

READ THIS FIRST

Ami Pro Release 3

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Read This First

This booklet contains the following updated and new information about Lotus® Ami Pro® 3.1:

- Checking your package
- System requirements
- Installing Ami Pro
- What's new in Ami Pro
- Displaying icon descriptions
- Sending a mail message
- Replying to Ami Pro mail messages
- The Document Sharing application

Checking your package

Before you install Ami Pro, take time now to check the disks and documentation in your Ami Pro for Windows package.

Disks

If your Ami Pro package is a retail package, it should contain one set of 3.5" high-density disks.

Documentation

Your Ami Pro package should contain this documentation:

- *User's Guide*
- *Style Sheet Guide*
- *Quick Reference Card*
- *Read This First* Booklet

System requirements

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

Hardware

Ami Pro requires the following hardware:

- An 80386 or higher computer certified for use with Microsoft® Windows Version 3.1
- An EGA, VGA, super VGA, or Hercules® graphics card compatible with Microsoft Windows Version 3.1
- A Microsoft Windows-compatible mouse, recommended but not required
- One 1.44MB 3.5" disk drive

System software

You must have Microsoft Windows Version 3.1 or higher and DOS Version 3.1 or higher installed on your computer to use Ami Pro.

Memory

Ami Pro requires a minimum of 4MB of RAM.

Note Ami Pro does not operate in Windows Real mode.

Disk space

Ami Pro requires a minimum of 4.5MB of available hard disk space.

Depending upon the options you choose to install, you may need up to 16.5MB of available hard disk space. You will also need at least an additional 3MB for the temporary files Ami Pro creates.

ATM

Ami Pro continues to support Adobe Type Manager® fonts as before. However, these fonts are no longer shipped with Ami Pro. TrueType® fonts, which are shipped with Windows 3.1, are now used instead. The standard style sheets shipped with Ami Pro use TrueType fonts.

If you installed ATM® only to support Ami Pro, you may wish to disable ATM to free some system resources. From the Program Manager, double-click the ATM icon to open the ATM Control Panel. Click the Off button to disable ATM.

Installing Ami Pro

The Install program transfers the Ami Pro application files to your hard disk or to the network server. All stand-alone and network installation information is available online:

- You can access the information by choosing the Help command button or by pressing **F1** in the dialog boxes.
- You can print any Help topic by choosing File/Print Topic when the topic is displayed in the Help window.
- You can close the Help window and return to the dialog box by choosing File/Exit or pressing **ESC**.

Tip If you display the Installation Help Contents topic, you can view a list of all the Help topics. You can then choose the topics you want to display and print.

You can read or print all the online information before you actually install Ami Pro. Start the installation, choose the Help command button the first time it appears, display and print the desired Help topics, and then exit the Help window. You can now proceed with the installation or exit the Install program by choosing the Exit Install command button.

To start the installation

The instructions assume that you are starting the Install program from drive A. If you start from another drive, substitute the letter of that drive. To install on a network, log in as the network supervisor before you begin.

1. Insert Install Disk 1 in drive A.
2. Start Windows and open the Program Manager.
3. Choose File/Run.
4. Type A:INSTALL and choose OK.
5. Specify the desired options in the dialog boxes:
 - Whether you want to install Ami Pro on a stand-alone computer or a file server
 - The type of installation you want to perform—All features - Automatic install, Minimum features - Automatic install, or Customize features - Manual install
 - The drive and directory where you want to install Ami Pro

See also For information about the types of installation, choose the Help command button in the Install Choices dialog box.

To install over a prior release

If you have a prior release of Ami Pro on this computer, you should install over it. You do not need to delete any files before you start the installation, nor does the Install program delete any files. However, you must have read-write access to the AMIPRO directory and its subdirectories.

Once you install Ami Pro Release 3.1, you will no longer be able to run the previous release.

In the Install Choices dialog box, choose either Complete Ami Pro Install or Custom Ami Pro Install. When prompted, specify the same drive and directory as the prior release.

Note If you choose Custom, you can select the features that should be installed and control the amount of disk space Ami Pro requires.

To specify directories for style sheets, documents, and macros

If you have a prior release of Ami Pro on this computer, the Install program prompts you to specify where you want to install style sheets, documents, and macros.

The Ami Pro Release 3.1 style sheets begin with an _ (underscore). If you created style sheets with similar file names, you should specify another directory for the Release 3.1 style sheets. Otherwise, you can install into the existing directory.

The Install program installs README30.SAM and GOODIES.SAM into the DOCS directory. If you created documents with similar names, you should specify another directory for the Release 3.1 documents. Otherwise, you can install into the existing directory.

You should specify another directory for the Release 3.1 macros only if you modified any macros provided with Ami Pro and saved the changes to the original files.

To install on a network

Complete information about installing Ami Pro on a network is available in both the READNET.TXT file located on Install Disk 1 and the Installation Helps.

What's new in Ami Pro

Ami Pro 3.1 has a number of major new features, including bubble help, the Send Mail Memo style sheet, and the Document Sharing Application. The following sections describe some of the new features.

Bubble Help

With bubble help, you can place your cursor over a SmartIcon and, in about a second, Ami Pro displays the description of the icon in a bubble.

Send mail

With the Send Mail Memo style sheet, you can send or reply to messages through Lotus Notes® or cc:Mail™.

Document sharing

With the Document Sharing Application, you and other members of your workgroup can create, store, and track documents in a central location with a high degree of efficiency.

Footnote continuation

You can create a footnote continuation on the next page of your document if your footnote does not fit on the current page. To do this, use the new Footnote Continuation options.

Autorun macro on file save

You can set up Ami Pro to run a macro automatically every time you save a document. You can use this feature to execute commands in external applications or send messages to other applications or users who need to be notified of the saving of a new version of your Ami Pro file.

Screen refresh

You can refresh the Ami Pro screen at any time by pressing the CTRL+SCROLL LOCK keys.

Note This only refreshes the screen display of your document and does not change the file saved on your hard disk.

Extended electronic mail integration

Ami Pro will now work with any electronic mail package that is either VIM (Vendor Independent Messaging) or MAPI (Messaging Application Programming Interface) compliant. Ami Pro will automatically detect these applications on installation.

Help Refer to Chapter 27 of your *User's Guide* for more information on electronic mail integration.

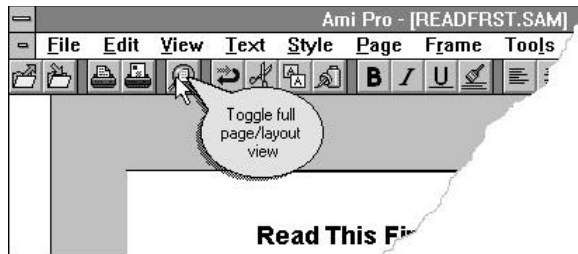
Displaying icon descriptions

Ami Pro displays icon descriptions using bubble help.

To use bubble help

You can use bubble help to see a description of each icon.

Position the mouse pointer over the desired icon and pause for a second.

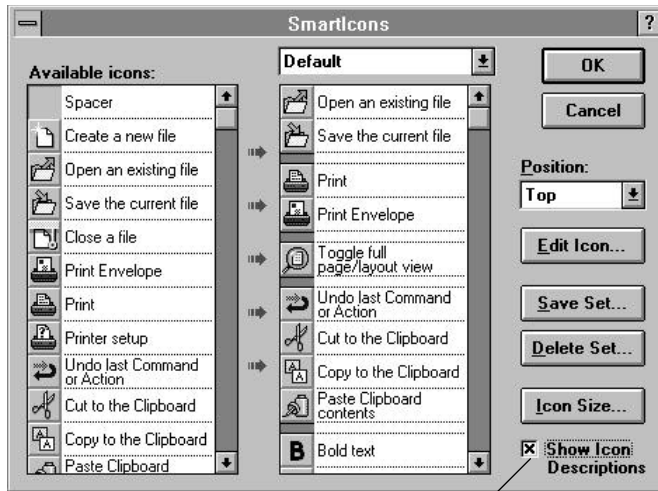


Ami Pro displays bubble help with a description of the function or command the icon represents.

To show and hide icon descriptions

You can show and hide icon descriptions by turning bubble help on or off. If you decide to turn bubble help off, you can still display icon descriptions by placing the mouse pointer on an icon and holding down the right mouse button.

1. Choose Tools/SmartIcons.



Select Show Icon Descriptions

2. Choose OK.

Sending a Mail Message

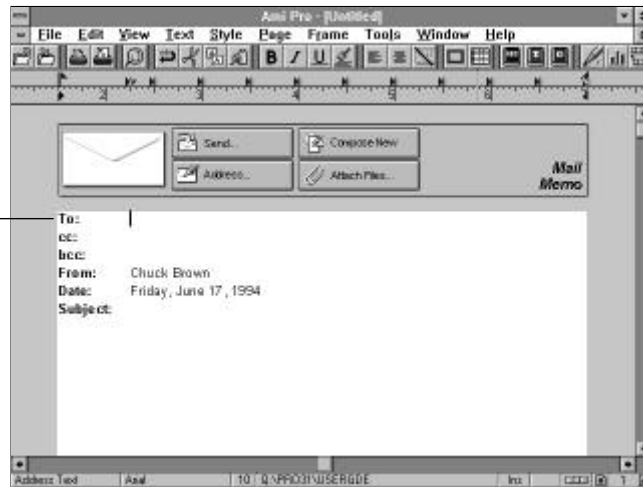
You can compose, send, and reply to a message through Lotus Notes or cc:Mail without exiting Ami Pro.

To compose a new mail message

You can use Ami Pro's word processing capabilities to create mail messages using Send Mail.

1. Choose File/Send Mail.
2. Choose Compose Mail Message.

Type the address information and the body of the memo



Note If you want to compose and send a different mail message while you are composing the current message, you can choose Compose New and Amipro displays another blank Send Mail Memo. After you compose and send the mail message; you can return to the unfinished message.

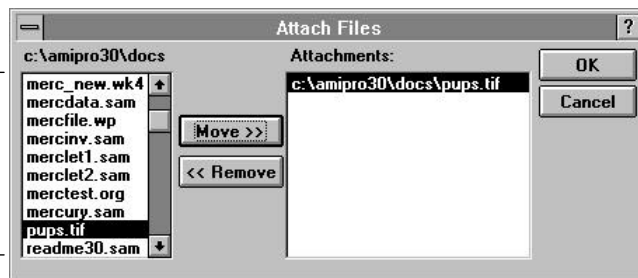
See also Instead of typing address names, you can address your mail message using the Address option Amipro provides with the Send Mail Memo style sheet. For more information, refer to “To address the mail message” in this booklet.

To attach a file to the mail message

You can attach a file to the mail message you are creating.

1. Choose Attach Files.

Select the drive, directory, and file you want to attach and choose Move



Note In the file list box, you may have to scroll to the bottom of the list to select a drive and directory.

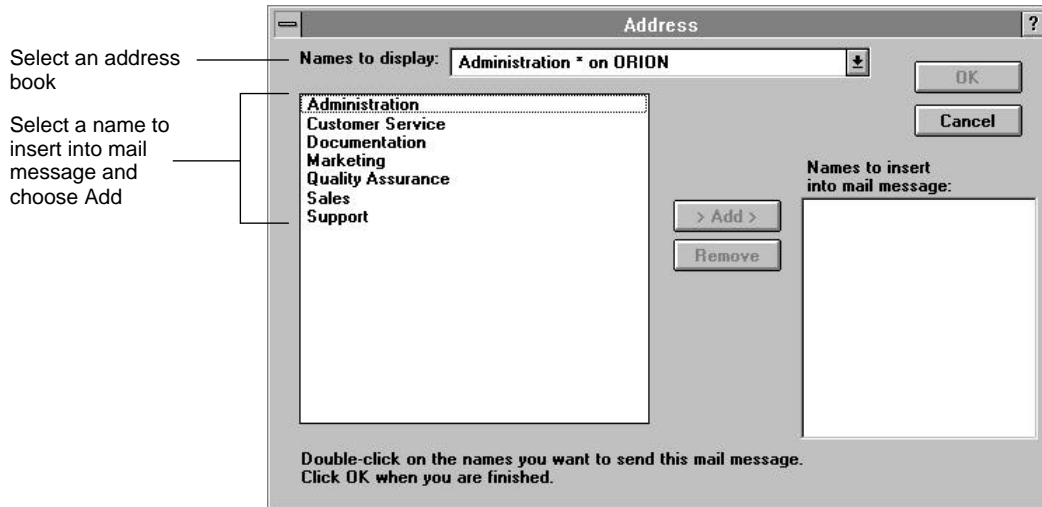
2. Repeat this procedure for each file you want to attach to the mail message.
3. Choose OK.

Ami Pro attaches the file with the message you create. When you send the message, the attached file is sent with it.

To address the mail message

Instead of typing address names, you can address your mail message using the Address option Ami Pro provides with the Send Mail Memo style sheet.

1. After you have created the mail message, place the cursor in the To:, cc:, or bcc: field, and choose Address.



2. Repeat this procedure for each person who is to receive the mail message.
3. Choose OK.

Ami Pro addresses the mail message with the names you selected in the Address dialog box.

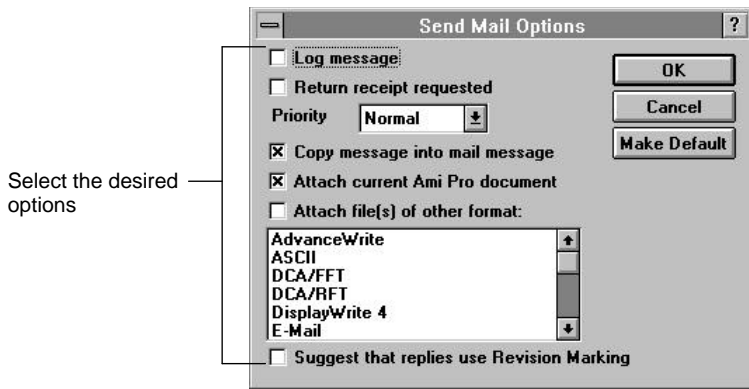
To send the mail message

When you send a mail message, Ami Pro creates a file attachment for the person receiving the message.

The MAILMEMO.SAM file attachment is the mail message with Send Mail options. This file attachment is mailed with the message when you select Attach current Ami Pro document in the Send Mail Options dialog box.

1. After you compose and address the message, choose Send.

Note You can also choose File/Send Mail and choose Mail.



<i>Send Mail Options</i>	<i>Description</i>
Log message	Copies and saves the message you created in Ami Pro to either Lotus Notes or cc:Mail.
Return receipt requested	Returns a receipt to the sender when the receiver opens the message.
Priority	Delivers the message with a priority of normal, low, or urgent.
Display memo text in E-mail message	Copies the message as a file attachment, MAILMEMO.SAM, into the Lotus Notes or cc:Mail message.
Send this memo as an Ami Pro attachment	Copies the message as a file attachment, MESSAGE.SAM, into the Lotus Notes or cc:Mail message.
Send this memo as an attachment in different format(s)	Converts this memo to selected file format(s) and attaches the converted file into the Lotus Notes or cc:Mail message.
Suggest that the receiver use Revision Marking	Suggests that the person opening the Ami Pro file attachment should use revision marking when changing the message.

2. Choose OK.

Note If you want Ami Pro to automatically choose the options you selected each time you send a mail message, choose Make Default.

Ami Pro informs you when the message has been sent and if any problems occurred during the process.

Replying to Ami Pro mail messages

You can reply to an Ami Pro mail message through Lotus Notes or cc:Mail. You can also save your response in Ami Pro as you would with any other document.

To reply to an Ami Pro mail message

Once you are in Lotus Notes or cc:Mail, you can reply to the mail message sent to you by launching the file attachment MAILMEMO.SAM. Opening this file attachment launches Ami Pro and the Send Mail Memo.

Note The procedure for replying to a Send Mail message is the same whether you are in Lotus Notes or cc:Mail.

1. Using Lotus Notes or cc:Mail procedures, open the mail notification.

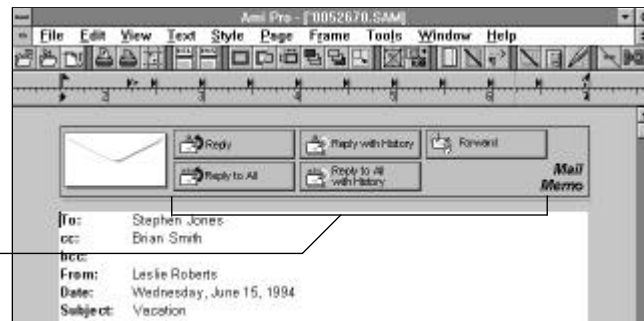
See also For more information about send mail options, refer to “To send a new mail message” earlier in this chapter.

2. Double-click the file attachment MAILMEMO.SAM.

Ami Pro displays the Send Mail message.

If you do not see the file attachment, MAILMEMO.SAM, the person who mailed the memo did not select the option to send the memo as an Ami Pro attachment.

Select the appropriate reply option



<i>Reply Options</i>	<i>Description</i>
Reply	Allows you to create a response to the person who sent you the mail message.
Reply to all	Allows you to create a response to the person who sent you the mail message and any other people listed in the address.
Reply with History	Allows you to create a response to the person who sent you the mail message with a copy of the original message.
Reply to all with History	Allows you to create a response to the person who sent you the mail message with a copy of the original message. The response and the original are also sent to any other people listed in the address.
Forward	Forwards the mail message to the person you specify in the address.

Note Once you select a reply option, Ami Pro changes the reply options to send options.

3. Type your response.
4. Choose Send from the mail memo options.
See also For more information about Send Mail options, refer to “To send the mail message” in this booklet.
5. Specify Send Mail options.
6. Choose OK.
Ami Pro sends your response to the appropriate people.

Document Sharing Application

Document Sharing is a special Lotus Notes database that enables you to create, store, and track documents in a central location. Document Sharing automatically puts the author into the right application with the right format, allows many people to access the document at the same time, and keeps track of who has accessed the document and what they did.

The online Help contains the documentation for the Document Sharing Application. You can access online Help to display the documentation for Document Sharing.

To access the Document Sharing Information in Help

1. Choose Help Contents.
2. Click the Document Sharing icon.

Ami Pro displays the contents for Document Sharing. You can click the desired topic to display documentation for that topic.

Footnote continuation

To create or modify a footnote continuation message:

1. Choose Tools/Footnotes.
2. Choose Options.
3. Specify the desired Continued on message options. The "Continued on" message options are dimmed if you select Make endnotes.

Continued on message

Displays and prints the message you specify on a separate line below the footnote text. You can type up to 64 characters in the "Continued on" message text box.

Left

Aligns the Continued on message to the left.

Right

Aligns the Continued on message to the right.

4. Specify the desired Continued from message options. The Continued from message options are dimmed if you select Make endnotes.

Continued from message

Displays and prints the message you specify on the first line of the continued footnote text. You can type up to 64 characters in the Continued from message text box.

Left

Aligns the Continued from message to the left.

Right

Aligns the Continued from message to the right.

Repeat footnote number

Repeats the footnote reference number on the same line as the continued from message. The Repeat footnote number option is only available when you specify a Continued from message.

5. Choose OK to return to the Footnotes dialog box.
6. Choose OK to return to the document.

Ami Pro reformats all the footnotes in your document using the specified options. Ami Pro also adjusts the body text of each page by one or two lines when you choose to have a "Continued on" or "Continued from" message.

To modify a footnote continuation message

1. Choose Tools/Footnotes.
2. Choose Options.
3. Edit the Continued on or Continued from message text.
4. Specify any desired options.
5. Choose OK to return to the Footnotes dialog box.
6. Choose OK to return to the document.

Autorun macro on file save

To automatically run a macro every time you save a document create a macro called AUTOSAVE.SMM in the usual way in your macro directory. This is usually set to C:\AMIPRO\MACROS.