

## Installing Minitab on your PC

The sleeve on Minitab CD explain how to install the software on your PC and also refers you to the appropriate part of the guide in the documentation which accompanies the CD. As with many installation procedures you may well come to a point where you are told to 'follow the instructions on the screen'. This you should do, but the following notes may be useful. Note that manufacturers frequently change the details and sequences of their installation procedures, so it possible that these notes will not accord entirely with what follows. If this does happen, do not panic! Just follow the items on the screen and act accordingly, choosing default options as you go if at any stage you are not sure. It may be helpful to keep a record of the installation process and your responses to the questions it asks.

1. Exit all applications
2. Place the Minitab CD in the CD drive.
3. If it does not automatically run, you should click **Start**, then **Run** and enter **x:\setup** in the installation box and then click on **OK**. Here 'x' is the drive letter of the CD, (often this will be D or E)
4. There now appears a welcome screen. When you are ready click on **Next**
5. There is now a screen outlining legal aspect. When you have read this click on **Next**.
6. You will now be asked what type of installation you would like to perform. This could be 'Typical', 'Compact' (an option designed to save disk space) or 'Custom' where you choose the items you want installed. The 'Compact' option will probably install all you need, but this has not been checked and Typical or Custom is recommended. With Typical you will not be asked any awkward questions, whereas Custom allows greater control over exactly what gets installed. The options largely surround the amount of documentation that is copied to your disk. Choose whichever of these you wish and which you feel confident to handle.

You will also be told where the Minitab program will be located on your hard disk. The default is **C:\Program files\MTBWIN**. You can change this if you wish but whatever you do you should ensure that you make a note of where you copied the program.

{In Weeks 6 and after we make use of custom-written Minitab macros. These files can be saved anywhere on your disc but they can be used much more easily if they are copied to the default MACRO directory. If you copied the program to **C:\Program files\MTBWIN**, you will see that there is also a directory C:\Program files\MTBWIN\MACROS. If you copied the program to d:\Minitab, there will be a directory D:\minitab\MACROS. It does not matter where you install the program, but it will make things easier in Week 6 if you know where you put the program at installation. Do not worry about the details of macro installation at this stage, a full explanation will be given later, for now it is sufficient just to remember where on your disk you put Minitab}.

7. You are asked about program groups for Minitab. It is best just to accept the default at this point.

8. In the next box enter your name, your organisation (this field is optional) and the licence number you have been sent.
9. You are asked if you want a Minitab icon on the desktop. It is a good idea to say yes.

Once Minitab has been installed, you will be able to run it by double-clicking on the desktop Minitab icon. The default implementation is not quite as we will need it. The default is to disable the command language. However, we will need the command language. To enable it, click on **E**dit and then on **P**references.... Then click on **S**ession **W**indow and then **S**elect... . In the section at the top right entitled Command Language, click on **E**nable and then **O**K. Then click on **S**ave. This should ensure that the command language is enabled when you run Minitab in the future. You can tell if this is the case as the 'Minitab prompt' which is 'MTB>' appears in the windows called 'Session'.