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**Metalogix**

Cut and Paste for SharePoint 2010

# **Cut and Paste for SharePoint 2010 Install Guide**

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The level of technical support provided depends upon the support package that you have purchased. Contact us to discuss your support requirements.

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## System Requirements

**Note:** Cut and Paste system requirements are equal to Microsoft SharePoint system requirements.

| Component             | Requirement   |
|-----------------------|---|
| SharePoint            | <ul style="list-style-type: none"> <li>Windows SharePoint Services 4.0</li> <li>SharePoint Server 2010</li> </ul> <p>Integrated Windows Security must be enabled for the SharePoint virtual server.</p> <p><b>Note:</b> Windows SharePoint Services must not be configured to use the Network Service built-in account.</p> |
| Memory                | The Cut and Paste memory requirements depend on the file sizes you expect to paste. As a guideline, Cut and Paste requires double the size of the file it is pasting in available memory. For example, to paste a 100 MB file, you must have 200 MB of memory available.  |
| HDD storage           | 100 MB minimum  |
| Browser (recommended) | Internet Explorer 6, 7, or 8  |

## Prerequisites

The following items must be installed and configured prior to the installation of Cut and Paste:

- Microsoft SharePoint must be successfully installed and operating on all servers on which Cut and Paste will be installed.
- The user performing the installation must be a member of the Local Administrators group for each server and must also be a SharePoint administrator.

## Product Notes

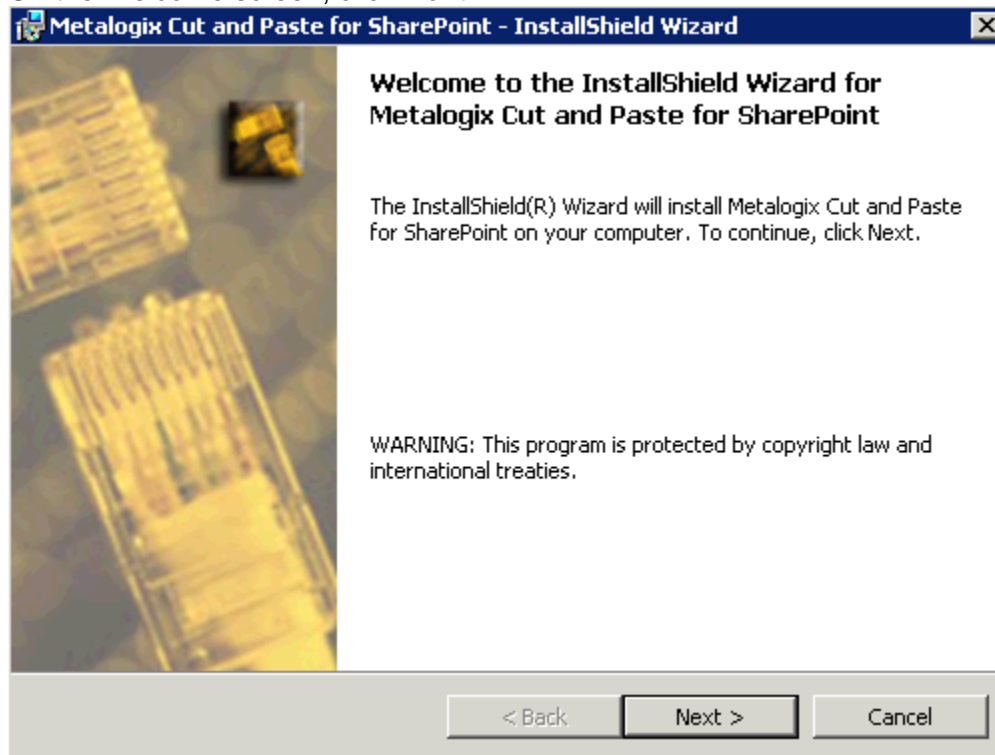
- If Cut and Paste is to be used beyond the fifteen day trial period, a Cut and Paste product license is required.

## Installing Cut and Paste

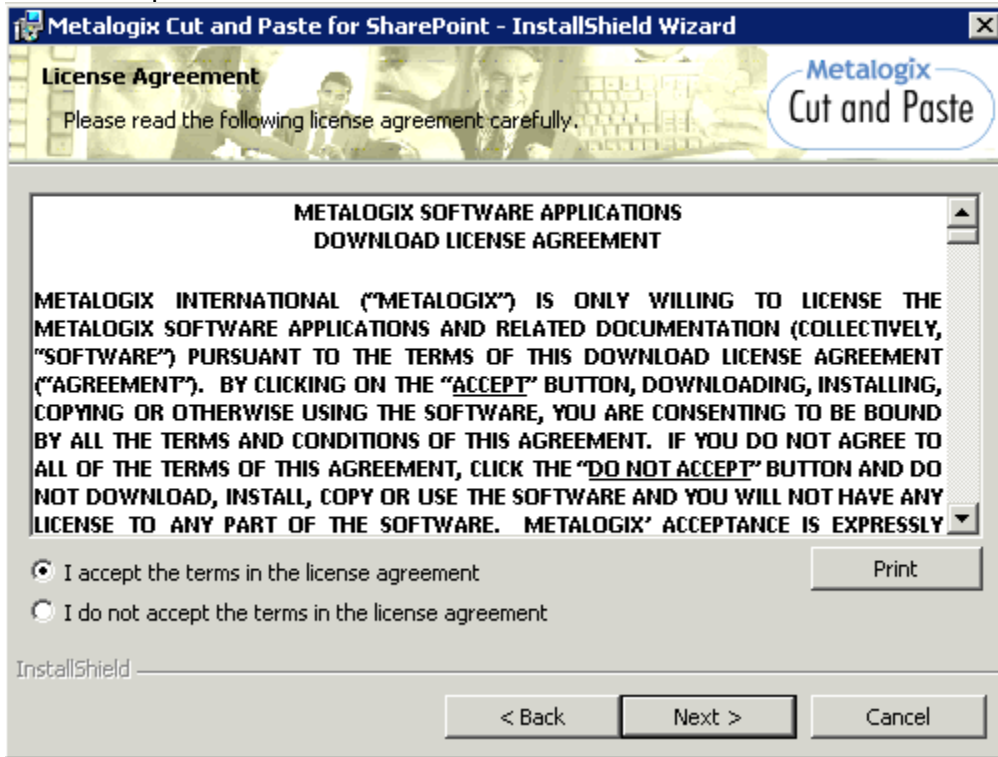
The Cut and Paste setup program copies the Web service and associated files to the server. The Cut and Paste script files are then merged with SharePoint's template files.

**Note:** Cut and Paste must be installed on the Central Administration server only.

1. From the installation directory, double-click **Metalogix Cut And Paste.exe**.
2. On the Welcome screen, click **Next**.



- 3. Review the license agreement.  
If the terms in the license agreement are acceptable, select **I accept the terms in the license agreement** and click **Next**.  
If the terms in the license agreement are not acceptable, click **Cancel** to end the installation process.



- 4. On the Customer Information screen, enter your user name and organization, and specify who can use the application. Click **Next** to continue.

**Metalogix Cut and Paste for SharePoint - InstallShield Wizard**

**Customer Information**  
Please enter your information.

**User Name:**  
John Smith

**Organization:**  
Metalogix

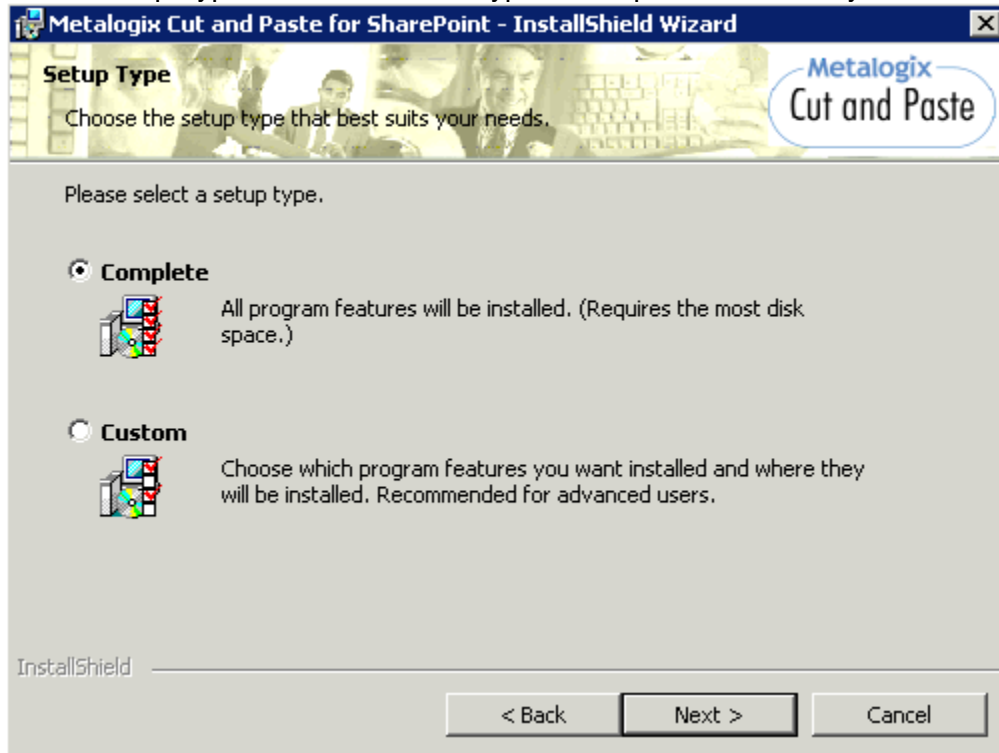
Install this application for:

- Anyone who uses this computer (all users)
- Only for me (Windows User)

InstallShield

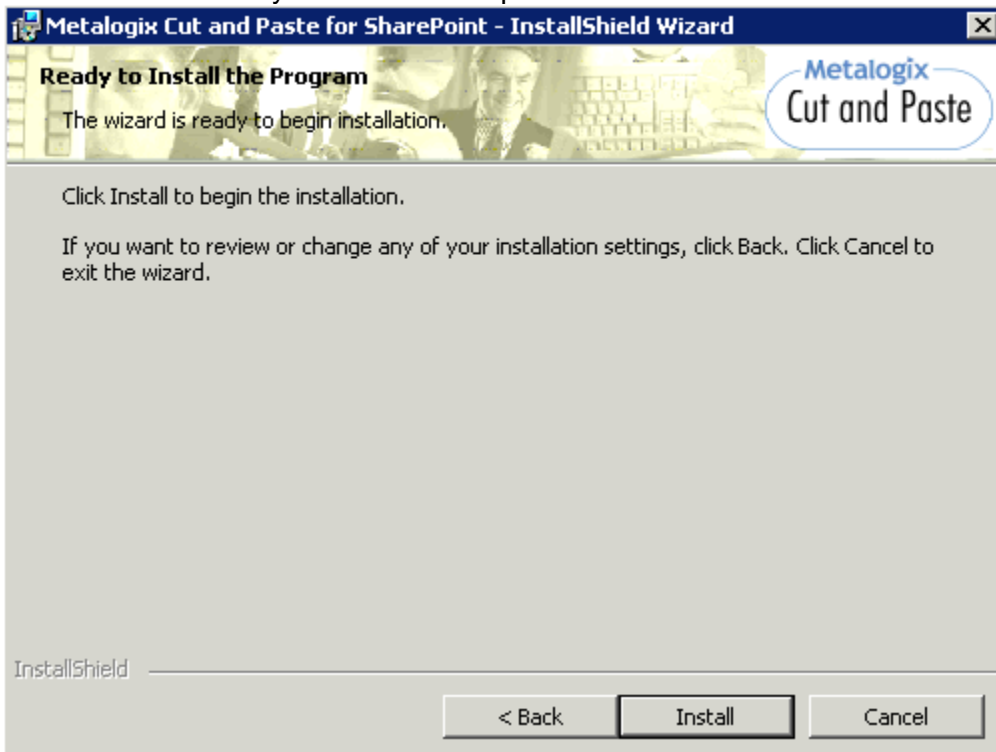
< Back    Next >    Cancel

5. On the Setup Type screen select the type of setup that best suits your needs.

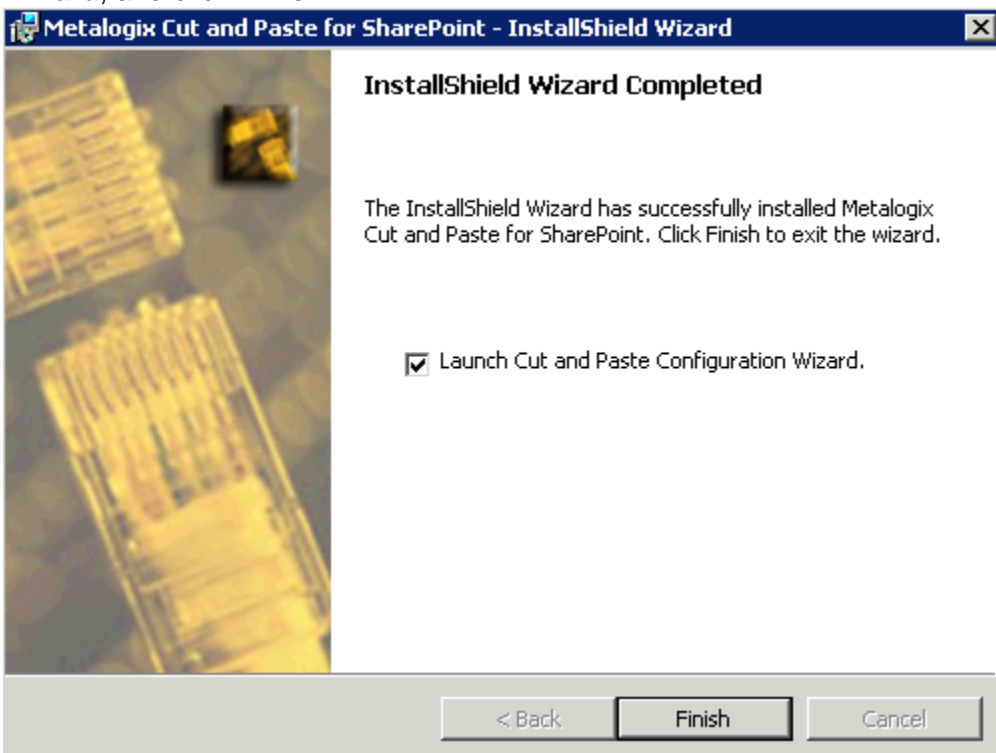




6. On the Ready To Install screen, either click **Install** to start installing Cut and Paste or click **Back** to review your installation options.



7. On the Installation Complete screen, select **Launch Cut and Paste Configuration Wizard**, and click **Finish**.



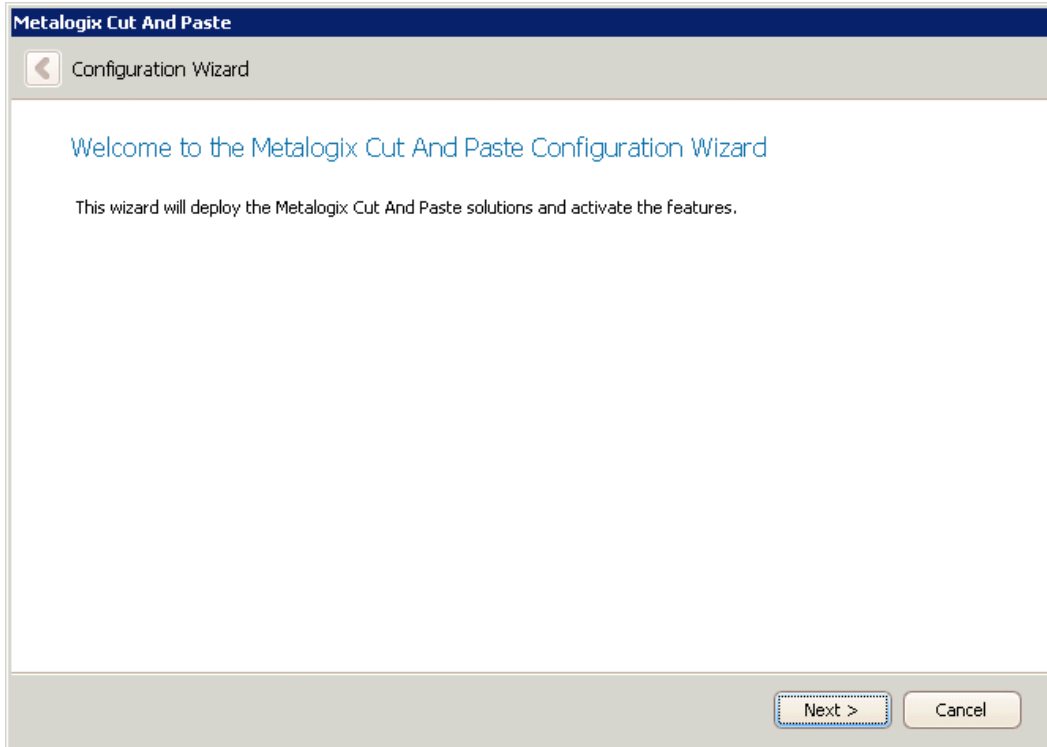
## Running the Configuration Wizard

The Cut and Paste Configuration Wizard performs additional tasks automatically to integrate Cut and Paste into your SharePoint environment. By default, the wizard runs when the Cut and Paste installer finishes. If you elected to run the wizard manually, then you can launch it with the following command:

```
C:\Program Files\Metalogix\Cut And Paste\WSS40\ConfigWizard.exe
```

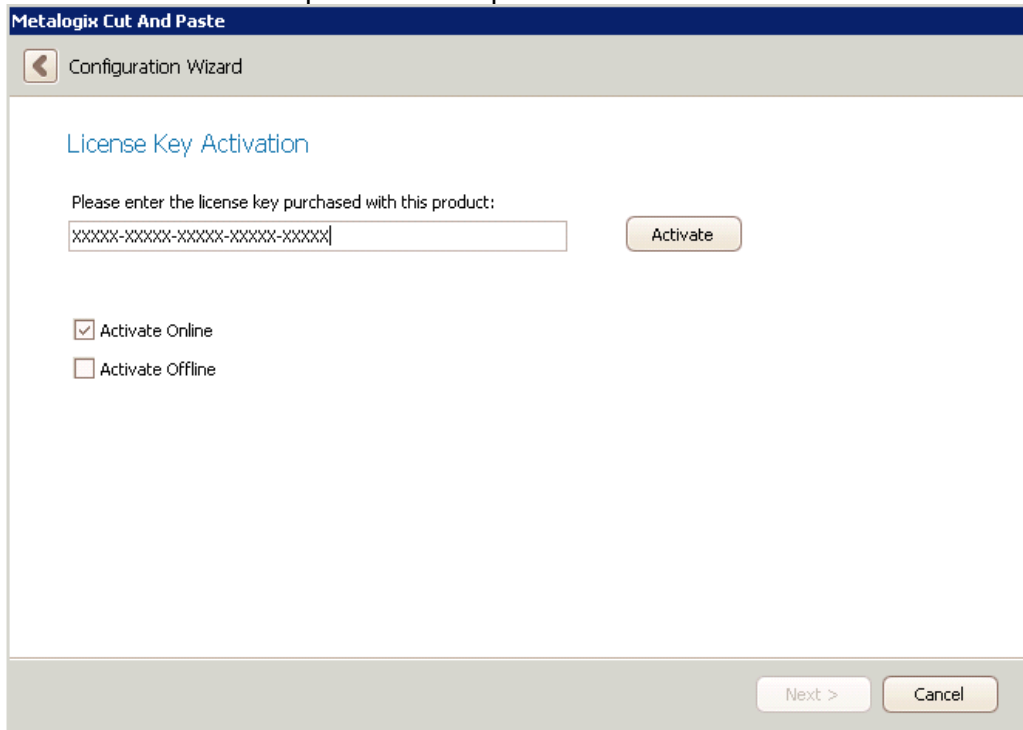
This section guides you through the Configuration Wizard.

1. On the Welcome screen, click **Next**.

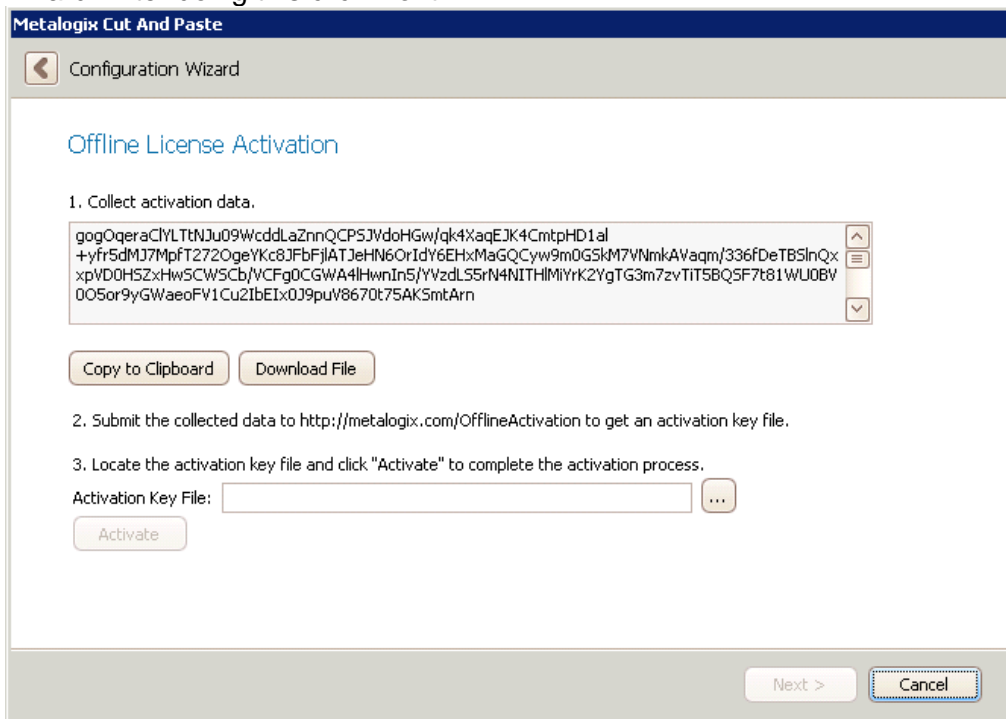


2. On the License Key Activation page, enter your license key and select whether you would like to activate the key automatically online, or activate manually offline. If you chose offline then click **Next** and proceed to step 3, if you chose online activation

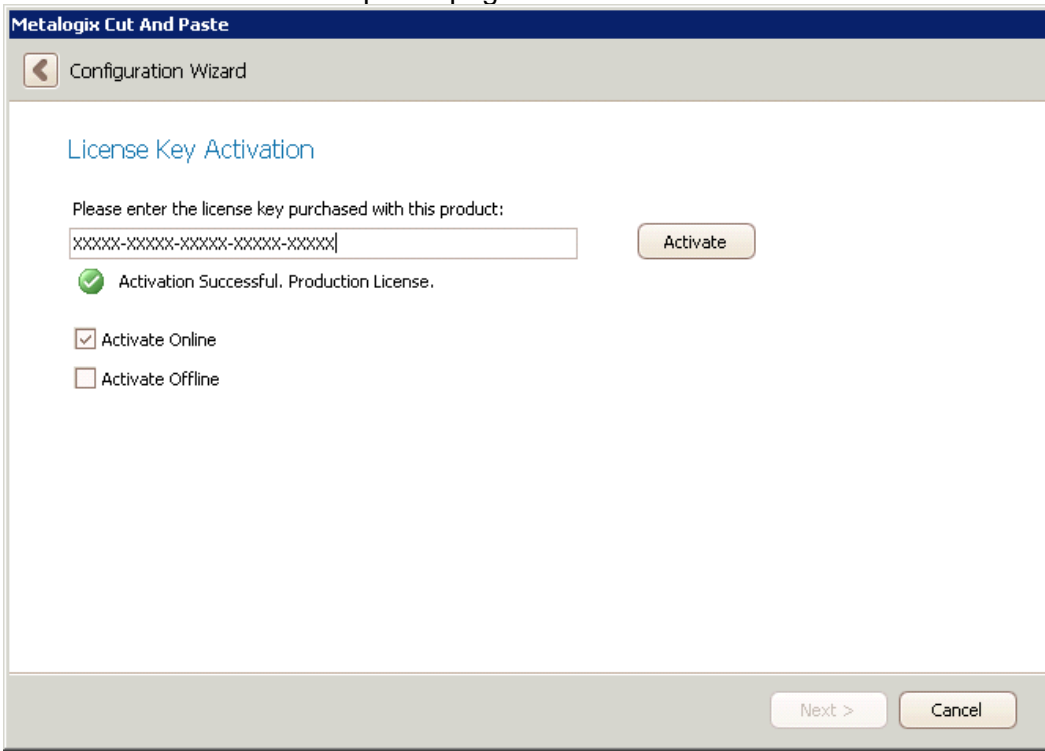
then click **Activate** and proceed to step 4.



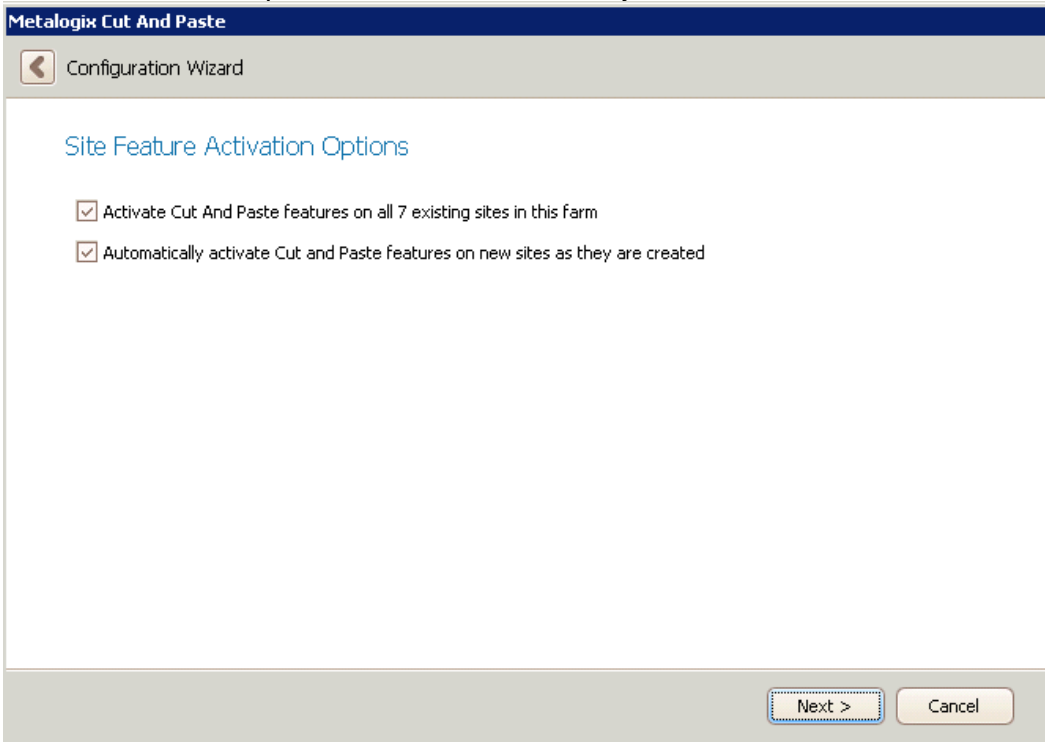
3. In order to perform offline activation follow the steps outlined in the configuration wizard. These include copying the activation data to the clipboard, submitting the collected data at the [metalogix.com/OfflineActivation](http://metalogix.com/OfflineActivation) page, saving the activation key file provided on the website, and loading it into the allotted space in the configuration wizard. After doing this click **Next**.



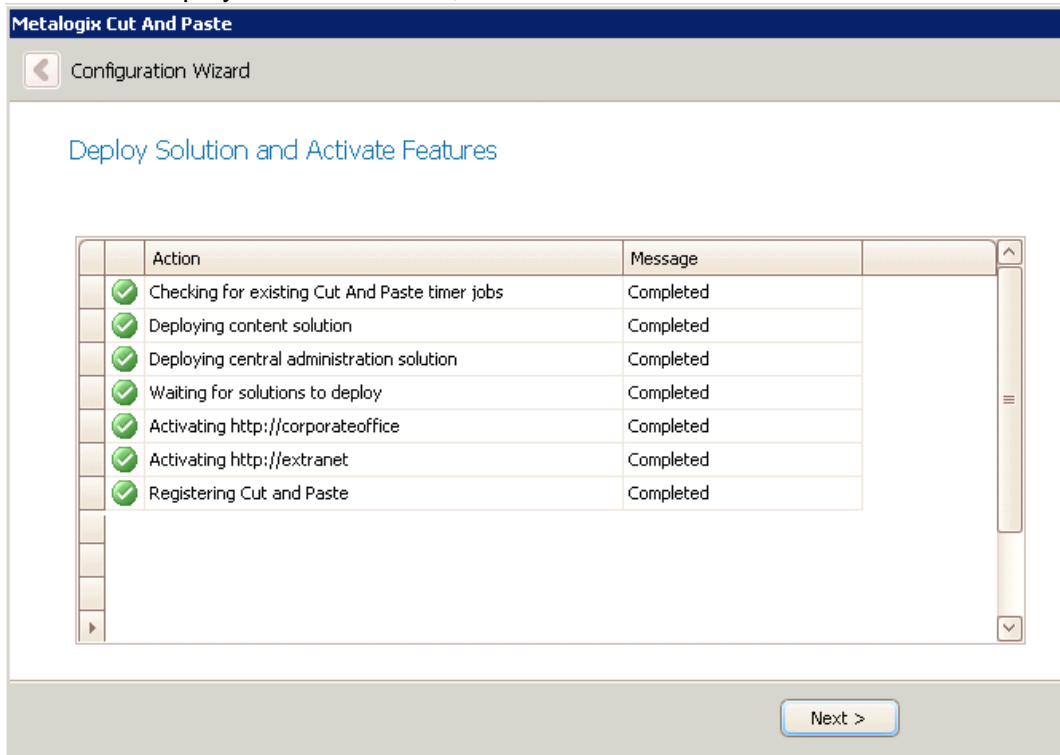
- If the code is successfully activated, then you will see “Activation successful” followed by your licensing type displayed at the bottom of the wizard. Click **Next** to be taken to the Activation Options page.



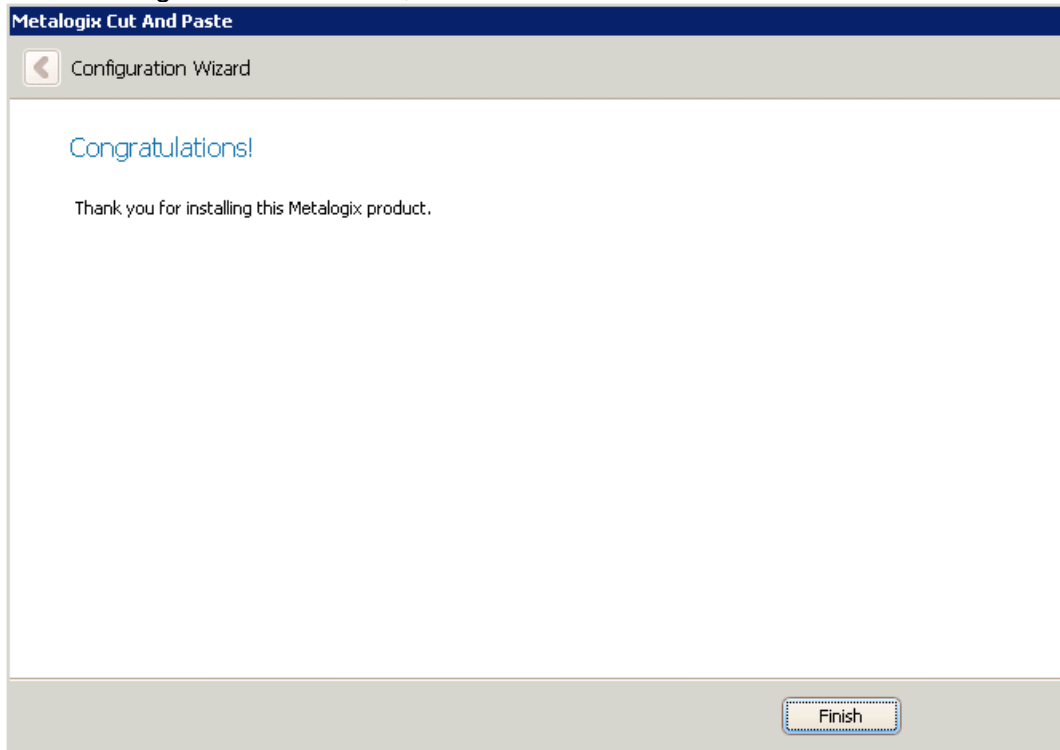
- On the Activation Options screen select where you want to activate Cut and Paste.



6. Ensure that the Cut and Paste features are deployed and activated. This may take several minutes to complete, depending upon your environment. Once the features have been deployed and activated, click **Next**.



7. On the Congratulations screen, click Finish.



## Upgrading From a Previous Version

To upgrade from a previous version of Cut and Paste, you must first uninstall the older version and then install the new version.

For instructions on Uninstalling Cut and Paste, see the “Uninstalling Cut and Paste” section below.

## Uninstalling Cut and Paste

To remove Cut and Paste from your computer, perform the following steps:

1. Start the uninstall application using one of the following methods:
  - (Windows Server 2003) In Control Panel, open Add or Remove Programs.
  - (Windows Server 2008) In Control Panel, under Programs, open Programs and Features.
2. On the Program Maintenance screen, click **Remove**.



3. Click **Next**.
4. Follow the prompts on the screen.
5. Click **Finish**.