Read this first if you are installing Word Pro 97 for Windows 95 and Windows NT

This file contains the following updated and new information about Lotus® Word Pro™ 97 for Windows 95 and Windows NT:
- Checking your package
- System requirements
- Installation information
- Support information
- New features
- Notes and updates to the product
- Tips and tricks for using Word Pro
- Macro and Script information
- EXTRAS

Checking your package

Before you install Word Pro, take time now to check the CD and documentation in your Word Pro for Windows package. If your package is not complete, refer to "Missing or Defective Components" in the *Lotus Customer Support Guide*.

CD-ROM

If your Word Pro package is a Node Edition, it does not contain a CD-ROM. Please contact your system administrator for further information. If your computer does not have a CD-ROM, Lotus will provide you with a diskette version at not charge. For information, refer to "Media Exchange" in the Lotus Customer Support Guide.

Documentation

Your Word Pro package should contain this documentation:
- *Exploring Lotus Word Pro*
- Lotus Customer Support Guide
- Lotus Warranty Registration Card
- Lotus Software Agreements

System Requirements

This section describes the hardware, system software, memory, and disk space requirements for using Word Pro on a stand-alone computer or on a network.

Hardware

Word Pro requires the following hardware:
- An 80486 or higher computer certified for use with Microsoft® Windows 95 or Windows NT 4.0 (or higher)
- A VGA or super VGA graphics card compatible with Microsoft Windows 95 or Windows NT 4.0 (or higher)
- A Microsoft Windows-compatible mouse, recommended but not required
- One CD-ROM drive, if your software was provided on CD-ROM

System software

You must have Microsoft Windows 95 or Windows NT 4.0 (or higher).

Memory

Word Pro requires a minimum of 8MB of RAM. 16MB is recommended if you are using multiple applications (including Lotus SmartSuite) at the same time, or if you are creating long, complex, or graphics-intensive documents.

Disk space

Word Pro requires a minimum of 26MB of available hard disk space. Depending upon the options you choose to install, you may need up to 51MB of available hard disk space. You will also need at least an additional 10MB for the temporary files Word Pro creates.

Installing Word Pro

The Install program transfers the Word Pro application files to your hard disk or a network file server from a CD-ROM. All installation information is available online. You can read or print the online information before you actually install Word Pro.

To make the Install program efficient

To maximize the efficiency of the Install program, you should perform the following procedure to reclaim lost clusters on your hard drive(s) before you run Install. You do not have to convert the lost clusters to files.

1. On systems using Windows 95 or NT 4.0, complete the following steps:
2. Open Windows Explorer.
3. Right-click your hard-drive letter (for example, C:).
4. Choose Properties.
5. Click Tools.
6. Click Check Now under Error-checking status.
7. Click Start.

To get Help while running Install

While you're installing Word Pro, Help is available for the options in each Install dialog box. You can:

1. Click the Help button to gain access to Help topics.
2. Print a Help topic by clicking the Print button in the Help window.
3. Switch between Help and the Install program by clicking the respective button on the task bar or by pressing ALT+TAB (to display the task bar, press CTRL+ESC).
4. Close the Help window by clicking its Close button.

To install on a network

Complete information about installing Word Pro on a network is available in the Network Administrator's Guide file, READNET.TXT, and the Install Help screens. READNET.TXT is located in the \WIN95 directory of the CD-ROM.

When you are ready to begin the network installation, make sure you are logged in as the network supervisor with the correct network access rights. Then click the "Install on a file server" check box located at the bottom of the Install Welcome screen.

To use automated Install

If you are a network administrator and want to standardize the installation for all users in your organization, you can use automated Install. To do this, you define the directory location and install options using a response file. For information on using and modifying a response file, see READNET.TXT, located in the \WIN95 directory of the CD-ROM.

To begin installing Word Pro 97

Follow these instructions to install Word Pro 97:

1. Insert the CD-ROM into the appropriate drive.
2. Choose Start - Run from the Taskbar.
3. Type X:\INSTALL in the Run dialog box (where X: is the letter of your CD-ROM drive).
4. **Note**: Install consists of a series of dialog boxes that are generally self-explanatory. If you need more information when using a dialog box, choose Help by clicking Help or pressing ALT+H.

5.   After Install is complete, restart Windows.

To install over a previous release

If you have installed a previous release of Word Pro, Install asks whether you want to remove the previous release. If you choose to remove it, Install asks if you want it to create a backup copy of your SmartMaster™ sets, and if you want the files in the work directory of the previous release moved to the work directory for the new release.

To install over a prior release of Ami Pro

By default, Word Pro installs into a \LOTUS\WORDPRO directory. It will not overwrite any Ami Pro program files. To make editing of your existing Ami Pro files easier, Lotus suggests that you use Windows Explorer to copy all the style sheets in your \AMIPRO\STYLES directory to the \LOTUS\SMASTERS\WORDPRO directory after you complete the installation. You may also wish to copy the contents of your \AMIPRO\DRAWSYM directory to your \LOTUS\ WORDPRO\GRAPHICS directory if you want to use the clip art provided with Ami Pro in Word Pro.

Word Pro default installation

The following features are not installed during a default installation of Word Pro 97.
- Equation Editor
- Extra SVGA SmartIcons
- English grammar checker as well as international grammar checkers
- International spell-check dictionaries
- Assistants for other word processors: Ami Pro Menu Assistant, MS Word Menu Assistant, and the Word Perfect Welcome Pack
- LotusScript Help files (LotusScript, Chart LotusScript, and Word Pro LotusScript)
- Text file filters: DisplayWrite, DCA/FFT, Text - Email, Enable 4.x, Framemaker (MIF), Legacy 1 & 2, Lotus Manuscript 2.x, MS Windows Write 3.x, MS Word for

DOS 3, 4, 5, & 6, Multimate 3.x, Multimate 4.x, Multimate Advantage I & II,

OfficeWriter 4, 5, & 6, PeachText 5000, Professional Write 1 & 2, Q&A Write 1, 3, & 4, Samna Word, WordStar 3, 4, 5, 6, & 7, WordStar 2000 R3, WordStar for Windows 1.x, and XyWrite DOS/Windows
- Spreadsheet filters: Lotus 1-2-3 for OS/2, MS Excel including 3.0, 4.0, & 5.0, and DIF
- DataBase filters: ODBC Data, Lotus Organizer 1.x, and Lotus Organizer 97
- Graphic filters: CGM, EPS, Freelance, HPGL, Lotus PIC, CorelDraw 3, and

Kodak Photo CD
- Tour
- Additional Internet SmartMaster templates. Although one set of Internet templates is installed during a default installation, you can install a second set of more advance Internet templates if you use the customized Install.

You can install all of these features by selecting a custom Install when you install Word Pro 97. If Word Pro is already installed, you can run Install again, select Customized Install, and choose only those features you did not previously install.

Installing Word Pro 97 on Windows NT

If you plan to install Word Pro 97 on a system running Windows NT™, you should have administrator privileges on that system so that files that should be copied to \WINDOWS\ SYSTEM32 are updated if they are in use by another program. If you do not have administrator privileges, shut down all applications and restart Windows NT before you install Word Pro 97.

If you are running a version of Lotus Notes for Windows 3.1 under Windows NT, you cannot use

Notes as your TeamMail program. In addition, Notes/FX is not available.

To take full advantage of Lotus Notes functionality, Lotus suggests that you upgrade to a version of Notes that is more compatible with Windows NT.

Multilingual Installation

You can install copies of Word Pro 97 in multiple languages. This capability is part of the Lotus strategy for multilingual computing.

The first language you install becomes your default language. To add a second or third language version of Word Pro, you must rerun the Install program. The Install program informs you that you already have an existing copy of the product in a different language and preserves the directory structure of the default language. The Install program adds menu items for each additional language version of a product. These menu items can be identified by the two character ISO language tag. For example, the icon for the French version of Word Pro is labeled Word Pro 97 - FR.

If you installed multiple language versions of Word Pro 96 and would like to install multiple language versions of Word Pro 97, you must install the English language version of Word Pro 97 first. Then you can install the other language versions of Word Pro 97. If you only install the English version of Word Pro 97, you may encounter compatibility problems with other language versions of Word Pro 96.

User dictionaries for language versions

You can select specific languages for your user dictionaries. Unlike the main dictionaries which come with Word Pro, the same user dictionary is used within each language type. An example of a language type is English. Variations of this type include American, British English, Australian, and British IZE. Although Word Pro has separate main dictionaries for each language, the user dictionary specified for one of these languages is used for all of them.

Uninstall

The Uninstall program allows you to remove all files associated with Word Pro that were copied to your system when the application was installed. It also removes all program folders or groups, shortcut icons, icons, and Windows registry entries.

Note: You cannot use Uninstall to remove files added when you installed a second or subsequent languag e.

- Uninstall displays messages, and prompts you before it removes any user-modified file, so you can decide whether to remove the file.
- Uninstall also creates an output log and displays error messages, so you can track and review the entire process. Uninstall overwrites the output log each time it is run, so you may want to rename this file if you want to save it.
- Uninstall does not delete files in your WORK or personal folders, or other files that were changed since they were installed. It will not delete a folder until all folders and files are removed from that folder. In addition, Uninstall will not remove files copied to a file server during a server Install.
- Uninstall displays a prompt before it removes many files, in case you do not want to remove a specific file. If you decide not to remove a file and the product is not removed completely, then Uninstall will also leave the files it needs to run again, including the product .INF and CINSTALL.INI files. If you want to run Uninstall again, do not remove these files manually. In addition, Uninstall will not remove files needed by another Lotus product. Be careful not to remove these shared files manually, or other Lotus applications will not run correctly. Uninstall will remove these files when it removes the last Lotus application.

Starting Uninstall

Uninstall is available to users from the Start menu.

Network administrators can run an automated Uninstall by using the Uninstall command line. The name and version of the product must be exactly as it appears in the Registry location.

Note   Only network administrators should view or change the Uninstall command line. Individual users should run Uninstall from the Start menu.

To run the uninstall program

1.   Choose Start - Settings - Control Panel from the Taskbar.
2.   Double-click Add/Remove Programs.
3.   Select Lotus Word Pro 97.
4.   Choose Add/Remove.
5.   Click OK.

Available support

Telephone numbers

For all PC desktop products, call Customer service: 1-800-343-5414, or Technical Support for all Windows Desktop applications: 1-508-988-2500
Monday - Friday 8:00 a.m. - 8:00 p.m. (Eastern time).

Lotus Customer Support

You can access all available customer support numbers in your country by following the instructions below.

1. Choose Help - Help Topics in Word Pro.
2. Click the Contents tab.
3. Double-click the Troubleshooting help topic.
4. Double-click the Lotus Customer Support help topic.
5. Double-click the desired country.
6. Click the desired topic.

Support from CompuServe

If you subscribe to CompuServe, you can download updated LotusScript Help and other information. In CompuServe, visit the Word Pro forum (type "GO WORDPRO").

Support on the Internet

If you have an Internet connection, you can download updated LotusScript Help and other information from the Lotus support web page. To access the Lotus web page, your computer should have a WinSock-based connection to the Internet. Follow the directions provided with your browser for downloading files. The web site is located at:

http://www.support.lotus.com/ftp/pub/desktop/wordpro

You can access the same material using an FTP client program. The FTP site is located at:

ftp://ftp.support.lotus.com

You can find more information about Lotus products and upgrades by going to the Lotus home page. The Lotus web site is located at:

http://www.lotus.com

New Features for Word Pro 97

- Booklet printing (Printing, overviews)
- Cross References (Cross References)
- Dialog Editor (Dialog Editor)
- HTML SmartMaster templates (HTML SmartMasters)
- Linked frames (Frames, linked)
- Open & Save to Notes (Opening, documents)
- Watermarks (Watermarks, overview)
- Web Page Authoring (Web page, overview)

For more information about these features, choose Help - Help Topics, click the Search tab, type the keywords (above in parentheses) in the box, and click display.

Notes and Updates

The following is information about Word Pro that is not included in the online Help.

New Word Pro 97 File Format

Although Word Pro 97 still uses the .LWP file extension for saved files, it uses a new file format. When Word Pro 97 opens a document that was saved with the Word Pro 96 format, it checks to verify the consistency of the document. If a consistency error is found, Word Pro displays a message asking you to save the file with the new Word Pro 97 file format.

If you are using both Word Pro 96 and Word Pro 97, be aware of the following:

- If you save a document in Word Pro 97, you cannot open the document in Word Pro 96 unless you save it with the Word Pro 96 file format.
- You can save a document in Word Pro 97 using the Word Pro 96 format by choosing File - Save As, and selecting "Lotus Word Pro 96" in the "List files of type" box.
- If you save a document in Word Pro 97, the default file type is .LWP for Word Pro '97.

TeamMail

If you are using Lotus Notes® as your e-mail application, you can use TeamMail to send selected text in your document out as e-mail. Because DDE only works with Notes, this option is not available with other e-mail applications.

To send selected text through TeamMail

1. Select the text you want to send in the Word Pro document.
2. Choose File - TeamMail.
3. Select "Message with current selection's text as message body."
4. Click OK.
5. Type your password and click OK.
6. Make the desired selections in the TeamMail dialog box.
7. Click Send.

When a Lotus Mail application (cc:Mail or Notes) is properly installed, it writes all the needed registration information into the Registry. TeamMail references these lines to determine which mail application is installed and where it is located. If you did not install a full version of Notes or cc:Mail, it is likely that TeamMail won't work. If you are experiencing any problems running TeamMail, you can check the WIN.INI file for the following lines.

Using TeamMail with Notes for Windows 3.1:

Any version of Lotus Notes designed for Windows 3.1 requires the following lines in the WIN.INI file:

```
[LotusMail]
Program=<path to notes files>\notes.exe NoDialogs
Application=notes
```

Using TeamMail with cc:Mail 2.x:

cc:Mail 2.x requires the following lines in theWIN.INI file:

```
[LotusMail]
Program=<path to ccmail files>\wmail.exe SENDMAIL
Application=wmail
```

Note: Lotus applications designed for Windows 3.1 require the path to the mail program to be listed in the AUTOEXEC.BAT file. When you use Windows 95 or Windows NT with Lotus mail applications designed for Windows 95, it is not necessary to list paths in the AUTOEXEC.BAT file. However, older versions of cc:Mail (2.1 and earlier) may require this listing. If cc:Mail is not working properly, check the AUTOEXEC.BAT file and make sure that the path to the cc:Mail program is listed correctly.

Using TeamMail with Notes v4 or later:

TeamMail checks the registry for information about the installed mail package. However, Notes v4 does **not** write information to the Registry. If you are using Notes 4.0, make sure that the lines specified above for Notes v3 are in the WIN.INI file.

If you are using Notes v4.1 or later, the registration information is automatically entered in the Registry.

Using OLE 2 applications with embedded objects

When you launch an OLE 2 embedded object (either by double-clicking on the object, or by choosing the object's context sensitive menu and choosing Edit), Word Pro launches the application "in place," and allows you to modify the object. When you have completed modifications, the server application remains in memory, even though it no longer displays.

If you are working on a computer with a limited amount of memory, you can close the document after editing the object (which also closes the server application), or you can launch a separate instance of the object instead of editing it "in place."

To launch an application as a separate instance

1. Select the object.
2. Choose the object's context sensitive menu.
3. For example, if the object is a Lotus 1-2-3® 97 Workbook, choose the Workbook menu. Then choose Edit - Object.
4. Choose Open.
5. When you finish making changes, close the application to copy the changes back to your document, and release the application from memory.

Using Ami Pro and Word Pro at the same time

You may need to use both Ami Pro and Word Pro at the same time. You can run them without any conflicts, unless you are using embedded objects in other applications.

If you have embedded Ami Pro objects in other applications (for example, in Lotus Notes), Word Pro edits and saves these objects when you launch them. When changes are saved back to the container application, the changes are saved in the Ami Pro format and can be edited by users who have Ami Pro installed.

You can convert embedded Ami Pro objects to Word Pro objects by modifying the Windows Registry. Word Pro can then update embedded Ami Pro objects and convert them to the Word Pro format when they are launched by the parent application. For information about converting objects, contact Lotus Customer Support.

Caution: Once you convert Ami Pro embedded objects to the Word Pro format, the objects are no longer editable in Ami Pro. If you are still using Ami Pro in your organization, or if you expect to send documents containing embedded Ami Pro objects to Ami Pro users, Lotus advises you not to modify the registration database.

Word Pro tips

The following tips are provided by the Lotus Customer Support department.

How can you determine the name and location of linked graphic files?

1. Choose View - Set View Preferences.
2. Click the Show tab.
3. Deselect the "Show graphics" check box.
4. Click OK.

Word Pro displays an "X" in the graphic frame and shows the path and filename of the linked graphic image.

A common page numbering format includes the total number of pages after the page number, for exampl e, "Page X of XX", where 'X' is the number of that page and 'XX' is the total number of pages in the document. How can you implement this type of page numbering in Word Pro?

You can display page numbers, such as "Page X of 15" in a 15 page document, by following these steps:

1. Place the insertion point in the header or footer.
2. Choose Text - Insert Page Number.
3. Type **Page** and a space in the "Text before" box.
4. Type a space followed by **of** in the "Text after" box.
5. Choose the desired number style and numbering options and click OK. Word Pro displays "Page X of" in your document.
6. Place the insertion point after the word "of" and press the spacebar once.
7. Choose Text - Insert Other - Power/Doc. Field.
8. Select "Power Field."
9. Select "NumPages" in the "Field name" box.
10. Click Insert. Word Pro adds the total number of pages in the document.

To update the total number of pages after pages have been added or removed, place the insertion point in the "NumPages" field, click the right mouse button, and choose Update Field.

How can you temporarily type beyond the left and right page margins of a document (also known as a "margin release")?

Choose View - Show/Hide - Ruler. On the ruler, drag the left margin indicator (bar at the left margin) or one of the indention indicators (triangles at the left margin) anywhere between the current margin and the edge of the page. You can now type past the margins.

If you need to release the left margin repeatedly, or you want to create a style that uses a margin release, you can set a negative indent for a paragraph.

1. Place the insertion point in the paragraph you want to modify.
2. Choose Text - Text Properties.
3. Click the Alignment tab.
4. Specify a negative value in the "Indent from margin" box.
5. If you only want to use a negative indent for certain lines of the paragraph, click Options, make the changes in the appropriate boxes, and click OK.

What are some helpful hints to reduce the size of documents?

Below are five helpful hints to decrease the size of documents in Word Pro.

•   *Make sure Word Pro is saving files in a format optimized for smaller files.*

When you use this format, displaying and saving files takes slightly longer, but the amount of disk space required is greatly reduced. Choose File - User Setup - Word Pro Preferences, deselect "Small file format" in the "Disable" box, and click OK.

- *Don't embed fonts within the file.*

Most of the time, embedding fonts in the file is not needed. Choose File - Document Properties - Document, click the Options tab, deselect "Embed fonts in document," and click OK.

- *Remove unneeded paragraph styles from the document.*

If you're only using one paragraph style in a document, you may save a few kilobytes of space by removing the other paragraph styles. Place the insertion point in the document text, choose Text - Named Styles - Manage, select the paragraph style or styles you don't need, click Delete, click Yes, and click Close.

- *Use sections rather than divisions, if possible.*

Each division is a mini-document, with its own styles, page layout, and other formatting information so, it requires additional disk space. If you want the information in the division to have the same format as the rest of the document, consider using a section. A section shares formatting information with the rest of the document.

- *Disable the"Save Graphics for Fast Display" option.*

Choose File - User Setup - Word Pro Preferences, click the General tab, in the Disable box deselect "Fast graphic display," and click OK. Graphics within the document may take a little longer to display, but the amount of space saved could be great, depending on the original size of the graphic.

After making changes in the InfoBoxes, how can you go back to the document without using the mouse?

Press Alt+Enter on the keyboard to return to the document at the location of the insertion point.

In Ami Pro, you could use floating headers and footers to create multiple headers and footers. Where is this functionality in Word Pro?

Word Pro doesn't use the term "floating." Instead, you can use sections in Word Pro to create multiple headers and footers. You can continue or discontinue the headers and footers from the previous page in the Create Section dialog box. If you deselect the options, you can create multiple headers and footers in your document. You can also use different headers and footers with each new division you create (Create - Division), or with each new page layout you insert (Text - Insert Page Layout).

In Ami Pro, you could link documents back to the original style sheet. Can you do this in Word Pro?

Word Pro does not have an option to link documents back to the original SmartMaster because all the information from a SmartMaster is copied directly into the document. To save newly created paragraph styles to your SmartMaster, you must copy the paragraph styles to the SmartMaster and save the SmartMaster.

1. Open the SmartMaster you want to change.
2. Choose Text - Named Styles - Manage.
3. Click Copy From.
4. Select "Another file."
5. Click Browse and select the file containing the desired paragraph styles.
6. Click Open.
7. Select the paragraph styles to bring over and click Copy.
8. Word Pro may display a message. Click the appropriate button.
9. Click Close to return to the SmartMaster.
10. When you are ready to save the SmartMaster, choose File - Save.

You can use the same procedure to copy the paragraph styles from the newly modified SmartMaster to other documents you want to change.

Sometimes, the "Ask the Expert" feature does not return the correct topic. Why is this?

The "Ask the Expert" feature is context sensitive. The topics that are returned by the query are determined by the text used in the query, and the object that is currently in focus in the document at the time of the query.

For example, if you need to locate topics on frames, be sure that a frame is selected in the document when you query "Ask the Expert".

Is there a way to preview a Word Pro document?

Yes. You can perform most file management tasks, including previewing a file, from the common Windows dialog boxes, such as File - Open and File - Close. The following procedure describes how to preview a file in the File - Open dialog box. You also can use these same steps in any dialog box that displays files.

1. Choose File - Open.
2. Right click on the document that you wish to preview and choose Properties.
3. Select the Preview tab.

Other file management tasks that you can perform include copying files, deleting files, and renaming files.

How do you assign a printer bin to a specific page?

To assign a printer bin to a specific page that is different from the rest of the document, you must insert a page layout and then modify it.

1. Click on the desired page.
2. Choose Text - Insert Page Layout.
3. Select an option in the "Insert page layout with page style" box.
4. In the "Start page layout" box, select where the new layout should begin.
5. Click Insert & Edit.
6. Select the Margins tab.
7. Click "Use settings from printer driver" to deselect the option.
8. Select an alternate option in the "Printer bin" box.

The settings in the "Printer bin" box are now used for all pages that use the current page layout. To set different printer bins for each page, you must insert a new page layout and change the printer bin for each individual page. For more information on inserting a page layout, see the online Help.

How do you "reveal codes" in Word Pro?

The status bar displays the font name, font size, font color, whether a word is bold, italics, and/or underli ned, and the style that is assigned to selected text. You can change any of these settings by clicking the corresponding part of the status bar.

The InfoBox is a single place where you can change the properties of text, pages, frames, tables, table cells, headers, footers, columns, OLE objects, and Word Pro drawings.

The InfoBox has features that make your tasks easier.

• You can leave the InfoBox open on your screen while you work in a document.
• You can drag and drop the InfoBox to a different part of the Word Pro workspace.
• When you make a choice in the InfoBox, the text on your screen changes instantly.

If you type your choice in an InfoBox text box instead of selecting a highlighted option, the change occurs only when you tab or click outside the InfoBox.

The Set View Preferences dialog box allows you to control how the document is displayed. This menu allows you to view marks, rulers, grids, and so on. To view the Set View Preferences dialog box, choose View - Set View Preferences.

How do you insert bullets in the middle of a sentence?

Word Pro 97 includes a feature that allows you to insert any character at the location of the insertion point.

1. Place the insertion point at the desired location for the bullet.
2. Choose Text - Insert Other - Symbol.
3. Select the font in the "Font" box.
4. Click Insert.
5. Click Done.

More than one character can be inserted when the Insert Symbol box is displayed.

How do you open multiple documents at the same time?

With the File - Open box displayed, press CTRL and select the desired files.

You can also select a sequence of files by selecting the first file in a list, and then holding down SHIFT while you select the last file in the list.

Is there a way to modify a page number in a Word Pro document?

Right click on the page number and choose Edit Page Number.

Ami Pro macros

You can use many of the Ami Pro macros in Word Pro. However, some Ami Pro macro functions are not supported in Word Pro. Macros using these functions do not run successfully.

The first time you run an Ami Pro macro in Word Pro, it converts to the Word Pro format. If the macro uses an unsupported function, Word Pro displays a message. If a macro runs without displaying a message, you should test the macro to make sure it provides the results you expect. Specific information about unsupported macro functions and other suggestions for converting macros are available from Lotus Customer Support.

Using LotusScript

You can install the LotusScript Help file by doing a custom install. (See the Custom Install section.) Because the LotusScript Help file for Word Pro is still under construction, the file that you install is not complete. To obtain the latest version of the Word Pro LotusScript Help file, you can do one of the following:

*   Order an updated Help file from customer support.
*   Download the updated Help files from CompuServe. See the Support section.
*   Download the files from the Lotus Customer Support website. See the Support section.

Deleted Word Pro LotusScript elements

The following classes, properties, and methods have been deleted from the Word Pro object model. If you have existing scripts which use these classes, properties, or methods, you will need to modify them.

Most of these elements were deleted due to functionality changes in Word Pro.

AddEnvelopeReturnAddress Property

MacroAppend() Method

AnyOleObjects Property

MacroCancel() Method

Cancel() Method

MacroCompile() Method

ContactUponPermissionDenied Property

MacroQuickPlay() Method

DocTextSize Property

MacroQuickRecord() Method

EditorAttemptingOpen Property

MacroResume() Method

FileProtection Class

MacroRun() Method

FileProtection Property

MakeImportsUntitled Property

FormatCheckAction() Method

MergeContinue() Method

FormatCheckLevel Property

Name Property (LWP Dialog)

FormatCheckReplace() Method

Parent Property (LWP Dialog)

FormatCheckRule Property

RotationAngle Property

FormatCheckSuggestion Property

RunAutoNewMacro() Method

FormatCheck() Method

RunAutoOpenMacro() Method

GetDocDescription() Method

ScriptDataSetCollection Class

GetProtectionType() Method

SpellCheckIncludesOtherTextStreams Property

GetStorageProtectionType() Method

SpellCheckStartsAtBeginning Property

InUseCount Property

TerminateFormatCheck() Method

IsPrintInBackground Property

TOCNumEntries Property

Item("Long")

UnitCollection Class

Item("ScriptDataSet")

UserPassword Property

Item("Twips")

VerificationResult Property

LongCollection Class

Hidden Word Pro LotusScript elements

The following classes, properties, or methods are hidden in Word Pro 97. Hidden elements still work in Word Pro 97, but do not appear in the Object Browser or LotusScript class reference Help for Word Pro. If you use a custom install and install the Word Pro type library, these elements also do not appear.

Hidden elements are obsolete properties, classes, methods, or events. Most hidden objects in the Word Pro 97 object model are Word Pro dialog box elements. Beginning with Word Pro 97, the old Word Pro Dialog Editor was replaced with Lotus Common Dialog Editor. Consequently, the elements that represented the Word Pro Dialog Editor were replaced with the Lotus Common Dialog elements available in all the SmartSuite applications.

You should not use these hidden objects in your applications because they will not be supported, and will be removed from the Word Pro object model in the future.

AddItemIndex() Method (LWP Dialog)

InitControls() Method (LWP Dialog)

AddItem() Method (LWP Dialog)

InitDir Property (LWP Dialog)

AddListBoxText() Method (LWP Dialog)

IsItemSelected() Method (LWP Dialog)

Archive Property (LWP Dialog)

IsParaDemandLoad Property

BarSide Property (LWP Dialog)

IsReplacement Property

BarType Property (LWP Dialog)

Labels("LWPLabel") (LWP Dialog)

Bisect() Method

LineCount Property (LWP Dialog)

Buttons("LWPButton") (LWP Dialog)

ListBoxes("LWPListBox") (LWP Dialog)

CalcSmartLevels() Method

ListCount Property (LWP Dialog)

Changed Event (LWP Dialog)

LostFocus Event (LWP Dialog)

CheckBoxes("LWPCheckBox") (LWP Dialog)

LWPBaseCtrl Class (LWP Dialog)

ClassName Property

LWPButton Class (LWP Dialog)

ClearInternalSpellInfo() Method

LWPCheckBox Class (LWP Dialog)

ClearPopupData() Method

LWPClicker Class (LWP Dialog)

Clear() Method (LWP Dialog)

LWPComboBox Class (LWP Dialog)

Clicked Event (LWP Dialog)

LWPCommonDialog Class (LWP Dialog)

Clickers("LWPClicker") (LWP Dialog)

LWPControls Class (LWP Dialog)

ComboBoxes("LWPComboBox")
(LWP Dialog)

LWPCustomDialog Class (LWP Dialog)

Controls Property (LWP Dialog)

LWPEditBox Class

Count Property (LWP Dialog)

LWPFileListBox Class (LWP Dialog)

Decrement Event (LWP Dialog)

LWPLabel Class (LWP Dialog)

DialogEvent Event (LWP Dialog)

LWPListBox Class (LWP Dialog)

DirControl Property (LWP Dialog)

LWPRadioButton Class (LWP Dialog)

DivideText() Method

MaxLength Property (LWP Dialog)

DivisionsRequired Property

Modal Property (LWP Dialog)

DoubleClicked Event (LWP Dialog)

Normal Property (LWP Dialog)

EditBoxes("LWPEditBox") (LWP Dialog)

Path Property (LWP Dialog)

EnableControl() Method (LWP Dialog)

RadioButtons("LWPRadioButton") (LWP Dialog)

Enabled Property (LWP Dialog)

ReadOnly Property (LWP Dialog)

FileListBox("LWPFileListBox")
(LWP Dialog)

Reload() Method (LWP Dialog)

Filename Property (LWP Dialog)

RemoveItem() Method (LWP Dialog)

Filter Property (LWP Dialog)

RemovePowerField() Method

FilterIndex Property (LWP Dialog)

SelectAStyle() Method

Flags Property (LWP Dialog)

SelectCount Property (LWP Dialog)

GetButtonId Property

SelectItemString() Method (LWP Dialog)

GetControlText() Method (LWP Dialog)

SelectItem() Method (LWP Dialog)

GetControlValue() Method (LWP Dialog)

SelectMarker() Method

GetLine() Method (LWP Dialog)

SetButtonText() Method

GetPowerFieldValue() Method

SetControlText() Method (LWP Dialog)

GotFocus Event (LWP Dialog)

SetControlValue() Method (LWP Dialog)

GoToIndexLastItemAccessed Property

SetFocus() Method (LWP Dialog)

GoToItemName Property

SetFocus() Method (LWPDialog)

GotoPageLoadInBackground Property

SetPowerFieldValue() Method

GoToPageNumber Property

Show() Method (LWP Dialog)

GoToSelection Property

System Property (LWP Dialog)

Hidden Property (LWP Dialog)

Text Property (LWP Dialog)

HideControl() Method (LWP Dialog)

TextNumber() Method

Hide() Method (LWP Dialog)

Type Property (LWP Dialog)

Hwnd Property (LWP Dialog)

Value Property (LWP Dialog)

ID Property (LWP Dialog)

Visible Property (LWP Dialog)

IncludeDirs Property (LWP Dialog)

IncludeDrives Property (LWP Dialog)

Increment Event (LWP Dialog)

EXTRAS

Your Word Pro CD has an \EXTRAS folder that contains additional files that cannot be installed using the Word Pro installation program. The \EXTRAS folder includes:

- International proofing tools including: spelling dictionaries, grammar checkers, hyphenation programs, and thesauruses.
- The Internet Explorer Internet browser.
- The Netscape Navigator Internet browser.

Installing international proofing tools

Word Pro provides proofing tools for supported international languages. These files are located in the \EXTRAS\LANGUAGE folder of the CD-ROM. You can install these proofing tools by copying them from the CD to the appropriate folder. When you install a proofing tool, it is used automatically when the corresponding international language is used to enter text.

Dictionary Hyphenation

To use international dictionary hyphenation, copy the desired file (listed below) to the main Word Pro directory (usually X:\WORDPRO.)

To install dictionary hyphenation for..

Copy this file..

Brazilian Portuguese

LOTUSPT2.HYP

Catalan

LOTUSCT2.HYP

Czech

LOTUSCZ2.HYP

Danish

LOTUSDK2.HYP

Dutch

LOTUSNL2.HYP

English

LOTUSEN2.HYP

English Medical

LOTUSME2.HYP

Finnish

LOTUSFI2.HYP

French

LOTUSFR2.HYP

German

LOTUSDE2.HYP

Italian

LOTUSIT2.HYP

Norwegian

LOTUSNO2.HYP

Russian

LOTUSRU2.HYP

Spanish

LOTUSES2.HYP

Swedish

LOTUSSE2.HYP

Grammar Checkers

If you are using an international language to enter text and would like for the Grammar Checker suggestions, rules, and dialog boxes to appear in that international language, you can install an international language Grammar Checker.

Note: Readability statistics, displayed after you run Grammar Checker, are only available in English.

To use an international Grammar Checker, copy the desired file (listed below) to the main Word Pro directory (usually X:\WORDPRO.)

To install a Grammar Checker for..

Copy this file..

Brazilian Portuguese

LOTUSPT3.IPR

Dutch

LOTUSNL3.IPR

English

LOTUSEN3.GCS

French

LOTUSFR3.IPR

German

LOTUSDE3.IPR

Italian

LOTUSIT3.IPR

Spanish

LOTUSES3.IPR

Swedish

LOTUSSE3.IPR

Spelling Dictionaries

To use an international spelling dictionary, copy the desired file (listed below) to the Lotus shared spelling folder (usually X:\LOTUS\COMPNENT\SPELL.)

To install spell checking for..

Copy this file..

Afrikaans

LOTUSAF2.DIC

American and British English

LOTUSEN2.DIC

Australian English

LOTUSAU2.DIC

Brazilian Portuguese

LOTUSPT2.DIC

Catalan

LOTUSCT2.DIC

Czech

LOTUSCZ2.DIC

Danish

LOTUSDK2.DIC

Dutch

LOTUSNL2.DIC

English Medical

LOTUSME2.DIC

Finnish

LOTUSFI2.DIC and LOTUSFI2.DC2

French

LOTUSFR2.DIC

German

LOTUSDE2.DIC

Greek

LOTUSEL2.DIC

Hungarian

LOTUSHU2.DIC

Italian

LOTUSIT2.DIC

Norwegian

LOTUSNO2.DIC

Polish

LOTUSPL2.DIC

Russian

LOTUSRU2.DIC

Spanish

LOTUSES2.DIC

Swedish

LOTUSSE2.DIC

Thesauruses

To use an international thesaurus, copy the desired file (listed below) to the Lotus shared spelling directory. See "Finding the Lotus Shared Spelling Directory" in this section for more information.

To install the thesaurus for..

Copy this file..

American English

LOTUSEN2.THS

Brazilian Portuguese

LOTUSPT2.THS

British English

LOTUSBR2.THS

Catalan

LOTUSCT2.THS

Danish

LOTUSDK2.THS

Dutch

LOTUSNL2.THS

Finnish

LOTUSFI2.THS

French

LOTUSFR2.THS

German

LOTUSDE2.THS

Iberian Portuguese

LOTUSIB2.THS

Italian

LOTUSIT2.THS

Norwegian

LOTUSNO2.THS

Spanish

LOTUSES2.THS

Swedish

LOTUSSE2.THS

Finding the Lotus shared Spelling directory

The Lotus shared spelling directory contains program files and proofing tools which are shared by all Lotus applications.

This directory is usually C:\LOTUS\COMPNENT\SPELL.

To find your Lotus shared spelling directory, do the following.

1. Click the Start button.
2. Choose Find - Files or Folders.
3. Type SPELL in the "Named" box.
4. Select "Include Subfolders".
5. Click Find Now.

Windows locates all files and folders starting with the word Spell. When the search is complete, identify the correct folder. If more than one folder is named "Spell", the correct one will have "Compnent" as the parent folder.

Installing the Internet Explorer or Netscape Navigator Browser

You can install the Microsoft Internet Explorer Internet browser, the Netscape Navigator Internet browser, or both. If you install a browser, you can use the Preview in Browser feature provided by Word Pro as part of its Internet Tools.

The installation program for Internet Explorer is located in the \EXTRAS\INTERNET\WIN95\ IEXPLORE folder. The installation program for Netscape Navigator is located in the \EXTRAS\ INTERNET\WIN95\NETSCAPE folder.

Before installing, you should read the README.TXT file for the desired browser (located in the corresponding directory) for installation instructions and further information.