</b>	Read, Write, Create, Open, Search, Modify, Delete, Parental
<b>Novell Netware 3.1 or 4.x</b>	Read, Write, Create, Erase, Modify, File Scan
<b>Windows NT 3.5 or higher</b>	Read, Write, Execute, Delete
<b>Windows for Workgroups</b>	Full Access (Create, Change, Delete, Rename, Move, or Read Files, and Run Applications)
<b>Windows 95</b>	Full Access Type
<b>Lantastic</b>	Read Access, Write Access, Create a File, Make Directory, File Lookup, Delete Files, Delete Directories, Rename Files, Execute Program

Please note that the software has not been specifically designed to work with restricted privileges, and unpredictable problems and failures may arise if a system administrator chooses not to follow the standard requirement of full access to all directories.

## Assigning Permissions to DIWE5

The DIWE5 directory contains two subdirectories (`Help` and `Prox`) and three files (`Launcher`, `Windiwe.exe`, `Windiwe.ini`). The simplest way to assign permissions to these resources is to assign all users full permissions to the DIWE5 Directory, following the guidelines for your network operating system in the proceeding section on permissions for the DIWE5NET directory.

You can, however, set more restrictive permissions to protect these files and directories, following the guidelines in this table.

Directory or File	Description	Recommended Permissions
\HELP	On-Line help files	Read-Only for Administrators, Teachers, and Students
\PROX	Language files used for the Spell Check, Dictionary, and Thesaurus.	Read-Only for Administrators, Teachers, and Students
Windiwe.exe	The program itself	Read and Execute Program for Administrators, Teachers, and Students
Windiwe.ini	The program's initialization file	Read-Only for Students Read and Write for Administrators and Teachers

## Setting More Restrictive Permissions

Teachers and the Administrator need full access privileges to the DIWE5NET directory which are outlined in the "Assigning Permissions to the DIWE5NET Directory" section on page 35. However, if your network differentiates between student logins to the fileserver and teacher or administrator logins to the fileserver, you can set more restrictive permissions to some of the files and directories on the file server.

Once you've set up your classes, you can use these instructions to increase the permissions for some of the files in your DIWE5NET directory on the fileserver.

1. Set up all the classes at your site following the instructions in the "Adding New Classes" section on page 44. This process will create some of the files you need to set permissions for.

**You must setup classes before you can assign these additional permissions to their subdirectories.**

2. Once you've created all the classes at your site, navigate through the directories for each class you've created, setting permissions according to the table

below. "Full" permissions include all permissions listed for your network operating system on page 35 in the preceding "Assigning Permissions to the DIWE5NET Directory" section.

Directory	Teacher Permissions	Student Permissions
\Classes\<<teacher>\Assign	Full	Read-Only
\Classes\<<teacher>\Docs\Assign	Full	Read-Only
\Classes\<<teacher>\Docs\Chat	Full	Read-Only
\Classes\<<teacher>\Docs\Mail	Full	Read-Only
\Invent	Full	Read-Only
\PM	Full	No Access
\Respond	Full	Read-Only

Note that some of these directories will not exist until the teachers and students have logged in.

### File Structure for Each Teacher at Your Site

On the fileserver, you'll find a DIWE5NET\Classes directory. In this directory, you'll find a subdirectory for each class which has been created at your site — To set these additional permissions, navigate to folders in each of the subdirectories created for these classes to restrict the permissions. In the table above, these class subdirectories are indicated in the path by the "<teacher>" directory.

A <teacher> subdirectory will exist for each class which has been created at your site. You'll need to navigate to the subdirectories created for each teacher at your site in order to restrict permissions fully.

The names for these subdirectories are based on the name of the teacher for the class. For instance, if you set up a class for Donna Godchaux, the subdirectory would be named something like DGODCH03 — using the first letter of the teacher's first name, the first five letters of the teacher's last name, and a two-digit number based when the class was created. The "03" here indicates that this was the third class created at the site.

## Adding Restrictions for Invent and Respond

The Invent and Respond directories in the DIWE5NET directory on the fileserver contain fourteen basic prompt files — ten Invent files (\*.INV) and two Respond (\*.REV) files. Additionally, teachers will place any customized prompts which they write for the program in these directories so that the questions will be available to students in the program. You can set additional access rights for these directories and files to help protect the files.

### Setting Permissions for the Files in the Invent and Respond Directories

To ensure that the files are not accidentally erased or overwritten, restrict access to the following files to Read-Only for all users at your site:

In the `\DIWE5NET\Invent` directory:

<code>explore1.inv</code>	<code>inform1.inv</code>
<code>explore2.inv</code>	<code>inform2.inv</code>
<code>explore3.inv</code>	<code>inform3.inv</code>
<code>express1.inv</code>	<code>persuad1.inv</code>
<code>express2.inv</code>	<code>persuad2.inv</code>
<code>express3.inv</code>	<code>persuad3.inv</code>

In the `\DIWE5NET\Respond` directory:

<code>global.rev</code>	<code>local.rev</code>
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### Setting Permissions for the Invent and Respond Directories

Teachers at your site need to have full permissions to the `\Invent` and `\Respond` directories so that they can add or change any customized prompts which they compose.

Make sure that teachers can read, write, create, and delete files in the `\Invent` and `\Respond` directories, but restrict the teachers' access to the original twelve files listed to Read-Only — Teachers do not need to be able to Write to these files nor to Delete the files. Check the "Assigning Permissions to DIWE5NET" section on page 35 for the specific permissions for your network operating system.

**NOTE:** *Student Access to \Invent and \Respond Directories*

Students can be limited to Read-Only access to the `Invent` and `Respond` directories in the `DIWE5NET` directory. Students will save their work to their own personal diskettes or directory, so they do not need Write, Create, or Delete permissions for these particular network locations.

## Adding Restrictions to the Users Directory

There are two different places where student files end up. One is meant to be private — the student's folder in the `USERS` directory. The other is meant to be public, for the turned in documents — the student's folder in the `CLASSES\<teacher>\DOCS\` directory (see the explanation of "File Structure for Each Teacher at Your Site" on page 37).

When students just choose the **Save** command (or **Save a Copy** command), the program defaults to check the floppy drive and then to this `USERS` directory on the server. When you turn in documents, the files are saved to the public location in the `CLASSES\<teacher>\DOCS\` directory. You shouldn't have to navigate around; you should be able to choose the **Turn In** command under the **Utilities** menu and the documents will go there naturally.

Because of the way the program works, students don't need access to all the files in the `USERS` directory, but only those in their own personal directory. If you want, you could set network permissions so that students only have ac-

cess to their own personal directory in the `USERS` directory. So, in other words, at a site where you have `RMcfall.002`, `JStraw.003`, and `SBegonia.004`, those users would have these permissions:

- R.L. McFall has FULL permissions to `\USERS\RMcfall.002` and no permissions for any other directory within `\USERS`.
- J. Straw has FULL permissions to `\USERS\JStraw.003` and no permissions for any other directory within `\USERS`.
- S. Begonias has FULL permissions to `\USERS\SBegonia.004` and no permissions for any other directory within `\USERS`.

Setting these permissions could be complex, as you will need to set specific permissions for every user at your site to a particular directory. If you need additional security, however, this is one way to ensure that students do not have access to the private files of others at your site.

## Protecting Network Files

Because DIWE 5.3 requires permissions which allow everyone to write to and delete files, special precautions need to be taken to ensure that files are not damaged by someone working with the program's network files in DOS or Windows. There are four ways to help make sure that your files are secure:

- Make frequent backups.

All the files in all the directories within the `DIWE5NET` directory should be backed up regularly, on a daily basis if possible, so that no more than one day's work will ever be lost in the case of a computer malfunction or accidental erasure.

- Set students' permissions ONLY to the `DIWE5NET` directory and its subdirectories.

While students need full permissions to files and directories in the `DIWE5NET` directory and all its subdirectories, they don't need access to the entire server. You can set students' log in to the network so that they access only the `DIWE5NET` directory and its subdirectories with full permissions, but with more limited permissions to other files on your server.

- Hide the Network directory so that users are less likely to find it.

Hiding the directories or their icons does not provide any true level of security; however, by hiding files, you can make it less likely for users to make changes accidentally to files on your network. You can use the DOS `ATTRIB` command to hide the directories so that they will be less noticeable from the DOS prompt or in the Windows File Manager (remember YOU need to be able to find these files however).

- Mount the server at program launch and unmount upon quitting the program.

Since students need network permissions to these files only while working with the program, you can use DOS Batch files to mount the server with full permissions at program launch, and unmount the server or reduce permissions when the program is quit.

# Printing & Distributing Program Documentation

Windows DIWE comes with three printable program guides which should be printed and distributed at your site.

To print these guides, you'll need a word processing program which supports Rich Text Format (RTF). Programs which can open and print the guides include Microsoft Word 6.0, or 7.0 (for Windows 95), Word Perfect 6.0 or 7.0, Word 97, and Microsoft Office 97.

If you don't have access to one of these word processors, you can download Acrobat versions of the documentation which you can view and print using the Acrobat Reader. You can download the Adobe Acrobat reader from <http://www.adobe.com/prodindex/acrobat/readstep.html>. Adobe Acrobat copies of these guides are available at <http://www.daedalus.com/tech/docs.html>.

## Printing RTF Guides

There are three files which you'll need to open and print:

Users.RTF	The User's Guide
Instruct.RTF	The Instructor's Guide
Admin.RTF	The Administrator's Guide

To obtain the best results, open each of the files and follow these guidelines before printing your guides:

- *Set your word processor so that Hidden Text is not displayed.* In Microsoft Word 6.0 or 7.0, you'll accomplish this by choosing the **Options...** command under the **Tools** Menu. Choose the **View** tab in the dialog which is displayed, and be sure that there is no X in the checkbox beside "All" and beside "Hidden Text" in the **Nonprinting Characters** area.

- *Set your word processor so that Hidden Text is not printed.* In Microsoft Word 6.0 or 7.0, you'll accomplish this by choosing the **Options...** command under the **Tools** Menu. Choose the **Print** tab in the dialog which is displayed, and be sure that there is no X in the checkbox beside "Hidden Text" in the **Include with Document** area.
- *Set your word processor so that Drawing Objects are printed.* In Microsoft Word 6.0 or 7.0, you'll accomplish this by choosing the **Options...** command under the **Tools** Menu. Choose the **Print** tab in the dialog which is displayed, and be sure that there is an X in the checkbox beside "Drawing Objects" in the **Include with Document** area.

## Distributing the RTF Guides

The print documentation includes all the information which is available in the on-line program and teacher help files. Students and teachers at your site can benefit from access to these guides. :

The following distribution is recommended:

<b>Who?</b>	<b>Which Files?</b>	<b>The Guide Names?</b>
Students	Users.RTF	The User's Guide
Teachers	Users.RTF Instruct.RTF	The User's Guide The Instructor's Guide
Lab Workers Assisting Students and Teachers with basic tasks	Users.RTF Instruct.RTF	The User's Guide The Instructor's Guide
Lab Workers Assisting Students and Teachers AND helping to supervise the site	Users.RTF Instruct.RTF Admin.RTF	The User's Guide The Instructor's Guide The Administrator's Guide
Site Administrator	Users.RTF Instruct.RTF Admin.RTF	The User's Guide The Instructor's Guide The Administrator's Guide

The User's, Instructor's, and Administrator's Guides may all be reproduced by licensed sites, provided that the guide's copyright page is included. To help provide students access to the User's Guide, your school might place several copies of the document on reserve at the library, arrange for students to obtain copies through a local photocopying service, or place the files in a shared location on your network which students can access.

# Setting Up Your Site

DIWE 5.3 comes with one default Instructor (The Administrator), Class (General), and User (The Administrator). To set up the program for your site, you will need to add instructors and classes for those who will use the software. This section includes a basic overview of how to log into the program, set your site's administrator password, and set up and maintain classes.

## Logging into DIWE 5.3



1. Double click on the Maze Icon for DIWE 5.3 (shown left) to launch the program.
2. Once the program has started, you'll see a login screen. Since The Administrator exists by default, you can choose the **List Names** button on this screen and click the default name: `The Administrator`.
3. Next, type the default password for the Administrator in the password box. The password for The Administrator is the following: `admin`
4. After you've typed the password, choose the **OK** button to complete the login process. You'll see the program's splash screen and then the Launcher (a palette of buttons for the basic tools in the program).

## Making your Site's Password Secure

Once you've logged in, the first thing you should do is change the Administrator's password. DIWE 5.3's default password for the Administrator — `admin` — is powerful since it gives users who know it the ability to log into the system and makes changes such as setting up classes or changing user passwords. Since this guide containing the password is available widely, you should change the administrative password to something less obvious immediately for security reasons.

To change the Administrator password, follow this process:

1. Choose the **Change My Password...** command under the **Utilities** menu.

2. In the Change My Password dialog (shown below), type the current administrator password (admin) in the upper box labeled Current Password.

Change User's Information

Type the modified information in the appropriate spaces. Click 'Modify' when you are finished.

User Information

First Name: The      Last Name: Administrator

Password: admin      A user's password can be up to 8 characters long. It can include letters and numbers only.

Modify...      Cancel

3. Type your New Password in the middle box and then in the lower box to confirm the password. Your password can consist of up to eight alpha-numeric characters. Choose a password which you can remember easily but which will not be easily guessed by students at your site (in order to maintain security).
4. Once you've finished, click the **OK** button to change the password.

## Adding New Classes

Next, you'll want to set up new classes for your site by following this process:

1. While logged into the program as The Administrator, with the administrator password, select the **Add New Classes** command under the **Utilities** menu.
2. Read the information which appears in the New Class Setup window then click the **Start** button to begin adding classes. Click the **Cancel** button if you do not want to add any classes.
3. In the Add New Classes dialog (shown on the following page), type in all the information requested, including a unique class password. Instructors must know this password in order to log in to the system with instructor privileges. Once you've entered all the information for a class, click the **Add Class** button.

**Set Up New Classes** [X]

Setup Classes

To add new classes, enter the information requested in each space. Use the <tab> key to move between boxes (or <shift + tab> to back up). Click 'Add Class' to add individual classes; click 'All Done' when you are finished entering all classes.

Instructor's First Name

Instructor's Last Name

Class Title (e.g., English 3)

Meeting Time (e.g., Third Period)

Instructor Password (max 8 characters)

Instructor Name	Class # and Name	Meeting Time
Administrator, The	General	-

- Continue the process described in Step Three until all your classes have been set up.
- When you've finished adding classes, click the **All Done** button.
- Confirm that you have finished adding classes in the Exiting Class Setup dialog box by clicking on the **All Done** button. If you have not finished adding classes, you can click the **Cancel** button and return to the Set up dialog.

## Modifying Class Information

If you need to change the information for a class you've set up later in the term, because the class name or meeting time is incorrect, you'll use the **Modify Class Info** command. See the next section for information on changing a teacher's name.

**NOTE:** *When to Modify Class Information*

Do not try to modify class information while users are logged in to the class. Wait until everyone has logged out of the class that needs modifying before changing any information.

- While logged into the program as The Administrator, with the administrator password, select the **Modify Class Info** command under the **Utilities** menu.

2. Read the information which appears in the Modify Class Information dialog then click the **Start** button to begin modifying classes. Click the **Cancel** button if you do not want to change any classes.
3. In the upper portion of the Modify Class Information dialog box (shown below), double-click on the name of the class which you want to modify.

**Modify Class Information** [X]

Warning! Please do not attempt to modify information of classes currently in use. Be sure that all users are logged out of the class you wish to modify.

Instructor Name	Class # and Name	Meeting Time
Administrator, The	General	-

Double click on the class you want to modify the name or meeting time for.

To change a name, choose 'Cancel' and use the 'Change a User's Information' command from the Utilities menu.

Type modified information in the appropriate spaces to change Class Name or Time.

Click the checkboxes to change the Class Preferences.

Click 'Change Class' when information is complete; click 'All Done' when you are finished making changes.

Instructor's Last Name: \_\_\_\_\_

Instructor's First Name: \_\_\_\_\_

Class Name (e.g., English 3):

Meeting Time (e.g., Third Period):

**Class Preferences**

Users can register     Students can create Mail conferences

InterChange pseudonyms allowed

Students can create InterChange conferences

4. In the lower portion of the Modify Class Information dialog, type the new or corrected information in the appropriate spaces. Click the **Change Class** button once you've entered all the changes you need to make to class names and/or meeting times.

**NOTE:** *Changing the Spelling of an Instructor's Name*  
 If you need to change the spelling of an instructor's name, use the **Change a User's Information...** command under the **Utilities** menu.

5. When you've finished adding classes, click the **All Done** button.
6. Confirm that you have finished adding classes in the Exiting Change Class Information dialog box by clicking on the **All Done** button. If you have not finished modifying classes, you can click the **Cancel** button and return to the Modify Class Information dialog box.

## Setting Class Preferences

You may also want to change the preferences set for the classes at your site. To set preferences for new student log in, Mail, and InterChange, use the **Modify Class Info...** command under **Utilities** pull-down menu, and select the teacher's name and the class which you want to set preferences for.

In the lower portion of the Modify Class Information Dialog (shown opposite), click in the checkboxes to change the settings for each class. The defaults for each class are the most conservative:

**Users can register**

Default ON, so new students can log in

**InterChange pseudonyms allowed**

Default OFF, so students cannot use pseudonyms

**Students can create InterChange conferences**

Default OFF, so students cannot create conferences

**Students can create Mail conferences**

Default OFF, so students cannot create conferences

Once you finish setting preferences, click the **All Done** button to save your changes.

**NOTE:** *When to Set Class Preferences*

Do not try to set class preferences or modify class information while users are logged in to the class. Wait until everyone has logged out of the class that needs modifying before changing any information.

## Changing a Teacher's or Student's Name or Password

If you need to change a teacher's or student's registration information — because of a typo in a name or a forgotten password, you'll use the **Change a User's Information** command. Any instructor or administrator can modify a user's information — thus teachers can find their own student's passwords in case a password is forgotten.

1. While logged into the program as The Administrator, with the administrator password, choose **Change a User's Information** from the **Utilities** menu.
2. Select the name of a student or teacher you want to change in the Select a Name dialog box which appears, and click the **Modify** button.
3. Type the correct or new information in the dialog box which appears and click the **Modify** button. Choose the **Cancel** button if you do not want to make a change.
4. Once you have finished making changes, choose the **Done** button in the Select a Name dialog box.

# Deleting Student Users

In order to delete test users, log into DIWE as an instructor or as the administrator, and choose the **Change a User's Information** command from the **Utilities** menu.

To remove a student user from a specific class

1. Choose the **Change a User's Information** command from the **Utilities** Menu.
2. Select the name of a student you want to remove in the Select a Name dialog box which appears, and click the **Classes...** button. (You cannot remove instructors or the Administrator).
3. Select the name of the class which you want to delete the student from in the Remove Classes dialog which appears and click the **Remove** button. Choose the **Cancel** button if you do not want to make a change. This change is permanent.
4. Once you have finished making changes, choose the **Done** button in the Remove Classes dialog and then choose the **Done** button in the Select a Name dialog box.

To delete a student entirely from the site's records

1. Choose **Change a User's Information** from the **Utilities** menu.
2. Select the name of a student you want to delete in the Select a Name dialog box which appears, and click the **Classes...** button. (You cannot delete instructors or the Administrator).
3. Select the **Delete** button.
4. Confirm that you want to delete the student permanently by selecting the **OK** button. Choose the **Cancel** button if you do not want to delete the student. **This change is irreversible.**
5. Once you have finished making changes, choose the **Done** button in the Select a Name dialog box.

# Removing Test Classes

If you've added classes to your site to test the program, you can remove them from the system so that no new students can log into these classes by following these steps:

1. Log into the program as The Administrator
2. Follow the instructions above to remove all student users from the class by using the **Change a User's Information** command under the **Utilities** menu.

3. Use the **Modify Class Information** command under the **Utilities** menu so that users cannot register for the class. See the "Setting Class Preferences" section on page 46 for more details.

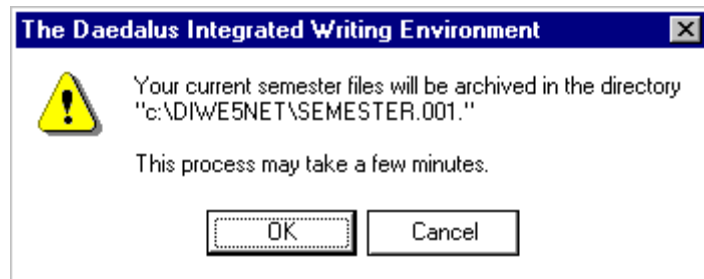
Once you've completed these steps, no new students will be able to register for the class. Because of the complex files and directories which are created and the permanent changes made to the registration files, there is no way to delete a class from the system. However, by following these steps, you can set the system so that the class will no longer show up within the system.

## Setting Up a New Semester

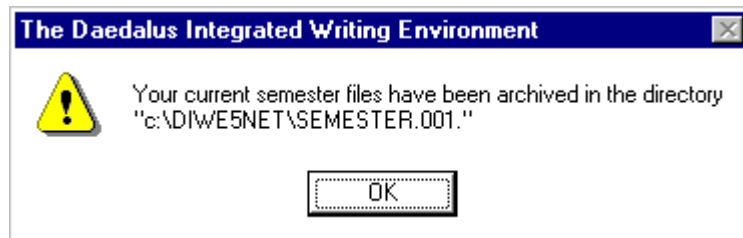
To start a new semester, your site will backup the current semester and then use the compressed clean archive to create fresh, new files which you can copy onto your server.

To make a backup of your current term, make sure no one at your site is using DIWE, and log in to the General default class as The Administrator.

1. Select the **Archive Current Semester...** Command from the **Utilities** menu. The following dialog will appear:



2. Once you've confirmed that you want to archive your current semester, the program backup your existing semester files. This process may take a few minutes. The following dialog will appear when the process is complete:



3. Choose the **Exit** command from the **File** menu to quit DIWE.
4. Make sure that absolutely no one is logged into the program. Since you need to delete and replace program files, files will be corrupted if you proceed with these steps while anyone is logged in.
5. Navigate to the `DIWE5NET\Defaults` directory on your network fileserver using File Manager or Windows Explorer (as is appropriate for your operating






system).




NOTE: If the Defaults directory (or the clean.exe file referred to in step 6) is missing from your network fileserver, you are probably not using the most recent version of Windows DIWE. Contact the Daedalus Group, using the contact information inside the front cover of this guide, for instructions on upgrading.

6. Double-click on the `clean.exe` file to decompress the archive of fresh program resources. The decompressed files will be in their own `CLEAN` directory. The decompression software will default to the temp file on your local hard drive, but you can type any path for the decompressed files which you desire.

7. Check the `CLEAN` directory for the following subdirectories:

 Classes	containing the TAdmin01 Subdirectory, which contains additional subdirectories
 Records	containing fresh login and user information files ( <code>allclass.dat</code> , <code>allusers.dat</code> , and <code>regtable.dat</code> )
 Users	containing the TAdminis.000 subdirectory

8. Navigate to the `DIWE5NET` directory on your network fileserver and delete the following directories:

 Classes	containing subdirectories for every class which has been set up at your site during the term
 Records	containing all login and user records files
 Users	containing a subdirectory for every user who has logged in at your site.

9. Move the fresh directories from the `CLEAN` folder into the `DIWE5NET` directory, being sure to drag each out of the `Clean` directory and into the `DIWE5NET` directory.

NOTE: DIWE will not function properly if you move the entire `CLEAN` directory into the `DIWE5NET` directory on your fileserver. You must move the `Classes`, `Records`, and `Users` directories out of the `Clean` directory and into the `DIWE5NET` directory.

10. Log back into the program using the to set up classes and teachers for the next semester. Use the default Instructor (The Administrator), Class (General), and User (The Administrator) and enter the default password which is listed in the printed Installation Guide.

11. To protect your site's security, change the Administrator's password immediately by using the **Change a User's Information command**. The default password for the program is not secure.
12. To add other instructors and classes, the Administrator must join the General class and use the **Add New Classes...** command.

#### **About the archived class files from previous semesters**

The renamed directories from the previous semester are no longer available to the program, but the term's files can be accessed, archived, and reused outside of DIWE. If space on the network server is limited, instructors should copy all the files they want to keep onto their own diskettes, and the administrator should delete those instructors' files. If you decide to keep these directories on your server, you can restrict the network permissions to the files so that the files cannot be deleted or modified if you like. Additionally, you might restrict who has access to the files (students may not need access to old class files).

(Note: Instructors might want to archive material students generated in their classes. If so, this should be done before the administrator begins setting up a new semester.)

## Setting up PromptManager

PromptManager allows teachers to customize or write their own question series for Invent and Respond. Teachers can use PromptManager in the classroom by choosing the Run PromptManager command from the Utilities menu. More instructions on how to use PromptManager are included in the Teacher Help file available on-line in the program, and can be printed out by choosing the **Print Topic...** command from the **File** menu (or choosing the Print button) in the Help File.

#### *Requirements for PromptManager*






Some teachers like the option of composing their question files outside the classroom however—in an office, a teacher workroom, or at home. The sixth installation diskette provides all the files a teacher would need to make a personal copy of the PromptManager program which will run any IBM-compatible machine running Windows 3.1 or higher. These files are also available in the **PM** directory within the **DIWE5NET** directory on your file server.

**NOTE:** *Machine Requirements for PromptManager*

PromptManager does NOT require a 32-bit operating system; so a teacher can use this personal diskette on nearly any IBM-compatible computer, as long as it's also running Windows 3.1 or higher.

#### *Creating Personal Copies of PromptManager*

To provide a personal copy of the program for a teacher at your site to use outside the classroom, copy the following files from Installation Disk 6 (labeled Installation and Utilities):

	pmanager.exe	The PromptManager Program
	pmanager.txt	Read-Me File with program documentation
	commdlg.dll	Three program support files
	vbrun300.dll	
	cmdialog.vbx	

Teachers will need all five files in order to run the PromptManager program. The files could be copied to the teacher's floppy diskette, a personal machine, or other departmental machines. Teachers will find complete instructions on how to use the program in the `PMANAGER.TXT` file.

### *Running PromptManager Outside of DIWE*

To run the program outside of DIWE, the teacher can use the **Start** Menu in Windows 95 or the Program Manager in other versions of Windows. If the program and its support files are on a floppy diskette, the teacher would use the following commands:

From the **Start** Menu in Windows 95 or the Program Manager in other versions of Windows:

- Put your floppy diskette in your diskette drive.
- From the **Start** Menu in Windows 95 or from the **File** menu in other versions of Windows, choose the **Run** command.
- Type `A:\PMANAGER.EXE` (assuming A is the Diskette Drive). If you don't know the drive, click the **Browse** button, use the standard file dialog box to find the diskette drive, and double-click `PMANAGER.EXE`

From the File Manager:

- Put your floppy diskette in the diskette drive
- Choose the A: Drive
- In this window, double-click `PMANAGER.EXE`

If the teacher is running the program from another drive, the instructions above can be modified. Replace the disk drive information with the Drive and Directory Location for the copy of PromptManager.

## Resetting the Administrator's Password

If you forget the administrator's password for your site or if it is accidentally changed and needs to be reset, you can use a utility on the sixth installation diskette to determine the current password for your copy of DIWE5.3.

The program and its support files are on Installation Disk 6 (labeled Installation and Utilities). There are three ways to run this program.

From the **Start** Menu in Windows 95 or the Program Manager in other versions of Windows:

- Put Diskette 6 in your diskette drive.
- From the **Start** Menu in Windows 95 or from the **File** menu in other versions of Windows, choose the **Run...** command.

- c. Type `A:\ADMINPW.EXE` (assuming A is the Diskette Drive). If you don't know the drive, click the **Browse** button, use the standard file dialog box to find the diskette drive, and double-click `ADMINPW.EXE`

From the File Manager:

- a. Put Diskette 6 in the diskette drive
- b. Choose the A: Drive
- c. In this window, double-click `ADMINPW.EXE`

Once the program is running, follow these steps to determine your site's administrator password:

1. Use the directory list on the left side of the dialog box to navigate to the directory containing the `WINDIWE.INI` file for your copy of DIWE 5.3. This file should be in the same directory as the `WINDIWE.EXE` program. Once you've navigated to the directory containing the file, its name will appear, highlighted, in the box to the right side of the dialog box.
2. Once the filename `WINDIWE.INI` is highlighted on the right side of the dialog, choose the **Show Password** button on the lower left side of the dialog box. Your site's password will appear in the thin white box on the right.

**NOTE:** *Protecting This Administrator's Utility Program*

Since this utility will allow anyone who uses it access to your site's administrator login, it's important to keep the diskette in a secure place, and preferably not to copy this file to the fileserver.



# Troubleshooting

This troubleshooting section includes information on the questions most frequently encountered as schools set up the software. Additional troubleshooting information is available from the Daedalus Group's WWW page. See the "Getting Help" section on page 65 for information on ways to access these and other additional resources.

## Eliminating Error Messages

The following error messages can appear during program installation, while you're using DIWE, or while you're using the PromptManager tool. The messages here are listed alphabetically.

### *A file you need is busy*

When users try to use tools (either a single tool or perhaps all tools), they see the error message

```
A file you need is busy. Would you like to try again?
```

### What is Happening?

This error occurs when the program does not have complete network permissions to files it needs to use. You may see the message only when you try to use a particular part of the program. That would indicate that permissions are off only for the particular tool involved. Alternately, you may see the error message no matter which tool you try to use in the program. That situation would indicate that permissions are off for all the program's support files.

### Eliminating the Error Message

Check the network permissions and access to the files which DIWE is trying to access.

- If you see this error when you are logging in to DIWE, the file which the program is trying to access is either in the `DIWE5Net\Records` subdirectory or in the `DIWE5Net\Users` subdirectory.
- If you see this error while you're using the InterChange module, the file the program is trying to access is in the `DIWE5Net\Chat` subdirectory.
- If you see this error while you're using the Mail module, the file the program is trying to access is in the `DIWE5Net\Mail` subdirectory.

See the section titled "Setting Network Permissions" on page **Error! Bookmark not defined.** for more information on the permissions necessary for DIWE.

*ALLUSERS.DAT does not exist*

When you try to run DIWE 5.3, you see an error message like the following (with path and directory information pertinent for your site):

```
File: X:\DIWE5NET\RECORDS\allusers.dat
does NOT exist. Cannot proceed with program.
```

#### What is Happening?

DIWE requires access to a list of all the users at your site. The first thing the program needs to do is prepare the list of users so that the user can log into the program. This error message occurs when the program cannot access that list of users. It can be caused by permissions problems or by a problem in the network configuration for your site.

#### Eliminating the Error Message

There are three possible solutions:

- Check Network Permissions: Users must be able to read the file `allusers.dat` to log in to the program. If your site's network permissions do not include read permission, log in will fail. See the section titled "Setting Network Permissions" on page **Error! Bookmark not defined.** for more information.
- Check Network Configuration: The path to the network files for the DIWE 5.3 program are stored in the `WINDIWE.INI` file located with the copy of the program you are trying to run. If the network path in the `WINDIWE.INI` file is not accurate, then the program cannot find the resources which it needs.
  1. Open the `WINDIWE.INI` file. The `WINDIWE.INI` file is an ASCII text file which you can open with any basic word processor — you could open it with the Write word processor in DIWE5.3, or you might use the Notepad or WordPad provided in Microsoft Windows.
  2. Look for the `NET=` information in the file — It should be located on the third line of the file.
  3. If necessary, edit the `NET=` information so that it accurately reflects the location of your `DIWE5NET` files.
  4. Save this file, and try launching DIWE 5.3 again.

- Check Network Access and Existence: The files installed in the DIWE5NET directory are required to run the program, even if you intend to run the program as a stand-alone test version on a single machine. Be sure that the DIWE5NET directory files have been installed and that your workstation has access to these files.

### *Cannot Create Directory*

When new users try to log in, they enter their names and passwords, confirm their passwords, choose a class to register for, and then see an error similar to this one:

```
Can't Create Directory:
X:\Software\Programs\English\DIWE5NET\Classes\TADMIN00\DO
CS\NStudent.006
```

Where the path to the DIWE5NET directory and the name of the Teacher and new user are appropriate for your site.

### What is Happening?

This error occurs when the DIWE5NET folder for your site is installed too deep on your fileserver for DIWE to function properly. The Windows operating system, like DOS, is limited to creating a path of more than 64 characters long. Since DIWE is trying to create a filename with a path of 70 characters in this example, the new user login fails.

### Eliminating the Error Message

Fixing your site's files so that new users can register for all classes requires three steps:

1. You'll need to move your DIWE5NET directory closer to the root on your server — because of various needs in the software, you'll find that the program will work best if you can place the DIWE5NET folder actually at the root. So using the example, move the directory to X:\DIWE5NET.
2. Edit your site's WINDIWE.INI files to reflect the new path to the DIWE5NET directory. If you have the DIWE5 directory only on your server, you'll only need to edit one file; if you have copied the DIWE5 directory to all your workstations to improve performance, you'll need to change the WINDIWE.INI file on all every machine. To edit the WINDIWE.INI file, follow these steps:
  - a. Open the WINDIWE.INI file in NOTEPAD (the INI file is a text file).
  - b. Look for the NET= information. In the example, the WINDIWE.INI file would include the line:

```
NET=X:\Software\Programs\English\DIWE5NET
```

- c. Edit this line to match the new path to your `DIWE5NET` directory. In the example, since we've moved the directory to the root, this would be the new line:

```
NET=X:\DIWE5NET
```

- d. Save and close the `WINDIWE.INI` file.
3. Adjust your network permissions so that all users have the necessary permissions to access the new location of your `DIWE5NET` directory. See the section titled "Setting Network Permissions" on page 35 for more information on setting permissions properly.
4. Try using Windows DIWE again, and new users should be able to log in.

**NOTE:** *Login Fails because "ALLUSERS.DAT does not exist"*

If you see the error message, "ALLUSERS.DAT does not exist," either the `NET` information you changed in your `WINDIWE.INI` file isn't right or the network permissions need reset to provide access the new location of the `DIWE5NET` folder. See the troubleshooting information on this error message on page 56.

### *Cannot open message index file*

When users try to open InterChange or Mail, they see one of these error messages

#### InterChange:

```
Cannot open message index file:  
diwe5net\classes\instructor\chat\main\main.idx
```

#### Mail:

```
Cannot open message index file:  
diwe5net\classes\instructor\mail\main\main.idx
```

Where the path to the `main.idx` file would be the path to the file on your network (including any additional directory names and the specific instructor's directory name).

### What is Happening?

This error occurs when the program does not have complete network permissions to files it needs to use, specifically the **MAIN** directory in either the instructor's **CHAT** or **MAIL** directory.

### Eliminating the Error Message

Check the network permissions and access to the files which DIWE is trying to access.

- If you see this error while you're using the InterChange module, the file the program is trying to access is in the `DIWE5Net\Chat` subdirectory.
- If you see this error while you're using the Mail module, the file the program is trying to access is in the `DIWE5Net\Mail` subdirectory.

See the section titled "Setting Network Permissions" on page 35 for more information on the permissions necessary for DIWE.

*Directory is not writeable. Please check permissions.*

When you try to install the program from the installation diskettes, you see the following error:

```
Directory is not writeable. Please check permissions
```

#### What is Happening?

The program's installer is unable to create the files and directories necessary for the program.

#### Eliminating the Error Message

First, check the network permissions for the locations on the fileserver and the workstation you have chosen as the destination for the DIWE5 directory and the DIWE5NET directory. You should log onto the fileserver and workstation with full network permissions in order to create and write the necessary files to these directories. See the section titled "Setting Network Permissions" on page 35 for more information.

If network permissions are correct, try choosing a different destination for your files — specifically, be sure NOT to include DIWE5 as a part of the path for the workstation and network files. For example, if you had been entering F:\Programs\DIWE5 as the path for the network files, try entering F:\Programs as the path instead.

#### *Failed to launch help*

When users choose the Program Help command under the Help menu or the Help Using Help command, they see the following message:

```
Failed to launch help.
```

#### What is Happening?

This error occurs when the program is unable to launch the Help program, WINHLP32.EXE.

#### Eliminating the Error Message

Make sure that the program is available to the machine and that its location is included in the PATH statement in your AUTOEXEC.BAT file.

#### *Improper Installation*

When you try to run DIWE5.3, you see the following error:

```
Improper Installation.  
Win32s requires Win32s.exe  
in 32s16.dll to run.  
Reinstall Win32s.
```

### What is Happening?

You'll see this error message if you try to run DIWE 5.3 on a workstation which is not running a 32-bit operating system.

### Eliminating the Error Message

Use the installation diskettes to install the system files necessary to run DIWE5.3. See the "Installing WIN32S System Resources Only" section on page 24 for instructions.

### *Invalid Page Fault or Unhandled Exception at Program Launch*

Some sites are seeing the following error at program launch:

```
WINDIWE caused an invalid page fault in module  
WINDIWE.EXE at 0137:004019DE.
```

**OR**

```
Program not working at all -- Unhandled exception de-  
tected code: 0xC0000005 WINDIWE.EXE.
```

### Eliminating the Error Message

This error seems to be caused by corrupt, incomplete, or outdated system files which are necessary to run Windows DIWE. Try reinstalling the Win32s files for the program and relaunching. See the "Installing WIN32S System Resources Only" section on page 24 for instructions.

### *No Prompt Entered (In PromptManager)*

When you add a question to the series of questions you're writing in PromptManager, you see a message box which says the following:

```
No Prompt Entered.
```

What you're seeing is part of a safeguard in the software built in to make sure that teachers do not write an invalid, or corrupt, series of questions. The Invent and Respond Modules in DIWE will fail if any series of prompt questions includes a blank question — that is a question without any text. PromptManager was designed so that you could never write one of these series which would fail.

### What is Happening?

When you choose the **Next** or **Previous** button, PromptManager checks to see if the question you've been working on is valid. If it's not — if there's no text there — you see the "No Prompt Entered" message. In other words, whenever you have a blank question on screen, whether because you've just added a new question or because you've deleted the text from a question which already existed, AND you then try to move to another question, you'll see the alert message.

The existing questions which you've entered are still in the series — none of your text is missing, and PromptManager is working as it was designed to make sure

that the questions you create will work when your students use them in the classroom.

### Eliminating the Error

When you see the alert message, you can either delete the blank question and move to another record, or you can enter a draft of your question (or a temporary question), move to the previous or next question, then move back to the draft or temporary question and revise it.

### *Was Not Found*

You choose the Invent button on the Launcher or the **Invent** command under the **Activity** menu. A file-open dialog box appears, and you can choose the name of the file you want to open. Instead of seeing the Invent Prompt window appear, you see the following:

In Windows 95

you see an error message with a red X, and the message "was not found."

In other versions of Windows

you see a Stop sign and the message "was not found."

After the error message, the file will not be opened.

### What is Happening?

There is a slight difference between the format for Invent and Respond prompts for DOS DIWE and for Windows DIWE. If you try to open a DOS prompt series using Windows DIWE, you'll see the error messages listed above.

### Eliminating the Error Message

Convert your DOS prompts to Windows prompts in order to open them in Windows DIWE. by adding one line to the files. The files for DIWE5 follow this format:

- 1st Line: the series name (no more than 30 characters)
- 2nd Line: a tag indicating whether the student's topic will be inserted.  
The tag will be either TOPICSON  
or TOPICSOFF
- 3rd Line: the first question in the series

The old format for Invent and Respond files did not include this second line, so you'll need to add it to the old DOS files. Nothing else about the Invent and Respond files, however, will need changed. If the files worked in DIWE4, all you'll need to do is add the 2nd line to them to make them work in DIWE5.

To convert your DIWE4 files, you can follow these steps:

1. Open the DIWE4 Invent or Respond file in any word processor — you can use the WRITE word processor in DIWE, or you can use a separate word processor such as Microsoft Word or Word Perfect.

2. Move your cursor to the end of the first line of the file you've opened. In the following lines from an example file, you'd move your cursor to the right side of the number 1:

```
Explicating 1
What part of * intrigues you the most? What aspect
of * would intrigue your reader the most? What part
of * will you explain?
```

3. Press the <Enter> key to add a new line; your cursor should be at the beginning of the second line. The example file would look like the following:

```
Explicating 1

What part of * intrigues you the most? What aspect
of * would intrigue your reader the most? What part
of * will you explain?
```

4. Add the TOPICSON or TOPICSOFF tag to the second line.

Choose TOPICSOFF

If you are converting an Invent file where students DO NOT insert their paper topic (one without the asterisks [\*] included) or if you are converting any Respond file

Choose TOPICSON

If you are converting an Invent file where students DO insert their paper topics (one with the asterisks [\*] included

The example file is one where students DO insert their topics, so the TOPICSON tag is used:

```
Explicating 1
TOPICSON
What part of * intrigues you the most? What aspect
of * would intrigue your reader the most? What part
of * will you explain?
```

5. Once you've added the second line with the TOPICSON or TOPICSOFF tag, save the file as ASCII text (check your word processor's help file for instructions on how to save a file as text). Your file will need to follow DOS naming conventions by using an eight character filename consisting of letters and/or numbers. Use the \*.INV filetype if you are saving an INVENT file; Use the \*.REV filetype if you are saving a RESPOND file.
6. Place your saved file on the fileservers in the DIWE5NET\INVENT\ directory if it is an Invent file or in the DIWE5NET\RESPOND\ directory if it is a Respond file. The file should be available within DIWE5 once it's added to the proper directory.

# Eliminating System Conflicts

## *Launcher Graphics and Windows Display Incorrectly*

Some sites see misaligned buttons on the Launcher – the buttons appear on top of the words in the dialog box and the words are cut off on the bottom and right. There is similar misalignment in windows in parts of the program like Mail and BiblioCite.

### What is Happening?

The program has a system conflict with some video displays which are set at a resolution higher than the recommended 640 by 480 display resolution.

### Eliminating the System Conflict

If you change the screen resolution using the **Display** control panel in your Windows operating system, the dialog boxes and windows should appear correctly. The specific procedures you'll follow to change your screen resolution will depend upon the version of Windows you're using. Check your Windows documentation or on-line help for details.

## *No Files Listed in Invent or Respond*

You choose Invent or Respond; then you choose the **New** button from the New-Open-Cancel dialog box which appears. A File-Open dialog box appears — but instead of seeing a list of the Invent or Respond questions, you see a blank folder. There are no files, no drive selected, and no directories shown. To use the program, you have to choose a Drive, navigate to the `DIWE5NET\Invent` directory, and choose the file you want to begin work on.

### What is Happening?

Windows DIWE requires a drive letter in the `NET=` path in the `Windiwe.ini` file. You see the empty File-Open dialog box when your `Windiwe.ini` file uses a Universal Naming Convention (or UNC) name rather than using a drive letter.

UNC names are what you'd see in the Windows Explorer in Windows 95. This would be an example of the `NET` line from an INI file which is NOT working:

```
NET=\\English\Programs\DIWE5NET
```

In that example, "English" is the name of the server/machine on the Windows 95 network and "Programs" and "DIWE5NET" are the names of directories on that machine. Instead, your `NET` line needs to look something like the following:

```
NET=X:\Programs\DIWE5NET
```

### Eliminating the System Conflict

If you change the `NET` line in your `WINDIWE.INI` file from using that UNC protocol to using a drive letter, the files should show up automatically in Invent and Respond. The fix may require a few steps for you:

1. You'll need to assign a drive letter to the shared directory, and connect your workstations to the server using this drive letter. Check your on-line help for the Windows operating system for information about assigning a drive letter.
2. Edit the `INI` file so that the `NET=\\SERVER\DIRECTORY\DIWE5NET` (generically speaking of course) would be more like `NET=X:\DIRECTORY\DIWE5NET`. You'll need to use the drive letter and path to your `DIWE5NET` file, of course.
3. Repeat these steps for all the machines which have a copy of the `DIWE5` directory on them; in other words, you will have to set drive letters and edit the `WINDIWE.INI` file on every workstation if you've installed the program on the workstations. If you only have the `DIWE5` directory on your network file server, you will only need to edit the file on the server, but you will need to ensure that your workstations are connected to the network using the drive letter you've included in your `INI` file.

# Getting Additional Help with DIWE

## What to Do Before Sending in a Request

1. If you have Internet access, check the frequently asked questions and troubleshooting information on the Daedalus Group WWW page, especially for information written after the publication of this guide. The Daedalus Group web page is available at <http://www.daedalus.com/>
2. If you have e-mail access, consider asking on the TEACH e-mail discussion list. The TEACH e-mail list links teachers in conversation about teaching, problem-solving, and troubleshooting. To subscribe to TEACH,

send an e-mail message to [listproc@daedalus.com](mailto:listproc@daedalus.com)

include the subject line: sub teach

include the single line message:

subscribe teach your-firstname your-lastname

for example, subscribe teach Jerri Stephens

Once you've subscribed, send your questions, insights, and success stories to [teach@daedalus.com](mailto:teach@daedalus.com)

3. If you have e-mail access, but no WWW access, you can access Daedalus HelpSheets which duplicate the information available from the WWW pages. Send an e-mail message to [helpsheets@daedalus.com](mailto:helpsheets@daedalus.com) with the subject line INDEX to see a list of the troubleshooting sheets currently available. Messages sent to this address automatically return Help Sheets with information on using the Daedalus Integrated Writing Environment. The Help Sheet you receive depends upon the subject line for your message.
4. If you have no Internet access, you can fax 1-512-452-5206 for details on obtaining the latest troubleshooting information by fax or postal mail.

## Sending a Request

If you have questions about Windows DIWE, locate the `SYSINFO.DAT` file for the machine you have questions about. This file was installed with the software and records details about your hardware and the location of DIWE 5.3 on your network. Here's an example of the information from a `SYSINFO.DAT` file:

```
DIWE 5.3 Installation Notes -- System Configuration
Installation Date: 12-19-1997
Installation Time: 19:40:26

Your Operating System

Pentium Processor
Network:
Network Driver:
Mouse: Standard mouse
Mouse Driver: mouse.drv
Video = VGA
DOS version: 7.0
Base Memory Size: 640
Extended Memory Size: 15360
Boot drive: C:
Windows version: 3.95
OS = Windows 95

DIWE 5.3 was installed on your workstation in C:\DIWE5
Network Items were installed in c:\DIWE5NET
The Uninstaller was NOT installed.
Winhelp.exe was found -- C:\WINDOWS\WINHELP.EXE
Winhlp32.exe was found -- C:\WIN32S\WINHLP32.EXE
The path to the found help files was added to both
the buffer and to Autoexec.bat
```

By providing this information, you will include the details necessary to answer any questions you may have quickly. In addition to this information, the file includes questions about your site and the situation you've encountered.

The file is an ASCII text file which you can open with any basic word processor — you could open it with the Write word processor in DIWE, or you might use the Notepad or WordPad provided in Microsoft Windows.

Ideally, you can add the details about your question to this file and then contact The Daedalus Group by one of the methods mentioned below. If you cannot locate the `SYSINFO.DAT` file, you can use the form on page 67.

Once you have gathered the information on your machines, you can

- fax it to 1-800-388-8152,
- send it in an e-mail message to [help@daedalus.com](mailto:help@daedalus.com)
- call the Daedalus Group at 1-800-879-2144.

# Windows DIWE Customer Support Request Form

As you fill in the form, please be as specific as possible about your lab's set-up and the details of the situation.

Name:

School:

Phone Number:

Fax Number

E-mail Address

What is the Brand, Model, & Clock Speed for your workstations?

What is the Brand, Model, & Clock Speed for your fileserver?

What is your Networking Hardware? (For example, Phone Net, Token Ring, Ethernet, and so on)

What is your Network Operating System? (For example, Novell, NT, Lantastic, and so on)

What other software is running on your machines while you use DIWE 5? Please be sure to include information about any file management programs you might be running along with DIWE and any memory-resident programs (or TSRs).

## **Description of Situation**

1. Include a sense of the events leading up to any problem. In other words, exactly where in the program do you have difficulty? What works? What conditions seem to enable or disable the problem?



# Index

<b>3</b>	32-Bit Operating System.....	14, 17, 24, 59
<b>A</b>		
	A File You Need is Busy.....	55
	Access Rights.....	35
	Adding New Classes.....	44
	Additional Copies of DIWE.....	16
	Administrator Password.....	43
	Administrator's Guide.....	7
	Administrator's Password.....	52
	ADMINPW.EXE.....	52
	ALLUSERS.DAT.....	56
	Archives	
	Previous Semester's Classes.....	51
<b>B</b>		
	Backups.....	39
	BiblioCite.....	4
	Bitmaps Subdirectory.....	29
<b>C</b>		
	Cannot Create Directory.....	57
	Cannot Open Message Index File.....	58
	Change a User's Information.....	47, 48
	Changing	
	Login Names.....	47
	Login Passwords.....	47
	Character Help.....	8
	Class Assignment	
	defined.....	4
	Classes	
	Adding.....	44
	Modifying.....	45
	Setting Preferences.....	47
	Classes Subdirectory.....	30
	Closing Classes.....	47
	Concord.ini file.....	29
	Conflicts	
	Additional Copies of DIWE.....	16
	conventions, typographical.....	2
	Creating	
	Program Group.....	25
	Program Icons.....	25
	Shortcut.....	26
	Start Menu Shortcut.....	26
<b>D</b>		
	Daedalus.....	3
	Deleting Classes from Login.....	48
	Deleting Student Users.....	48
	Directory Is Not Writeable.....	59

Display Conflicts	
Troubleshooting.....	63
DIWE	
defined.....	1, 3
DIWE5 File Structure.....	32
DIWE5NET File Structure.....	29
document management.....	4
documentation.....	7
distributing.....	42
online help.....	7
print guides.....	7
printing:.....	41
DOS DIWE.....	16
<b>E</b>	
Error Message	
A File You Need is Busy.....	55
ALLUSERS.DAT.....	56
Cannot Create Directory.....	57
Cannot Open Message Index File.....	58
Directory Is Not Writeable.....	59
Failed to Launch Help.....	59
Improper Installation.....	59
Invalid Page Fault.....	60
No Prompt Entered.....	60
Unhandled Exception.....	60
Was Not Found.....	61
<b>F</b>	
Failed to Launch Help.....	59
File Structure	
Classes Subdirectory.....	37
DIWE5.....	32
DIWE5NET.....	29
<b>G</b>	
Graphics	
Troubleshooting.....	63
<b>H</b>	
Hardware Requirements.....	13
Help Subdirectory.....	32
<b>I</b>	
Improper Installation.....	59
Installation	
Drive Letters and Path.....	15, 16, 20
Network Files.....	20
Network Files.....	21
Program Components.....	19, 23
Skipping Diskettes.....	19, 22, 24
Troubleshooting.....	59
Uninstaller.....	20
Workstations.....	21
Installation, Network Files.....	18
Instructor Help.....	7
Instructor's Guide.....	7
InterChange.....	4
Troubleshooting.....	56, 58
InterChange Preferences.....	47

Invalid Page Fault.....	60
Invent.....	3
Converting DOS DIWE Prompts.....	61
Troubleshooting.....	61, 63
Invent Subdirectory.....	30
<b>L</b>	
LAN.....	See Local Area Network
Lantastic.....	14, 35
Launcher	
Troubleshooting.....	63
Local Area Network.....	5, 13
Local Area Network Components.....	20
login.....	4
First Time.....	43
Troubleshooting.....	55, 56, 57, 60
<b>M</b>	
MAC DIWE.....	16
Mail.....	3
Troubleshooting.....	56, 58
Mail Preferences.....	47
Maze Icon.....	43
Modifying Class Information.....	45
<b>N</b>	
Networks	
assigning permissions.....	35
operating systems.....	14
peer-to-peer.....	14
New Semester.....	49
No Prompt Entered.....	60
Novell.....	14, 35
<b>O</b>	
on-line help	
in DIWE.....	7
using outside DIWE.....	8
Optimizing Your Setup.....	15, 21
<b>P</b>	
Passwords	
Administrator.....	43
Administrator's.....	52
Checking or Changing.....	47
Permissions	
Additional Restrictions.....	36
DIWE5.....	36
DIWE5Net.....	35
Invent Subdirectory.....	37
Respond Subdirectory.....	37
Users Subdirectory.....	38
PM Subdirectory.....	31
printing	
documentation.....	7
on-line help topics.....	8
Program Components.....	19
Program Help	
Troubleshooting.....	59
Program Icons.....	15, 25

PromptManager.....	4
File Structure.....	31
No Prompt Entered Error Message.....	60
Running Outside of DIWE.....	52
Setting Up Personal Copies.....	51
Prox Subdirectory.....	32
<b>R</b>	
Records Subdirectory.....	31
Requirements	
fileserver.....	14
network.....	14
workstations.....	14
Respond.....	3
Troubleshooting.....	63
Respond Subdirectory.....	31
<b>S</b>	
Screen Resolution.....	14, 63
Security Issues	
Administrator Password.....	43, 52
Network File Protection.....	39
Uninstall DIWE.....	16
Setting Class Preferences.....	47
Setting up	
Workstations.....	15, 21
Setting Up a New Semester.....	49
Site Management	
Adding New Classes.....	44
Administrator's Password.....	52
Deleting Student Users.....	48
Deleting Test Classes.....	48
Modifying Class Info.....	45
Passwords.....	47
Setting Class Preferences.....	47
Setting Up a New Semester.....	49
Stand-Alone Workstations.....	18
Start Menu.....	26
Students	
Changing Name or Password.....	47
Deleting.....	48
SYSINFO.DAT.....	20, 66
System	
Requirements.....	13
<b>T</b>	
Teacher Help	
Troubleshooting.....	59
Technical Support.....	65
troubleshooting.....	55
Turn In a Document command.....	4
<b>U</b>	
UNC Filenames.....	63
Unhandled Exception.....	60
Uninstall DIWE.....	16, 20
User Help.....	7
User's Guide.....	7
Users Subdirectory.....	32
Utilities, Administrative.....	52

<b>V</b>		
	View a Document command.....	4
<b>W</b>		
	Was Not Found.....	61
	Win32s.....	17, 24, 59
	WINDIWE.INI File.....	15, 56
	Windows	
	95.....	14, 26, 35
	for Workgroups.....	14, 35
	NT.....	14, 35
	Windows 95 Shortcut.....	15, 26
	WinHelp.....	59
	Write.....	3