

## To Install OTTER in a Network Configuration

1. Go to your network drive and create a folder named "Otter32."
2. Download the OTTER setup file on each of the workstations that will be running OTTER. See "Instructions for Downloading" above.

***Note: before starting installation of OTTER on any workstation, ensure OTTER is closed on ALL workstations.***

3. When the download is complete, begin the OTTER installation process on the first workstation. At the upgrade or "New Installation" screen, choose "New Installation." Click "Next."
4. At the "Choose Destination Location" portion of the install wizard, **do not** install to the default C:\Program Files location. Instead, click on "Browse."
5. Navigate to the network drive and click on the "Otter32" folder.
6. Click "OK" and then "Next" to continue the installation.
7. Say "Yes" to "Do you want a shortcut on your Desktop?"
8. You will not normally need to restart when installing to a network.
9. On the next workstation, run the OTTER setup file. During the installation process, choose "Upgrade." When prompted, choose the network "Otter32" folder as the destination folder. Say "Yes" to "Do you want a shortcut on your Desktop?" You do not need to restart your workstation. Repeat these steps for any other workstation that needs to run OTTER.

**UPGRADING OTTER NETWORK INSTALLATION: Download the OTTER setup file to each of the "Desktops" of the PCs accessing OTTER on the network. Run the installation file on each PC, choose upgrade when prompted, and make sure to point the installation to the Otter32 network folder.**