

WHAT'S NEW FOR UPGRADERS

Lotus

123

RELEASE 5

Spreadsheet for Windows

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Contents

About This Book	iv
Who should read this book	iv
1 What's New or Different	1
New terms and concepts	1
Desktop display and menus	1
Starting 1-2-3 	2
Appearance of dialog boxes	3
New features in Lotus 1-2-3	3
File naming	4
Printing	5
Compatibility issues	5
2 Installing 1-2-3	7
Installing 1-2-3	7
To get Help while installing 1-2-3	7
Upgrading to 1-2-3 Release 5 for Windows 95	8
To transfer data files to a folder	8
To delete old program files	8
Installing 1-2-3 on a stand-alone computer	9
To install on a stand-alone computer	9
Backing up your disks	9
Installing 1-2-3 on a network node	9
To install on a network node	10
Returning to Install	10
Reading product updates	10

About This Book

This book describes what's new or different for Lotus® 1-2-3® Release 5 users who are upgrading from Windows® 3.1 to Windows 95. It also includes installation procedures and important information for upgraders.

Who should read this book

What's New for Upgraders is for current 1-2-3 users who are upgrading from Windows 3.1 to Windows 95.

Users of Lotus SmartSuite® 96 Edition for Windows 95 should read Chapter 1. Users of 1-2-3 Release 5 for Windows 95 standalone should read Chapters 1 and 2.

Chapter 1

What's New or Different

This chapter describes what's new or different about 1-2-3 Release 5 for Windows 95.

Basically, 1-2-3 operates the same way on Windows 95. Most of the changes you'll see are in the features and design of the new operating system.

New terms and concepts

As you work with 1-2-3 for Windows 95, you will discover new terms and concepts. Some significant changes include:

- The term folder replaces directory.
- Windows Explorer replaces the File Manager.
- The Settings menu and My Computer icon contain the Control Panel and Printer folders.
- The Start button allows you to start programs, find a file, and get Help.
- The Taskbar contains the Start button and handles switching back and forth between programs.

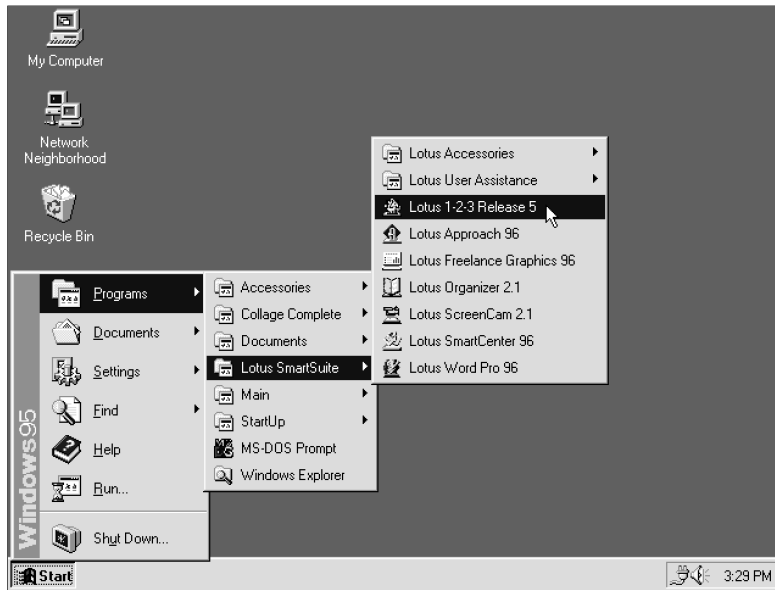
Desktop display and menus

The Windows 95 desktop looks and functions differently than the Windows 3.1 desktop. The icons that appear on your desktop control file and task management directly, unlike the Program Manager and File Manager structure used in Windows 3.1.

The new desktop design also changes the way you start programs. You use the Start button or shortcuts to start programs in Windows 95.

Starting 1-2-3

1. Click the Start button in the bottom left corner of your screen.
2. Choose Programs - Lotus SmartSuite - Lotus 1-2-3 Release 5.



To make starting 1-2-3 easier and faster, you can create a shortcut icon, representing the 1-2-3 program, and start it from the desktop. See Windows 95 Help for more information about shortcuts.

2 What's New for Upgraders

Appearance of dialog boxes

In dialog boxes, the buttons on the title bar are different for 1-2-3 Release 5 for Windows 95.

- If you run 1-2-3 Release 5 under Windows 3.1, the buttons in the title bar look like this:



- When you run 1-2-3 Release 5 for Windows 95, the buttons on the title bar will look like this:



Notice that the Help button no longer appears in the title bar. To open Help, press **F1 (HELP)**. Click the Close button to close the dialog box.

New features in Lotus 1-2-3

Some new features are available in 1-2-3 Release 5 for Windows 95:

- 1-2-3 was modified to perform a seamless integration with Lotus Approach® 96. Once Approach 96 is installed on your computer, the following commands for using 1-2-3 data in Approach become available:
 - Tools Database Form
 - Tools Database Report
 - Tools Database Dynamic Crosstab
 - Tools Database Mailing Labels
- You can now change what happens when you press **ENTER** in a cell. In 1-2-3 Release 5 for Windows 3.1, the cell pointer stays in the cell when you press **ENTER**. In 1-2-3 Release 5 for Windows 95, you can change a setting so that the cell pointer moves down one cell when you press **ENTER**.

Follow these steps to change the setting:

1. Use WordPad, or any text editor, to open the 123R5.INI file located in the Win95 folder.
2. In the [CONFIG] section in the file, locate the following text:

```
;ENTER key behavior  
  
;0=Cell pointer remains in current cell (default)  
;1=Moves the cell pointer down one cell  
  
enter_behavior=0
```
3. Change the line `enter_behavior=0` to `enter_behavior=1`
4. Save the file and exit WordPad.
5. Restart 1-2-3 to make the change take effect.

File naming

File names maintain the 8-character naming convention. 1-2-3 doesn't support the Windows 95 long file name feature.

- If you save a file with a long file name in another application, and then open it in 1-2-3, the file name changes to its MS-DOS® equivalent, which displays in the Open File dialog box. For example, in Notepad, "this is a long file name" becomes "THISIS~1.TXT" when you open the file in 1-2-3. Notice that Windows 95 resolves the differences between DOS names by adding a ~ (tilde) and numbers.
- In Windows Explorer, if you double-click a .WK4 file with a long file name, 1-2-3 opens the file with its DOS equivalent, which displays in the title bar. The same is true if you rename an existing .WK4 file in Windows Explorer.

4 What's New for Upgraders

Printing

Your documents may look different when printed from Windows 95. Therefore, you may have to modify your page settings.

If you have problems printing, check with the printer manufacturer to make sure you have the latest printer driver.

Compatibility issues

Some compatibility issues that occur when running 1-2-3 under Windows 95 are described as follows:

- The **ALT+F6 (ZOOM PANE)** key, which enlarges the current pane to the full size of the window or shrinks it to its original size, is not supported in this release.
- In 1-2-3 Help, the ability to automatically print sections of Help is not supported. You can still print sections of Help, but you must click the OK button in the Print dialog box for each Help topic in the section.
- The Windows Universal Naming Convention (UNC) isn't supported in this release of 1-2-3.

Chapter 2

Installing 1-2-3

This chapter describes the installation procedure for 1-2-3 Release 5 for Windows 95 and contains information about upgrading.

Use the information in this chapter if you are installing 1-2-3 only. SmartSuite users don't need to read this chapter because 1-2-3 is installed as part of SmartSuite.

Installing 1-2-3

If you're installing 1-2-3 on:

- A stand-alone computer or a laptop computer, read "Installing 1-2-3 on a stand-alone computer" on page 9.
- A network node, read "Installing 1-2-3 on a network node" on page 9.
- A network server, start Install as described in "Installing 1-2-3 on a stand-alone computer" on page 9. When you are in Install, open the *Network Administrator's Guide* when prompted. Once it is open, you can print the guide from the File menu.

If you're upgrading, read "Upgrading to 1-2-3 Release 5 for Windows 95" on page 8.

Note The Guided Tour is not included in this product release.

To get Help while installing 1-2-3

While you're installing 1-2-3, you can get Help about the options in each Install dialog box.

1. Choose Help:

Mouse Click the Help button.

Keyboard Press TAB to move the highlight to the Help button and press ENTER.

Install displays information about the options in the dialog box you're currently using.

Upgrading to 1-2-3 Release 5 for Windows 95

If you're upgrading from 1-2-3 Release 5 for Windows 3.1, you can install 1-2-3 Release 5 for Windows 95 in the same folder (directory) as the previous release, or in a separate folder.

If you're installing 1-2-3 Release 5 for Windows 95 for the first time, Install creates the required folders and automatically transfers the appropriate files.

Note Check that installation is complete before you delete your previous version of 1-2-3.

To transfer data files to a folder

1. Click the Start button.
2. Choose Programs - Windows Explorer.
3. Choose File - New - Folder.
A rectangular box called New Folder appears.
4. Change the name of the folder by typing 123data or any other name.
5. Copy your data files to the new folder by holding down CTRL and dragging each file to the new folder.

To delete old program files

1. Click the Start button.
2. Choose Programs - Windows Explorer.
3. Select the folder that contains your old 1-2-3 program files.
4. Choose File - Delete.

Installing 1-2-3 on a stand-alone computer

Before you can use 1-2-3, you must use the 1-2-3 Install program to transfer the program files to your hard disk. To install 1-2-3 for the first time, or to return to Install later to add optional features or Help files, you must use the installation disks in your 1-2-3 package.

To install on a stand-alone computer

1. Insert the Install disk in drive A.
2. Click the Start button.
3. Choose Run.
4. Type a:\install in the Open box.
5. Choose OK.

The Install program displays a series of dialog boxes that prompt you for information about what to install and how to install it. For example, an Install dialog box asks you to select the type of installation you want: Default features, Minimum features, or Customize features.

Backing up your disks

After installing 1-2-3, you may want to back up your 1-2-3 program disks. The backup disks must be the same size as your install disks. All backup disks must be high density.

To back up your disks, use the Copy Disk command. See your Windows 95 documentation for further information.

Installing 1-2-3 on a network node

Before you can use 1-2-3, you must use the 1-2-3 Install program. To install 1-2-3 for the first time, or to return to Install later to add optional features or Help files, you must connect to the 1-2-3 folder (directory) on your server. If you don't know how to connect to the 1-2-3 folder, ask your network administrator.

The Windows Universal Naming Convention (UNC) isn't supported in this release of 1-2-3. The product cannot be installed through a UNC path. When you attempt to install 1-2-3 using a UNC path (for example, \\Server\Drive:Lotus\123) an error message displays. To correct the problem, map a network drive to the UNC path and set it to reconnect at login.

To install on a network node

1. Click the Start button.
2. Choose Run.
3. Type *x:\path\install* in the Open box.

x:\path is the drive letter and path for the 1-2-3 folder on your server.
For example, type *n:\123\install* to start Install from a 1-2-3 folder named \123 on drive N.

4. Choose OK.

The Install program displays a series of dialog boxes that prompt you for information about what to install and how to install it. For example, an Install dialog box asks you to specify your personal folder, which contains the application configuration files. The default name for your personal folder is Lotus SmartSuite.

Returning to Install

When you install 1-2-3, you can choose not to install optional features and Help files. You can install them later by running Install and choosing Customize features.

Reading product updates

The 1-2-3 README.TXT file contains notes for upgraders and network administrators, and information received after the documentation was printed. The Install program copies the README.TXT file to your 1-2-3 folder and creates an item on the Start menu.

To open the README.TXT file:

1. Click the Start button.
2. Choose Programs - Lotus SmartSuite - Lotus User Assistance - 1-2-3 Product Updates.