

Up and Running Guide

 **NOVELL**®

for WINDOWS

USING ENVOY

TABLE OF CONTENTS

INDEX

PerfectOffice™

THE PERFECTLY INTEGRATED OFFICE SUITE V3.0

WordPerfect and Quattro Pro are registered trademarks of Novell, Inc. within the United States and other countries. PerfectOffice, Presentations, GroupWise, InfoCentral, Envoy, and AppWare are trademarks of Novell, Inc. worldwide. Paradox is a registered trademark of Borland International. All other brand and product names are trademarks or registered trademarks of their respective companies.

Version 3.0
©Novell, Inc. 1994
All Rights Reserved.
Printed in U.S.A.

GDUSWPO30—11/94
74210—74210—74210

WordPerfect, Novell Applications Group
1555 N. Technology Way • Orem, Utah 84057-2399 U.S.A.
Telephone: (801) 225-5000 • Telex: 820618 • Fax: (801) 222-5077

Table of Contents

| | | |
|----------------------------|---|----|
| | PerfectOffice Standard Software License Agreement | 4 |
| | PerfectOffice Professional Software License Agreement | 7 |
| Getting Started | Introduction | 11 |
| | Installing PerfectOffice | 14 |
| | Getting Help | 18 |
| Using PerfectOffice | Using the Desktop Application Director (DAD) | 25 |
| | Sharing Information Using PerfectOffice | 38 |
| | Using the Custom Development Tools | 43 |
| Appendix | Appendix A: Customer Services | 47 |
| | Appendix B: Networking PerfectOffice | 52 |
| | Appendix C: QuickTasks | 64 |
| | Appendix D: International Affiliates List | 68 |
| Index | Index | 72 |

PerfectOffice Standard Software License Agreement

Introduction

The *PerfectOffice* suite and accompanying documentation (respectively “Software” and “Documentation”) you have acquired are protected by the copyright laws of the United States and international copyright treaties. In addition, the possession and use of the Software and Documentation is subject to the restrictions contained in this License.

The component programs included in the *PerfectOffice* suite contain various computer programs or files with different license rights. The type of license that applies depends on the following definitions and the permitted uses specified in the documentation accompanying the Software. If this Software is an upgrade from a previous version of a Novell software product, you may use either the current or prior version of the Software, but never both versions at the same time. If you use the current version, this License supersedes any prior version license and governs your use of the Software. You may not transfer the prior version separately from the current version without permission from Novell.

Definitions

ENVOY VIEWER AND DRIVER means the Driver that enables you to create Envoy file forms from within other applications and the Envoy Viewer that allows you to view and manipulate the Envoy file forms.

ENVOY RUNTIME VIEWER means the viewer that when linked with an Envoy file form enables a user to view the Envoy file form.

License Grants

WordPerfect, Quattro Pro, InfoCentral, Envoy Viewer and Driver, and Gateways

Subject to the terms and conditions of this License Agreement, Novell grants to you a non-exclusive right to make and use up to the number of copies of the Software and Documentation corresponding to the “Quantity” designation on the Proof of Purchase form you received in your *PerfectOffice* package.

Envoy Runtime Viewer

Subject to the terms and conditions of this License Agreement, Novell grants to you a non-exclusive, royalty-free license to distribute the Envoy Runtime Viewer as incorporated into an Envoy file form developed using the Envoy Viewer and Driver, provided (a) you do not use the logo, name or trademarks of Novell, (b) include a valid copyright notice on media containing the Envoy Runtime Viewer, and (c) agree to indemnify, defend and hold Novell and its licensors harmless from and against any claims or lawsuits that arise or result from use or distribution of the Envoy Runtime Viewer as part of the Envoy file forms that you distribute. You are responsible for all primary technical support to the end-users of any Envoy Runtime Viewer you distribute. Envoy Runtime Viewer end-users may receive technical support from Novell by calling 1-900-555-7373. You may not reproduce or distribute the Envoy Viewer without first purchasing the Envoy Commercial Publishing Pack.

GroupWise Client

Subject to the terms and conditions of this License Agreement, Novell grants to you a non-exclusive right to (a) provided you do not receive any direct payment, to make and distribute internally within your organization an unlimited number of copies of the GroupWise Client Software, and (b) use such copies of the GroupWise Client Software to address and manipulate up to the number of mailboxes

corresponding to the “Quantity” designation on the Proof of Purchase form you received in your *PerfectOffice* package.

GroupWise Message Server Software

Subject to the terms and conditions of this License Agreement, Novell grants to you a non-exclusive right to (a) provided you do not receive any direct payment, to make and distribute internally within your organization an unlimited number of copies of the GroupWise Message Server Software, and (b) use such copies to provide GroupWise message services for a up to the number of domains corresponding to the “Quantity” designation on the Proof of Purchase form you received in your *PerfectOffice* package. A “domain” is a logical grouping of post offices and/or gateways serviced by a single message server.

General Provisions

Renting, Leasing, Timesharing & Reverse Engineering

You may not rent, lease, loan or timeshare the Software without the prior written permission of Novell. You may not decompile, disassemble, reverse engineer, or otherwise reduce the Software to a human-perceivable form. You may not create or distribute the Software or derivative works of the Software except as specifically provided in this License.

Irrespective of the number of sets of media included with the Software, you are granted the right to use the Software only according to the provisions of this License and the Proof of Purchase form you have purchased. Certain qualifications may apply to the purchase of this Software; when present, they are printed on the Software package and form part of this License.

Home or Portable Computer Provision

You are authorized to use a copy of the Software on a home or portable computer, as long as the extra copy is never loaded in memory or virtual memory (Loaded) at the same time the Software is Loaded on the primary computer on which you use the Software. If you have licensed this Software under an education or charitable institution pricing program, you may not create an extra copy of the Software under this provision for use on a home or portable computer.

Customer Support

Subject always to Novell's current applications programs support policies, Novell will attempt to answer your technical support request concerning the Software; however, this service is offered on a reasonable efforts basis only, and Novell may not be able to resolve every support request. Novell supports the Software only if it is used under conditions and on operating systems for which the Software is designed. Current support policies may change from time to time without notice.

Term

This License will become effective on the date you acquire the Software and will remain in force until terminated. You may terminate this License at any time by destroying the Documentation and the Software together with all copies and adaptations. This License shall also automatically terminate if you breach any of the terms or conditions. You agree to destroy the original and all adaptations or copies of the Software and Documentation, or to return them to Novell upon termination of this License.

Entire License

This License sets forth the entire understanding and License between you and Novell and may be amended only in a writing signed by both parties. NO VENDOR, DISTRIBUTOR, DEALER, RETAILER, SALES PERSON OR OTHER PERSON IS AUTHORIZED TO MODIFY THIS LICENSE OR TO MAKE ANY WARRANTY, REPRESENTATION OR PROMISE WHICH IS DIFFERENT THAN, OR IN ADDITION TO, THE REPRESENTATIONS OR PROMISES OF THIS LICENSE.

Waiver

No waiver of any right under this License shall be effective unless in writing, signed by a duly authorized representative of the party to be bound. No waiver of any past or present right arising from any breach or failure to perform shall be deemed to be a waiver of any future right arising under this License.

Severability

If any provision in this License is invalid or unenforceable, that provision shall be construed, limited, modified or, if necessary, severed, to the extent necessary, to eliminate its invalidity or unenforceability, and the other provisions of this License shall remain unaffected.

Export

Novell can only make the Software available pursuant to a valid export license. Consequently, Novell will refund any fees paid to you if it is unable to obtain an export license to ship the Software to you. Your sole remedy for Novell's failure to obtain an export license is a refund. You hereby agree that you will not knowingly, directly or indirectly, without prior written consent, if required, of the Office of Export Licensing of the U.S. Department of Commerce, Washington D.C. 20230, download, export, transmit or transfer the Software or materials obtained via the Service to any group Q, S, W, Y, or Z country specified in the Export Administration Regulations issued by the U.S. Department of Commerce or to any country to which such transmission is restricted by applicable regulations or statutes.

US Government Restricted Rights

The Software and any accompanying materials are provided with Restricted Rights. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (c) (1) (ii) of The Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c) (1) and (2) of the Commercial Computer Software—Restricted Rights at 48 CFR 52.227-19, as applicable. Contractor/manufacturer is Novell, Inc. at the address below.

Questions?

If you have any questions concerning the terms of this License or special programs for education or charitable organizations, please write to WordPerfect, Novell Applications Group, Attn. Sales Center, 1555 N. Technology Way, Orem, Utah 84057-2399.

Limited Warranty

This Software is licensed AS IS. If for any reason you are dissatisfied with the software, return the product package, with proof of purchase, to your reseller within 90 days for a full refund. If any materials or media in this package are defective, return them to Novell within 90 days of the date of purchase, and they will be replaced at no charge. This refund is not available if the Software is purchased as part of a Novell/Original Equipment Manufacturer bundle.

THE SOFTWARE IS NOT DESIGNED, MANUFACTURED OR INTENDED FOR USE OR RESALE FOR ON-LINE CONTROL EQUIPMENT IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL-SAFE PERFORMANCE, SUCH AS IN THE OPERATION OF NUCLEAR FACILITIES, AIRCRAFT NAVIGATION OR AIRCRAFT COMMUNICATION SYSTEMS, AIR TRAFFIC CONTROL, DIRECT LIFE SUPPORT MACHINES, OR WEAPONS SYSTEMS, IN WHICH FAILURE OF THE SOFTWARE COULD LEAD DIRECTLY TO DEATH, PERSONAL INJURY, OR SEVERE PHYSICAL OR ENVIRONMENT DAMAGE.

THE SOFTWARE IS ONLY COMPATIBLE WITH CERTAIN COMPUTERS AND OPERATING SYSTEMS. THE SOFTWARE IS NOT WARRANTED FOR NON-COMPATIBLE SYSTEMS. Call Novell Customer Support or your Dealer for information about compatibility.

EXCEPT AS OTHERWISE RESTRICTED BY LAW, NOVELL MAKES NO WARRANTY, REPRESENTATION OR PROMISE NOT EXPRESSLY SET FORTH IN THIS LIMITED WARRANTY. NOVELL DISCLAIMS AND EXCLUDES ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE OR FITNESS FOR A PARTICULAR PURPOSE. NOVELL DOES NOT WARRANT THAT THE SOFTWARE OR ASSOCIATED DOCUMENTATION WILL SATISFY YOUR REQUIREMENTS OR THAT THE SOFTWARE AND DOCUMENTATION ARE WITHOUT DEFECT OR ERROR OR THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. This warranty gives you specific legal rights which vary from state to state.

EXCEPT AS OTHERWISE RESTRICTED BY LAW, NOVELL'S AGGREGATE LIABILITY ARISING FROM OR RELATING TO YOUR USE OF THE SOFTWARE, ASSOCIATED DOCUMENTATION OR ANY SERVICES PROVIDED BY NOVELL AND/OR ITS AGENTS IS LIMITED TO THE TOTAL OF ALL PAYMENTS MADE BY OR FOR YOU FOR THE SOFTWARE AND DOCUMENTATION. NEITHER NOVELL NOR ANY OF ITS LICENSORS, EMPLOYEES, OR AGENTS SHALL IN ANY CASE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES EVEN IF ADVISED OF THE POSSIBILITY OF THOSE DAMAGES. NEITHER NOVELL NOR ANY OF ITS LICENSORS, EMPLOYEES, OR AGENTS IS RESPONSIBLE FOR LOST PROFITS OR REVENUE, LOSS OF USE OF SOFTWARE, LOSS OF DATA, COSTS OF RE-CREATING LOST DATA, THE COST OF ANY SUBSTITUTE EQUIPMENT OR PROGRAM. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

PerfectOffice Professional Software License Agreement

Introduction

The *PerfectOffice* suite and accompanying documentation (respectively “Software” and “Documentation”) you have acquired are protected by the copyright laws of the United States and international copyright treaties. In addition, the possession and use of the Software and Documentation is subject to the restrictions contained in this License.

The component programs included in the *PerfectOffice* suite contain various computer programs or files with different license rights. The type of license that applies depends on the following definitions and the permitted uses specified in the documentation accompanying the Software. If this Software is an upgrade from a previous version of a Novell software product, you may use either the current or prior version of the Software, but never both versions at the same time. If you use the current version, this License supersedes any prior version license and governs your use of the Software. You may not transfer the prior version separately from the current version without permission from Novell.

Definitions

ALMs are dynamic loadable libraries (“DLLs”) that are used by AppWare applications for specific functions.

ENVOY VIEWER AND DRIVER means the Driver that enables you to create Envoy file forms from within other applications and the Envoy Viewer that allows you to view and manipulate the Envoy file forms.

ENVOY RUNTIME VIEWER means the viewer that when linked with an Envoy file form enables a user to view the Envoy file form.

HELP FILES are files that explain how to use the AppWare development environment or ALMs.

HEADER FILES, PROJECT FILES, CONFIGURATION FILES & MISCELLANEOUS FILES are files that are useful for configuring the AppWare development environment or AppWare applications, or for compiling, linking or understanding the AppWare applications.

SAMPLE FILES are simple applications to show some of the functionality of associated ALMs or otherwise included for instructional purposes to show how to develop AppWare applications.

OTHER DEVELOPMENT TOOLS are those files included in the Software that permit applications to display or use the functions of a particular piece of software such as QuickTime™ for Windows or Crystal Reports™.

License Grants

WordPerfect, Quattro Pro, Paradox, InfoCentral, Envoy Viewer and Driver, and Gateways

Subject to the terms and conditions of this License Agreement, Novell grants to you a non-exclusive right to make and use up to the number of copies of the Software and Documentation corresponding to the “Quantity” designation on the Proof of Purchase form you received in your *PerfectOffice* package.

Envoy Runtime Viewer

Subject to the terms and conditions of this License Agreement, Novell grants to you a non-exclusive, royalty-free license to distribute the Envoy Runtime Viewer as incorporated into an Envoy file form developed using the Envoy Viewer and Driver, provided (a)

you do not use the logo, name or trademarks of Novell, (b) include a valid copyright notice on media containing the Envoy Runtime Viewer, and (c) agree to indemnify, defend and hold Novell and its licensors harmless from and against any claims or lawsuits that arise or result from use or distribution of the Envoy Runtime Viewer as part of the Envoy file forms that you distribute. You are responsible for all primary technical support to the end-users of any Envoy Runtime Viewer you distribute. Envoy Runtime Viewer end-users may receive technical support from Novell by calling 1-900-555-7373. You may not reproduce or distribute the Envoy Viewer without first purchasing the Envoy Commercial Publishing Pack.

GroupWise Client

Subject to the terms and conditions of this License Agreement, Novell grants to you a non-exclusive right to (a) provided you do not receive any direct payment, to make and distribute internally within your organization an unlimited number of copies of the GroupWise Client Software, and (b) use such copies of the GroupWise Client Software to address and manipulate up to the number of mailboxes corresponding to the “Quantity” designation on the Proof of Purchase form you received in your *PerfectOffice* package.

GroupWise Message Server Software

Subject to the terms and conditions of this License Agreement, Novell grants to you a non-exclusive right to (a) provided you do not receive any direct payment, to make and distribute internally within your organization an unlimited number of copies of the GroupWise Message Server Software, and (b) use such copies to provide GroupWise message services for a up to the number of domains corresponding to the “Quantity” designation on the Proof of Purchase form you received in your *PerfectOffice* package. A “domain” is a logical grouping of post offices and/or gateways serviced by a single message server.

AppWare

Subject to the terms and conditions of this License, Novell grants to you (a) a non-exclusive, non-transferrable right to make and use up to the number of copies corresponding to the “Quantity” designation on the Proof of Purchase form you received in your *PerfectOffice* package of the AppWare development environment, (b) a non-exclusive, non-transferrable, royalty-free license to use Sample Files to develop AppWare applications and copy and distribute the resulting applications provided the resulting applications are substantially more robust and have substantially greater functionality than the Sample Files, and (c) a non-exclusive, non-transferrable, royalty-free license to distribute those ALMs that are necessary for applications developed using the AppWare development environment solely in conjunction with the applications provided (i) you do not use the logo, name or trademarks of Novell or the owner of the ALMs necessary for execution of the applications, (ii) include a valid copyright notice on media containing the applications, (iii) agree to indemnify, defend and hold Novell and its licensors (including the owners of the ALMs) harmless from and against any claims or lawsuits that arise or result from use or distribution of the applications, and (iv) none of the applications you distribute is a software development tool that substantially competes with the AppWare development environment. You may not copy or distribute any other files, including Sample Files (as provided), Help Files, Header Files, Project Files, Configuration Files, Miscellaneous Files or Other Development Tools. You may not copy or distribute any of the Documentation.

General Provisions

Renting, Leasing, Timesharing & Reverse Engineering

You may not rent, lease, loan or timeshare the Software without the prior written permission of Novell. You may not decompile, disassemble, reverse engineer, or otherwise reduce the Software to a human-perceivable form. You may not create or distribute the Software or derivative works of the Software except as specifically provided in this License.

Irrespective of the number of sets of media included with the Software, you are granted the right to use the Software only according to the provisions of this License and the Proof of Purchase form you have purchased. Certain qualifications may apply to the purchase of this Software; when present, they are printed on the Software package and form part of this License.

Home or Portable Computer Provision

You are authorized to use a copy of the Software on a home or portable computer, as long as the extra copy is never loaded in memory or virtual memory (Loaded) at the same time the Software is Loaded on the primary computer on which you use the Software. If you have licensed this Software under an education or charitable institution pricing program, you may not create an extra copy of the Software under this provision for use on a home or portable computer.

Customer Support

Subject always to Novell's current applications programs support policies, Novell will attempt to answer your technical support request concerning the Software; however, this service is offered on a reasonable efforts basis only, and Novell may not be able to resolve every support request. Novell supports the Software only if it is used under conditions and on operating systems for which the Software is designed. Current support policies may change from time to time without notice.

Term

This License will become effective on the date you acquire the Software and will remain in force until terminated. You may terminate this License at any time by destroying the Documentation and the Software together with all copies and adaptations. This License shall also automatically terminate if you breach any of the terms or conditions. You agree to destroy the original and all adaptations or copies of the Software and Documentation, or to return them to Novell upon termination of this License.

Entire License

This License sets forth the entire understanding and License between you and Novell and may be amended only in a writing signed by both parties. NO VENDOR, DISTRIBUTOR, DEALER, RETAILER, SALES PERSON OR OTHER PERSON IS AUTHORIZED TO MODIFY THIS LICENSE OR TO MAKE ANY WARRANTY, REPRESENTATION OR PROMISE WHICH IS DIFFERENT THAN, OR IN ADDITION TO, THE REPRESENTATIONS OR PROMISES OF THIS LICENSE.

Waiver

No waiver of any right under this License shall be effective unless in writing, signed by a duly authorized representative of the party to be bound. No waiver of any past or present right arising from any breach or failure to perform shall be deemed to be a waiver of any future right arising under this License.

Severability

If any provision in this License is invalid or unenforceable, that provision shall be construed, limited, modified or, if necessary, severed, to the extent necessary, to eliminate its invalidity or unenforceability, and the other provisions of this License shall remain unaffected.

Export

Novell can only make the Software available pursuant to a valid export license. Consequently, Novell will refund any fees paid to you if it is unable to obtain an export license to ship the Software to you. Your sole remedy for Novell's failure to obtain an export license is a refund. You hereby agree that you will not knowingly, directly or indirectly, without prior written consent, if required, of the Office of Export Licensing of the U.S. Department of Commerce, Washington D.C. 20230, download, export, transmit or transfer the Software or materials obtained via the Service to any group Q, S, W, Y, or Z country specified in the Export Administration Regulations issued by the U.S. Department of Commerce or to any country to which such transmission is restricted by applicable regulations or statutes.

US Government Restricted Rights

The Software and any accompanying materials are provided with Restricted Rights. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (c) (1) (ii) of The Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c) (1) and (2) of the Commercial Computer Software—Restricted Rights at 48 CFR 52.227-19, as applicable. Contractor/manufacturer is Novell, Inc. at the address below.

Questions?

If you have any questions concerning the terms of this License or special programs for education or charitable organizations, please write to WordPerfect, Novell Applications Group, Attn. Sales Center, 1555 N. Technology Way, Orem, Utah 84057-2399.

Limited Warranty

This Software is licensed AS IS. If for any reason you are dissatisfied with the software, return the product package, with proof of purchase, to your reseller within 90 days for a full refund. If any materials or media in this package are defective, return them to Novell within 90 days of the date of purchase, and they will be replaced at no charge. This refund is not available if the Software is purchased as part of a Novell/Original Equipment Manufacturer bundle.

THE SOFTWARE IS NOT DESIGNED, MANUFACTURED OR INTENDED FOR USE OR RESALE FOR ON-LINE CONTROL EQUIPMENT IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL-SAFE PERFORMANCE, SUCH AS IN THE OPERATION OF NUCLEAR FACILITIES, AIRCRAFT NAVIGATION OR AIRCRAFT COMMUNICATION SYSTEMS, AIR TRAFFIC CONTROL, DIRECT LIFE SUPPORT MACHINES, OR WEAPONS SYSTEMS, IN WHICH FAILURE OF THE SOFTWARE COULD LEAD DIRECTLY TO DEATH, PERSONAL INJURY, OR SEVERE PHYSICAL OR ENVIRONMENT DAMAGE.

THE SOFTWARE IS ONLY COMPATIBLE WITH CERTAIN COMPUTERS AND OPERATING SYSTEMS. THE SOFTWARE IS NOT WARRANTED FOR NON-COMPATIBLE SYSTEMS. Call Novell Customer Support or your Dealer for information about compatibility.

EXCEPT AS OTHERWISE RESTRICTED BY LAW, NOVELL MAKES NO WARRANTY, REPRESENTATION OR PROMISE NOT EXPRESSLY SET FORTH IN THIS LIMITED WARRANTY. NOVELL DISCLAIMS AND EXCLUDES ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE OR FITNESS FOR A PARTICULAR PURPOSE. NOVELL DOES NOT WARRANT THAT THE SOFTWARE OR ASSOCIATED DOCUMENTATION WILL SATISFY YOUR REQUIREMENTS OR THAT THE SOFTWARE AND DOCUMENTATION ARE WITHOUT DEFECT OR ERROR OR THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. This warranty gives you specific legal rights which vary from state to state.

EXCEPT AS OTHERWISE RESTRICTED BY LAW, NOVELL'S AGGREGATE LIABILITY ARISING FROM OR RELATING TO YOUR USE OF THE SOFTWARE, ASSOCIATED DOCUMENTATION OR ANY SERVICES PROVIDED BY NOVELL AND/OR ITS AGENTS IS LIMITED TO THE TOTAL OF ALL PAYMENTS MADE BY OR FOR YOU FOR THE SOFTWARE AND DOCUMENTATION. NEITHER NOVELL NOR ANY OF ITS LICENSORS, EMPLOYEES, OR AGENTS SHALL IN ANY CASE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES EVEN IF ADVISED OF THE POSSIBILITY OF THOSE DAMAGES. NEITHER NOVELL NOR ANY OF ITS LICENSORS, EMPLOYEES, OR AGENTS IS RESPONSIBLE FOR LOST PROFITS OR REVENUE, LOSS OF USE OF SOFTWARE, LOSS OF DATA, COSTS OF RE-CREATING LOST DATA, THE COST OF ANY SUBSTITUTE EQUIPMENT OR PROGRAM. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

Getting Started

.....

Introduction

Welcome to PerfectOffice 3.0—the first software suite that delivers on its promise to fully integrate people, tasks, and software tools.

PerfectOffice is easy to learn and even easier to use. You'll find the software you need, open network integration, the flexibility to pick and choose your own integrated applications, and a convenient way to build custom applications and add them to your suite.

PerfectOffice offers new intelligent automation that goes beyond the simple features found in most suite packages. The result? You're free to focus on your work instead of on the applications necessary to get it done. PerfectOffice will revolutionize the way you look at software suites—and will let you effectively utilize your computer's capabilities.

What's In PerfectOffice 3.0?

PerfectOffice 3.0 is available in three different suite packages.

PerfectOffice Standard

The PerfectOffice Standard package features the following products:

- WordPerfect 6.1 for Windows, the world-renowned word processor unparalleled for its versatility and functionality. WordPerfect integrates text, data, and graphics in a single, easy-to-use program that you can completely customize to personalize the way you work.
- Quattro Pro 6.0 for Windows, the perfect combination of spreadsheet power and graphics. Quattro Pro simplifies your analysis, doing most of your work for you. It helps you visualize numbers with graphics, and is easier to use than 1-2-3 or Excel. Quattro Pro delivers spreadsheet power to PerfectOffice.
- Presentations 3.0 for Windows, an all-in-one solution to presentation graphics that includes drawing tools, charting capabilities, and multimedia support. Use the Outliner, Master Gallery, and Slide Sorter to create and organize your slide show, then customize it with powerful drawing and painting tools. You can enhance your slide show by adding video and animation clips, or inserting images from the Presentations collection of more than 1,000 QuickArt clips.
- InfoCentral 1.1 for Windows, a revolutionary personal information manager that lets you quickly organize and access information. You can create intelligent connections between people, places, and things; organize your personal address book; store vital information about business contacts; list upcoming events; keep track of school notes; manage your home video collection; or complete other tasks that interest you.
- Envoy 1.0a for Windows, a workgroup publishing tool that lets you electronically view, annotate, and distribute documents, complete with color and graphics, across the network. You can view the document, copy text and graphics, search for text, make annotations, rearrange pages, and route and print documents—all in files that are half the size of those in competing technologies.
- GroupWise QuickLook for Windows, a demonstration version of GroupWise Client, Novell's electronic messaging software. The QuickLook version is intended to help you evaluate the GroupWise client software, which integrates e-mail, calendaring, group scheduling, and task management into PerfectOffice. See *Sharing Information Using PerfectOffice* for information about installing GroupWise QuickLook.

PerfectOffice Professional

In addition to all the components offered in the Standard package, PerfectOffice Professional gives you the following products:

- Paradox 5.0 for Windows, a relational database that serves as both an OLE client and server for full database integration. New functionality and enhancements have been added to this program to make Paradox easier to use and understand.
- AppWare for Windows, a visual application development program that lets you create everything from simple tasks to complex applications. AppWare provides a 5th generation visual development environment for custom applications.

PerfectOffice Select CD-ROM

The Select CD-ROM lets you create your own suite solution by choosing from among any of the applications and consumer products included on the CD. All the applications in the Standard and Professional packages are included on CD-ROM, along with various Novell GroupWare™ applications, WordPerfect Main Street™ applications, and third-party applications technologically integrated for this suite.

How Does It All Work Together?

PerfectOffice is the only suite on the market to feature PerfectFit™ technology, a common code base shared by all the suite components. What this means to you is unparalleled program integration. You'll see the same interface, use the same tools, and easily automate tasks for all applications in the suite.

Common User Interface

All of the applications in PerfectOffice share consistent toolbars, pull-down menus, and common dialog boxes. Once you know one application, you can be productive in all of them. Also, because each PerfectOffice program looks and feels the same, you'll find it easy to switch among any of the applications in your package.

Common Tools

The code base shared by all PerfectOffice applications provides the most extensive set of common suite tools in the industry. Most of the applications in the suite share a file manager, drawing module, and thesaurus, as well as the following:

- QuickCorrect, which automatically corrects spelling as you type.
- Find and Replace, which features PerfectSense™ technology, the first linguistic technology that actually understands the meaning of words and their different forms. If you want to replace the word *purchase* with the word *buy*, for example, PerfectSense automatically replaces *purchased* with *bought*.
- Grammatik™ 6.0, which features an intelligent find-and-replace function and the ability to rewrite entire sentences.
- Coaches and Experts, which provide electronic hands-on help and interactive instruction for the most common tasks, both in individual applications and across applications.
- DragonDictate® Talk-To™ PerfectOffice speech-recognition system, which lets you operate PerfectOffice applications by speaking into a microphone. This system is included only in the CD-ROM version of PerfectOffice. A sound card and a DragonDictate microphone are required. See the online Help or contact Direct Sales (*Appendix A: Customer Services*) for more information.

Common Suite Manager

The Desktop Application Director (DAD) is a toolbar that lets you easily switch among all the suite applications. You can customize DAD in a variety of ways. You can also place non-suite applications on DAD for quick access. You can configure DAD as either a toolbar or a palette, and can place it anywhere you want on the screen—wherever you find it most convenient. You can even hide DAD until you need to use it. See *Using the Desktop Application Director (DAD)* for a complete overview of the suite manager.

Support for OLE 2.0

PerfectOffice offers Object Linking and Embedding (OLE) 2.0 functionality in more applications than any competing suite, which makes sharing information between programs simple. With OLE 2.0, you can drag and drop data and edit objects in place among the PerfectOffice programs. Placing a Quattro Pro chart in a WordPerfect document, for example, is as easy as dragging the chart directly from one program window to the other. Then, by double-clicking on the embedded spreadsheet, all of the functions of Quattro Pro are available from the WordPerfect pull-down menus and toolbars, so you never have to leave your WordPerfect document to edit the spreadsheet.

OLE functionality is also found in the PerfectOffice database Paradox, which serves as both an OLE container and server, providing full database integration.

OBEX Technology

Object Exchange (OBEX) lets you easily share information among the people in your workgroup. You simply “publish” information you want to share, and members of your workgroup “subscribe” to that information with the capability of incorporating it directly into their documents. Every time you update your data, their subscriptions are automatically updated to reflect your latest information. For more information about OBEX, see *Sharing Information Using PerfectOffice*.

Automated Computing Tasks

PerfectScript™ technology offers the first scripting language in a suite that lets you record a task involving more than one application and play it back. In other words, PerfectOffice gives you the ability to automate computing tasks across all PerfectOffice applications.

QuickTasks™ • Accessible from DAD, QuickTasks™ automatically perform both simple and complex tasks directly from the desktop—without requiring that you open individual applications. With QuickTasks, you can concentrate on what you’re doing instead of worrying about which application you’re in.

You can automatically create letters, faxes, spreadsheets, and slide shows; update PIM records; schedule meetings; open e-mail; generate mail merges; and perform other common tasks right from the PerfectOffice desktop. You can even perform tasks that use multiple applications in a sequence.

PerfectOffice ships with a variety of pre-defined QuickTasks ready for you to use (see *Appendix C: QuickTasks* for a list of QuickTasks included with the suite). In addition, you can add your own QuickTasks to DAD to customize the suite to fit your needs.

QuickTools • PerfectOffice contains a variety of automation tools to help you quickly accomplish common tasks. For example, QuickCorrect automatically corrects misspelled words as you type. QuickCorrect is available in several PerfectOffice applications—not just in WordPerfect. Other Quick Tools available throughout the suite include QuickFormat, QuickList, QuickFinder, QuickMenus, and QuickHelp. For more information about QuickTools, see online Help.

Installing PerfectOffice

System Requirements

- Personal computer using a 386 or higher processor (a 486 system is recommended)
- 8Mb RAM
- Hard disk with 45Mb (minimum) to 98Mb (maximum) of available disk space for the PerfectOffice Standard package, or 68Mb (minimum) to 138Mb (maximum) of available disk space for the Professional package
- An additional 6Mb to 10Mb of hard disk space for temporary files (this space becomes available again after installation)
- VGA or other high-resolution display supported by Microsoft Windows
- Windows 3.1 or higher, or Microsoft Windows for Workgroups
- Mouse or other Windows pointing device

IMPORTANT: The amount of hard disk space you need depends on the number of applications and optional features you install.

Installing PerfectOffice on a Hard Disk

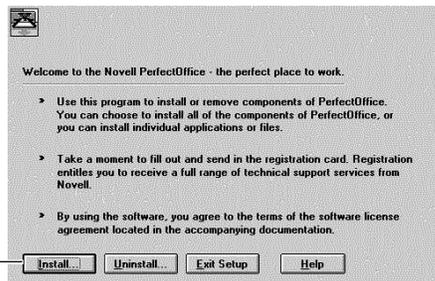
The PerfectOffice files are compressed on disks. To install PerfectOffice, you must use the setup program. This applies whether you're installing PerfectOffice for the first time or as an upgrade to Borland Office 2.0 for Windows.

IMPORTANT: When installing PerfectOffice, you should ignore the installation instructions contained in the individual product manuals.

If you have questions before you install, refer to *Questions and Answers about Installing* later in this section.

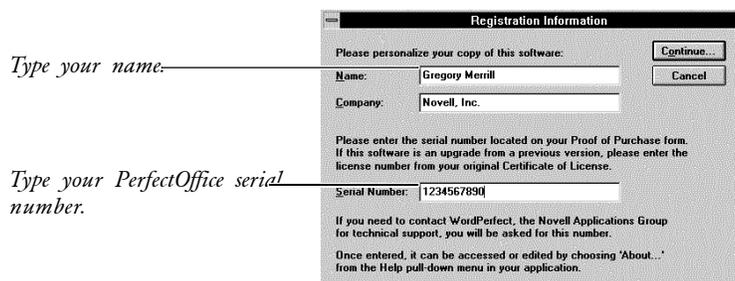
To install PerfectOffice on your hard disk,

- 1 Start Windows if you have not already done so.
- 2 Insert the **Setup** disk into drive A (or drive B).
- 3 Choose **Run** from the **File** menu in the Windows Program Manager.
- 4 Type **a:setup** (or **b:setup**), then choose **OK**.

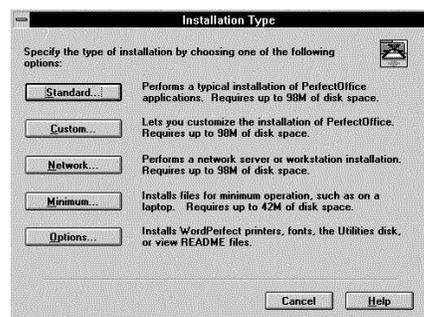


Install button

5 Choose **Install**.



6 Type your name and PerfectOffice serial number, then choose **Continue**.



7 Select an installation type, then follow the on-screen prompts to finish installing PerfectOffice. (You will be able to install to any drive you want.)

We recommend a Standard installation for most users.

For information about the installation options, refer to the table under *Questions and Answers about Installing* later in this section. If you have additional questions about installing, use the online Help system included with the setup program by choosing Help in any of the Install windows.

IMPORTANT: When you have finished installing the program on your hard disk, put the original disks in a safe place. Avoid exposing them to sunlight, dust, and magnetic fields (even televisions, telephones, and stereo speakers contain magnets).

Installing PerfectOffice on a Network

For information about installing PerfectOffice on a network, see *Appendix B: Networking PerfectOffice*.

Questions and Answers about Installing

I'm already using some of the programs included in PerfectOffice. Do I need to delete these programs before installing PerfectOffice?

It depends on the application version you are currently using. If you are already using the *same* version of a program included with the suite, you do not have to delete it before installing PerfectOffice. For example, if WordPerfect 6.1 is already installed, you do not have to delete it before installing the suite. During installation, the setup program replaces any existing copies of PerfectOffice applications on your hard disk. While the preferences you made to those programs might be lost, existing documents, graphics, and macros will remain intact.

If you are using an *earlier* version of an application included in the suite, such as WordPerfect 6.0, you may choose to delete it to save disk space. During a standard installation, the setup program detects any earlier application versions you are currently using, such as WordPerfect 6.0, and asks you if you want to replace them with

PerfectOffice versions. If you want to keep the version you are currently using, you can do so by choosing a Custom installation and specifying an alternative directory structure.

Which installation option should I choose?

The standard installation is the recommended installation type for most users. The following table describes each installation type.

| Installation Type | Use |
|--------------------------|---|
| Standard | To install PerfectOffice for the first time or to replace Borland Office 2.0 for Windows |
| Custom | To customize your installation by installing only part of the program or sets of files to directories you specify |
| Network | To install PerfectOffice for use by users on a network server or workstation |
| Minimum | To install the minimum files necessary to run PerfectOffice (The setup program omits files needed for optional features.) |
| Options | To install printer drivers, fonts, the Utilities disk, or to view README files |

When I install PerfectOffice, a prompt tells me that I don't have enough room to install all files. What should I do?

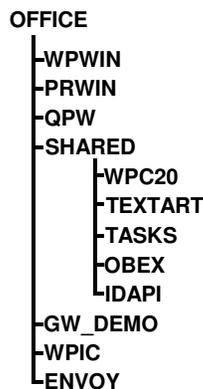
Exit the setup program and delete unnecessary files from your hard disk to make more disk space available. You can also use the *Custom* or *Minimum* installation options. *Custom* lets you install individual files. (Use this option only if you know exactly which files you need.) *Minimum* omits the files needed for optional features and installs only those files necessary to run individual programs.

How can I conserve disk space?

Choose Minimum installation to install only the files necessary for running PerfectOffice. This option requires a minimum of 45Mb of free disk space, and does not install optional features such as predefined toolbars, the QuickLook version of GroupWise, or any Help files.

Which directories were installed?

PerfectOffice files are organized into subdirectories under the root directory \OFFICE. The recommended directory structure for PerfectOffice is shown in the diagram below. This is the directory structure used for a standard installation. If one of these directories already exists on your hard disk, all duplicate files in that directory except for those you have created or modified will be copied over during installation.



| Subdirectory | What it contains |
|---------------------|--|
| WPWIN | WordPerfect 6.1 program files and subdirectories |
| PRWIN | Presentations 3.0 program files and subdirectories |
| QPW | Quattro Pro 6.0 program files and subdirectories |
| SHARED | Subdirectories \WPC20 (PerfectFit files for shared components such as the Speller, Thesaurus, and so on), \TEXTART (TextArt program files), \TASKS (DAD QuickTask files) \OBEX (files for Object Exchange technology), and \IDAPI (cross-application, database-conversion support files) |
| GW_DEMO | GroupWise QuickLook program files |
| WPIC | InfoCentral 1.1 program files and subdirectories |
| ENVOY | Envoy 1.0a program files and subdirectories |

I accidentally deleted some PerfectOffice program files. Can I reinstall only part of PerfectOffice?

Yes. Start the PerfectOffice setup program, choose Custom installation, then select the files you want to reinstall. (You cannot recover lost personal files or documents using the setup program.)

How can I remove PerfectOffice 3.0 from my computer?

The setup program includes an Uninstall option that allows you to remove some or all of the PerfectOffice applications from your computer. From the Program Manager in Windows, double-click the PerfectOffice Setup icon. Choose Uninstall, then select the applications want removed. Files you created or modified will not be removed.

Getting Help

Each application in PerfectOffice comes with an advanced online Help system. When you need information, online Help is your best solution. Help appears in a separate window on your screen. For quick access, you can keep the Help window displayed on top of the application you're working in. It's convenient, sensibly organized, and structured in a way that makes finding the information you need quick and enjoyable.

If you need assistance beyond what the online Help system and printed manuals provide, you can call Customer Support or use one of the other customer support services provided by Novell (see *Appendix A: Customer Services*).

Using Context-Sensitive Help

Help is context sensitive, which means you can access Help wherever you are in the program, including menus and dialog boxes.

- 1 Place the pointer on the item you want information about, then press **F1**.

Using Online Help

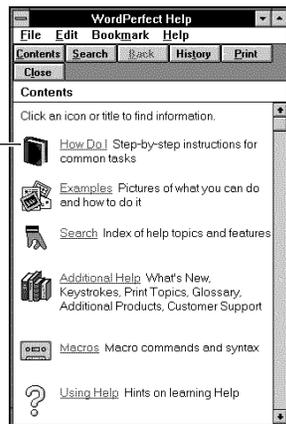
This section introduces you to the basic components of online Help.

IMPORTANT: While most of the Help components described in this section are available in all PerfectOffice applications, a few are not. Components may also differ slightly depending on the Help system. For information about a specific online Help system, see the *Getting Help* section in the documentation included with that product.

Use Contents to access the main components of Help. You can think of it as the *table of contents* of Help.

- 1 Choose **Contents** from the **Help** menu.

Icons help distinguish the components of Help.

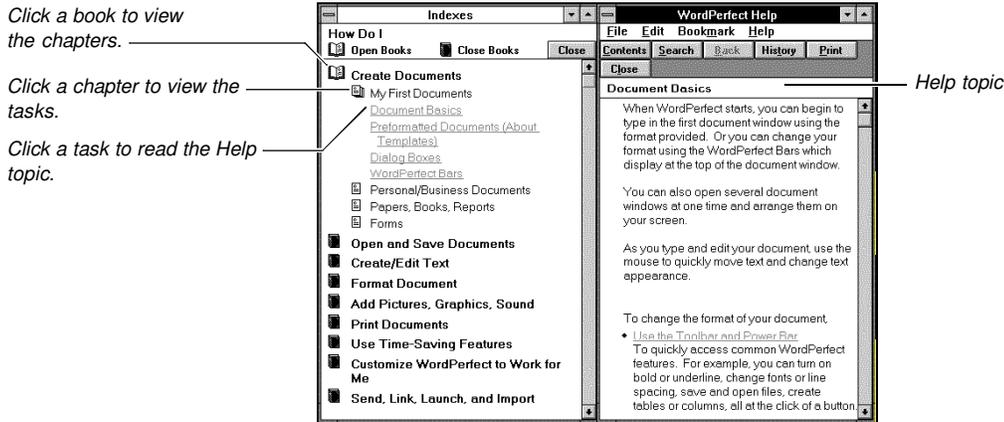


- 2 Click the Help icon you want.

Each Help icon is explained below.

How Do I

When you need information about performing a specific task, use How Do I. The information in How Do I is organized into books, chapters, and pages and is displayed in an expandable outline.



To find steps for performing a specific task, start at the book level. Each book listed in How Do I represents a category of tasks.

- 1 Click a book to open it.

Chapters contain specific tasks, or pages. (Some books contain only pages.)

- 2 Click a chapter to see the list of pages.

The pages represent individual Help topics.

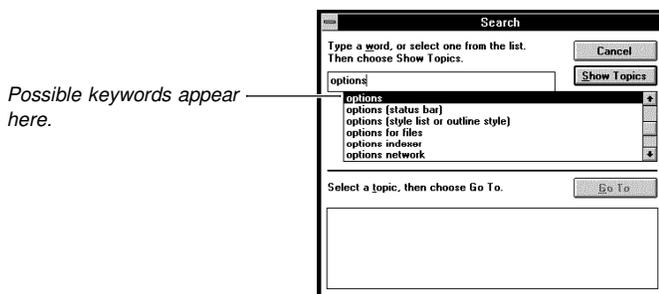
- 3 Click a page to see the corresponding Help topic.

Clicking an open book or chapter closes it. Clicking Open Books at the top of the How Do I window displays all levels of How Do I (books, chapters, pages). Clicking Close Books closes all books, leaving only book titles displayed.

Search for Help on

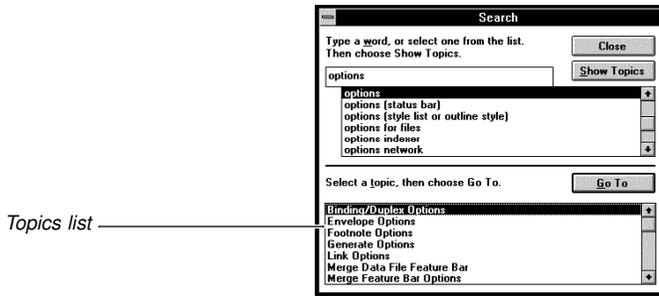
Use Search for Help on to find information by typing in a feature name, a keyword, a synonym, or a phrase. If you are using Quattro Pro, click the Search button at the top of any Help window.

- 1 Type a keyword or phrase for the subject that interests you.



- 2 Select a keyword from the keywords list, then choose **Show Topics**.

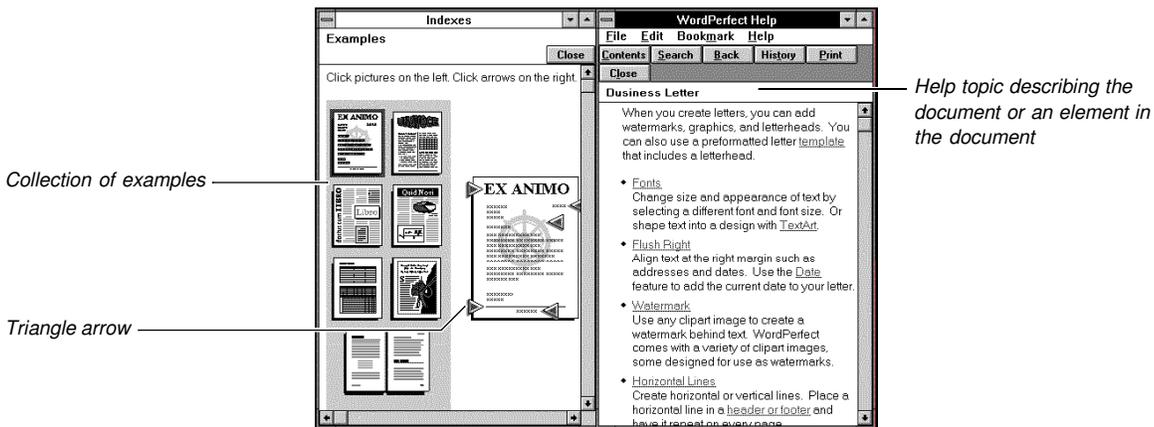
A list of related Help topics appears in the lower part of the dialog box.



3 Select a topic from the topics list, then choose **Go To**.

Examples

Examples is a collection of sample documents that illustrates some of the capabilities of the program. It's also a powerful Help tool that lets you search for and locate information *visually* instead of textually. You can find information about a specific feature or task without knowing the correct terminology.



1 Click an example from the collection.

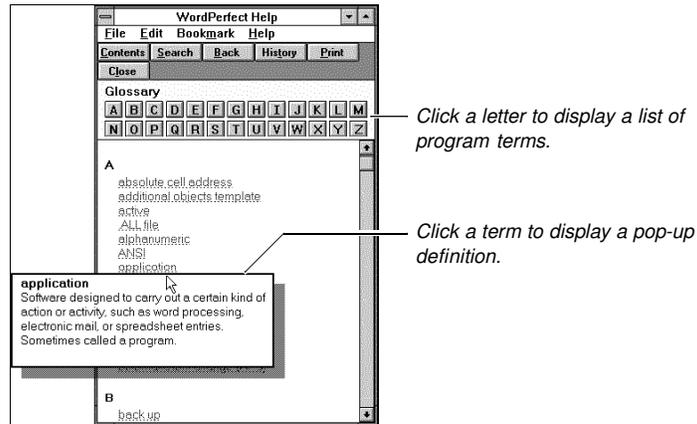
Triangle arrows label and define the various elements in the document.

2 Click a triangle arrow pointing to the element that interests you.

A Help topic appears on the right side of your screen describing that element of the document.

Additional Help

Additional Help contains supplementary information such as Tips and Tricks, Customer Support, Glossary, Keystrokes, Common Questions, What's New, Available Products, and other useful information.

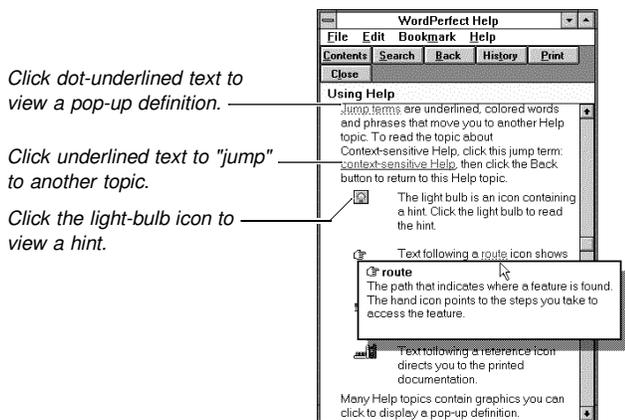


Macros

Macros contains a comprehensive list of macro commands with a description of how to use them. It also includes information about recording and playing your own macros.

Using Help

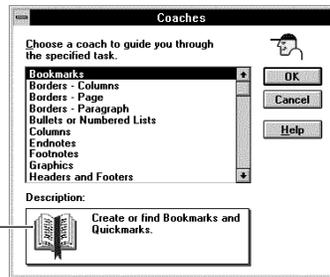
This section describes the elements of a Help topic (jump terms, pop-up definitions, icons), and shows you how to use them.



Coaches

Use Coaches to learn how to perform specific tasks. The Coach guides you through a task one step at a time.

- 1 Choose **Coaches** from the **Help** menu.



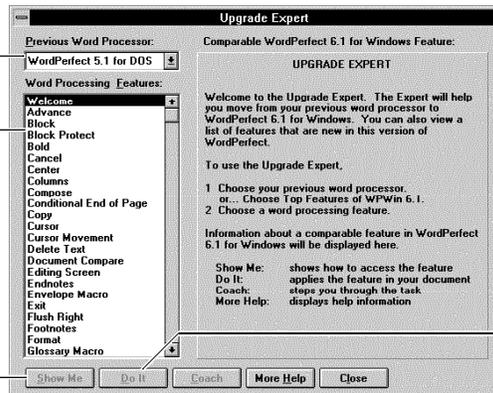
A description of the highlighted Coach appears here.

- 2 Select a Coach, then choose **OK**.
- 3 Follow the on-screen prompts to complete the task.

Upgrade Expert

Use Upgrade Expert to compare feature names with those used in competitors' products, or to compare terms in the current version of your program with those used in a previous version. In addition, Upgrade Expert can show you how to access features from pull-down menus. You can also use it to apply features to your current document.

- 1 Choose **Upgrade Expert** from the **Help** menu.



Drop-down list containing other applications

Feature names

Click Show Me to see the feature displayed.

Click Do It to see the feature used in your document.

- 2 Select an application from the drop-down list.
- 3 Select a feature.

The function of each button at the bottom of the screen is explained below.

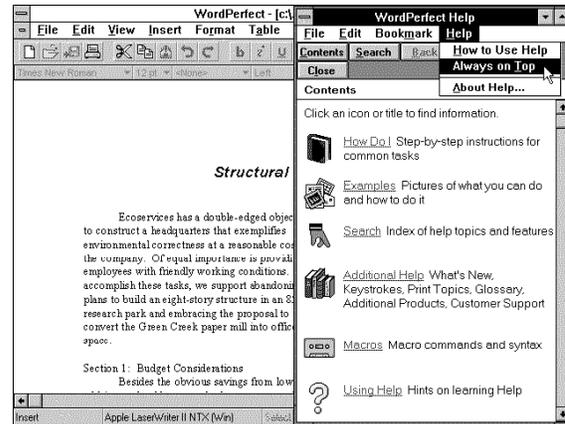
| Button | Description |
|-----------|--|
| Show Me | Demonstrates the selected feature |
| Do It | Applies the feature to your current document |
| Coach | Leads you step-by-step through the task |
| More Help | Displays a Help topic about the feature |

Displaying Help Always on Top

For quick access, you can keep the Help window open on top of the application you're working in until you exit.

- 1 Choose **Always on Top** from the **Help** menu in the Help window.

When you click the document window, the document becomes active, but the Help window remains on top.



HINT: You can size and drag the Help window to see the area of the document you are working on.

Printing Help Topics

- 1 Choose **Print Topic** from the **File** menu in the Help window.

or

Click the **Print** button in the Help window.

HINT: Depending on the program you are using, you may be able to print multiple Help topics through Additional Help. If you are using Quattro Pro, you can print multiple Help topics by choosing Print Group of Functions or Print Group of Macros from the File menu in the Help window.

Customer Support

For information about Customer Support, see *Appendix A: Customer Services*.

Using PerfectOffice

.....

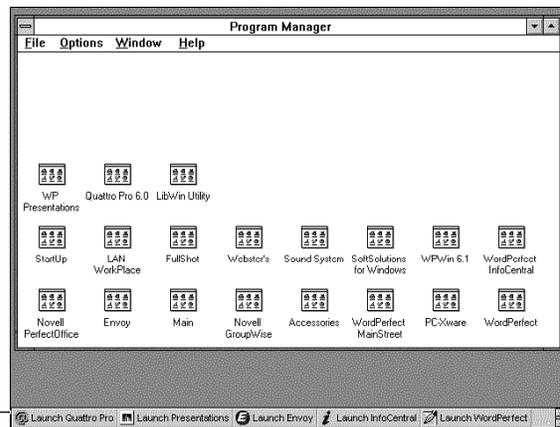
Using the Desktop Application Director (DAD)

The Desktop Application Director (DAD) is a toolbar that functions as the suite manager. Use DAD buttons to launch applications and perform simple and complex tasks right from the PerfectOffice desktop. You can play keyboard scripts and macros in any of the suite applications, manage and run files, and even exit Windows. You can customize DAD in a variety of ways to fit your needs.

In short, DAD provides you with powerful integration tools to help you use and take full advantage of the programs in the suite.

Starting DAD

During installation, a DAD icon is created and placed in the Startup program group. Unless you move the icon, DAD will start automatically each time you start Windows.



Desktop Application Director (DAD) with buttons displayed as picture and text

To start DAD if it is not currently running,

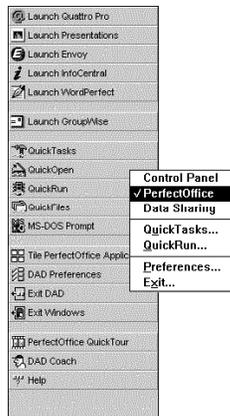
- 1 Double-click the Desktop Application Director icon.

Selecting a DAD Bar

PerfectOffice includes three DAD bars to enhance your productivity when using the suite. The *PerfectOffice* DAD bar provides you with the basic tools you need to run the suite and integrate the applications; the tools on the *Data Sharing* DAD bar simplify the process of sharing information between applications; and the *Control Panel* DAD bar gives you direct access to the settings that control your Windows system configuration.

You can select one of the DAD bars included with PerfectOffice, or you can create your own. (For information about creating DAD bars, see *Creating Your Own DAD Bar* later in this section.)

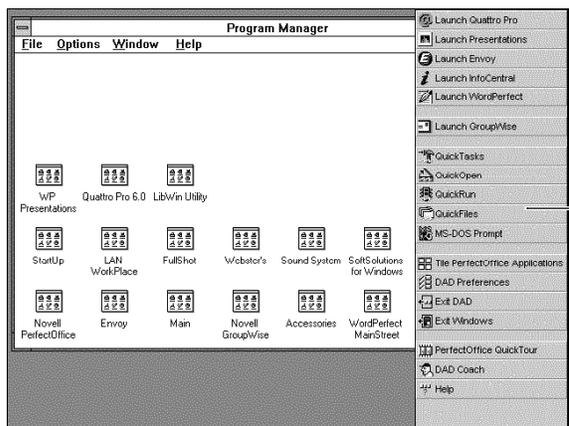
1 Right-click DAD, then choose the DAD bar you want.



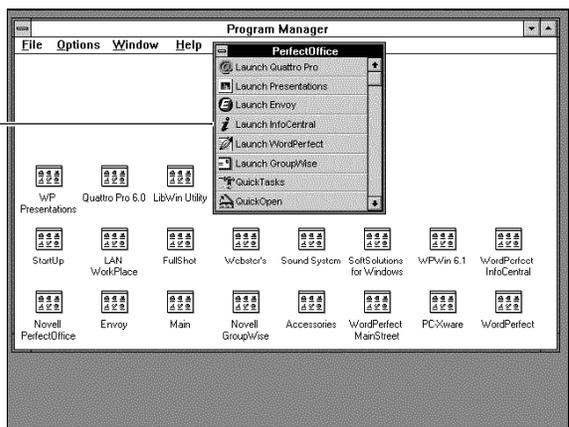
The DAD bar you choose remains selected until you choose another one.

Moving DAD on Your Screen

You can display DAD as a toolbar or palette and place it anywhere on your screen.



DAD bar displayed as a palette



1 Place the pointer on a blank area of the DAD bar.

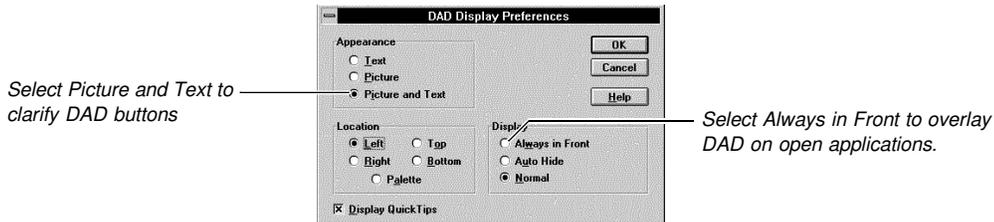
When the shape of the pointer changes to a hand,

- 2 Drag the bar anywhere on the screen.

Choosing Display Options

You can specify the position, appearance, and characteristics of DAD to fit your needs. You can even hide DAD until you need it in order to save screen space.

- 1 Right-click DAD, then choose **Preferences**.
- 2 Choose **Display**.



- 3 Select the appearance and location options you want.
- 4 Select a display option. Each option is explained below.

| Option | Description |
|-----------------|---|
| Always in Front | Overlays DAD on top of open applications |
| Auto Hide | Also called “DAD on demand,” this option hides DAD when you are not using it. To redisplay DAD when it is hidden, move the pointer to the edge of the screen where DAD is positioned. Auto Hide will not hide DAD when it is configured as a palette. |
| Normal | Lets other applications overlay DAD |

- 5 Choose **OK**.

Using the PerfectOffice DAD Bar

The buttons on the PerfectOffice DAD bar provide you with the basic tools you need to launch and integrate the applications in the suite.



The PerfectOffice DAD bar also lets you perform basic display operations, set DAD preferences, display an MS-DOS Prompt, exit DAD, and even exit Windows. In addition, the bar gives you quick access to various Help sources such as the PerfectOffice QuickTour, the DAD Coach, and the DAD online Help system. But perhaps the most valuable buttons on the PerfectOffice DAD bar are those which access some of the suite’s automation features—QuickTasks, QuickFiles, QuickRun, and QuickOpen.

QuickTasks

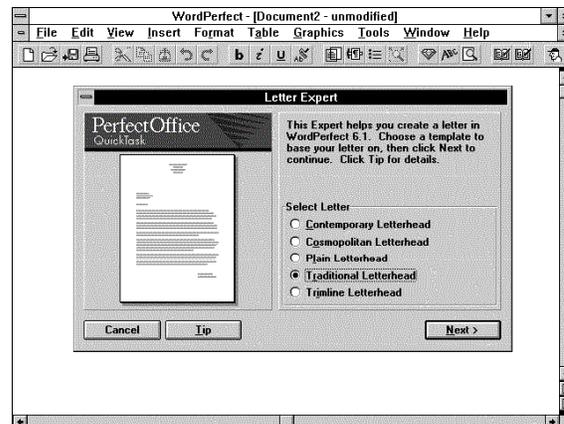
QuickTasks perform complete tasks right from your desktop, including those tasks that involve several PerfectOffice programs. QuickTasks move your work automatically from application to application until it is completed. By not having to manually open any applications, you're free to focus on your work rather than on using the applications necessary to get it done.



PerfectOffice comes with a variety of pre-defined QuickTasks to help automate your work. Consider, for example, the *Create Letter* Quicktask, which prompts you for information as it walks you through the process of creating a letter.

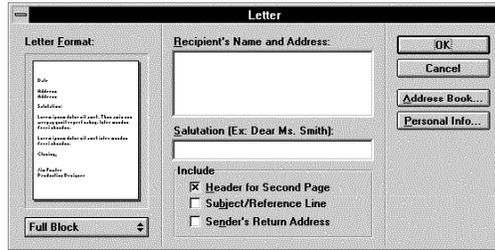
From DAD,

- 1 Click the **Create Letter** QuickTask.

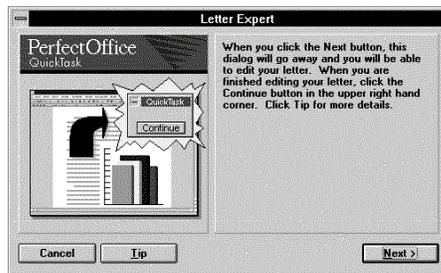


2 Select **Traditional Letterhead**, then choose **Next**.

HINT: The first time you use a WordPerfect template, WordPerfect prompts you to enter your personal information. Follow the on-screen prompts to continue.



3 Type the recipient's name and address, along with a salutation, then choose **OK**.

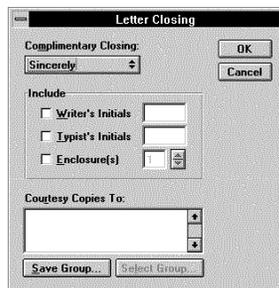


4 Choose **Next**.

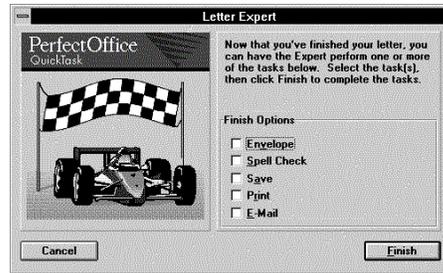
5 Click in the document window, then type the body of your letter.

When you finish,

6 Click the **Continue** button in the QuickTask dialog box located in the upper right corner of your screen.



- 7 Select the Letter closing options you want, then choose **OK**.



- 8 Select the Finish option(s) you want, then choose **Finish**.

PerfectOffice comes with a number of additional QuickTasks to help automate your work. You can use these QuickTasks or create your own (see *Creating a QuickTask*, below).

HINT: For a list of QuickTasks included with PerfectOffice, see *Appendix C: QuickTasks*.

Creating a QuickTask • If you can do it in PerfectOffice, you can automate it with a QuickTask. To help you create QuickTasks, PerfectOffice provides you with QuickTask Expert, a feature that walks you through the process.

- 1 Right-click DAD, then choose **QuickTasks**.
- 2 Choose **Create New QuickTask**.



- 3 Type a name for the QuickTask.

QuickTask Expert creates a filename for the Quicktask based on the name you give it. If not already selected,

- 4 Select **Walk me through it** to display step-by-step instructions, then choose **Next**.
- 5 Select the applications needed to accomplish your task, then choose **Next**.
- 6 Read the instructions for recording your tasks, then choose **Next**.
- 7 Record your tasks using **Alt+Tab** to switch between applications.

When you finish recording tasks,

- 8 Choose **Stop**.
- 9 Select **Add to DAD** to create a new button for your task.
- 10 Select **Add to QuickTasks** to create an entry for your task on the QuickTasks list.
- 11 Choose **Finish**.

Your QuickTask is now complete. If you need to edit the QuickTask macro, you can do so by retrieving it into a WordPerfect document window. For information about editing macros in WordPerfect, see the *WordPerfect 6.1 User's Guide*.

HINT: You can have Windows execute a QuickTask each time you start Windows by creating a QuickTask icon and placing it in the Startup program group. To create a new program object in Program Manager, choose New from the File menu, select Program Item, then choose OK. Type a description for the icon, then specify the QuickTask filename as the executable file on the command line. (QuickTask files are identified by a .WCM filename extension.)

Editing the QuickTask List • Use the Edit QuickTask List button to add or delete QuickTasks from the QuickTask List, or to rearrange QuickTask buttons on the PerfectOffice DAD bar.

- 1 Right-click DAD, then choose **QuickTasks**.
- 2 Right-click the QuickTask List, then choose **Edit QuickTask List**.



- 3 Use the Toolbar Editor to add or to edit QuickTask buttons. (See *Editing a DAD Bar* later in this section.)

To remove a Quicktask,

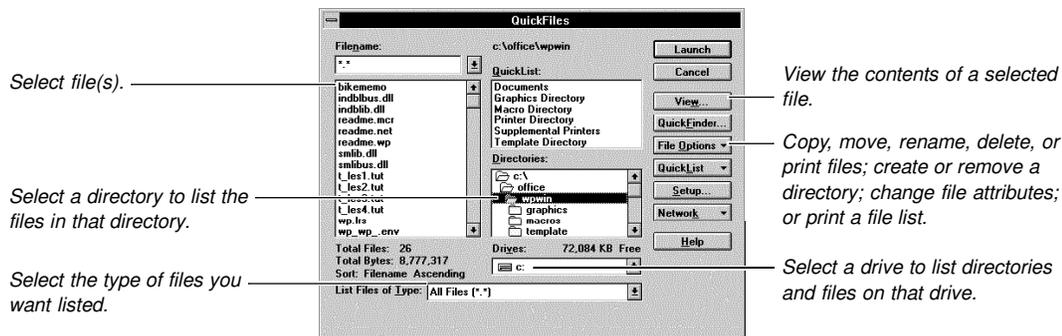
- 4 Drag a QuickTask off the QuickTask List.

When you finish editing the QuickTask List,

- 5 Choose **OK**.

QuickFiles

Use QuickFiles instead of the Windows File Manager to organize and manage your files and directories. QuickFiles lets you perform virtually any file-management task. It even lets you launch applications.



QuickFiles dialog box

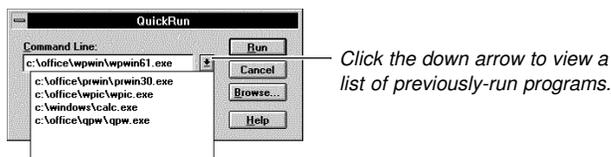
The following table describes some of the options included in the QuickFiles dialog box.

| Option | Description |
|--------------|---|
| Launch | Launches the selected program file. |
| QuickFinder | Lets you search for files using file or word patterns, or create a QuickFinder index to help you quickly locate files containing specific words or phrases. |
| File Options | Lets you copy, move, rename, delete, and print files; change file attributes; print a file list; and create, remove, and rename directories. |
| Setup | Lets you specify how you want the file list displayed. |
| Network | Lets you view and edit network settings. (This option appears only if your computer is connected to a network.) |

HINT: The QuickFiles feature supports Drag and Drop, which means that you can move selected files simply by dragging them from the file list and dropping them into a folder in the directory list. To copy files using Drag and Drop, press the Ctrl key while dropping the files into the folder.

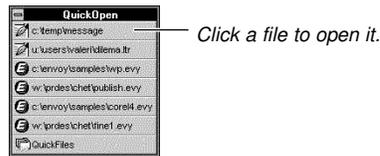
QuickRun

Use QuickRun to instantly launch any program from DAD. QuickRun features a drop-down list that keeps track of the previous 10 programs you launched using QuickRun.



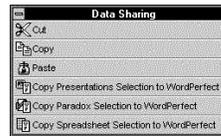
QuickOpen

QuickOpen displays a list of previously-opened files. To open a file, simply click a filename. QuickOpen launches the file's source application and opens the file for you.



Using the Data Sharing DAD Bar

The tools on the *Data Sharing* DAD bar simplify the process of sharing information between applications.



Cut, Copy, and Paste Buttons

Use the *Cut*, *Copy*, and *Paste* buttons with any Windows application to move selected data to and from the Windows Clipboard.

- 1 Select the data you want to cut or copy, then click the **Cut** or **Copy** button.
- 2 Place the insertion point in the application where you want to paste the data.
- 3 Click the **Paste** button.

If you need information about the Windows Clipboard, see your *Windows* manual.

Copy Selection to WordPerfect Buttons

When your task involves copying data from one application and pasting it into a WordPerfect document, click the button on the Data Sharing DAD that is dedicated to the task. The *Copy Presentations Selection to WordPerfect*, *Copy Paradox Selection to WordPerfect*, and *Copy Spreadsheet Selection to WordPerfect* buttons streamline the process for you by launching the required applications and stepping you through the task until it's completed.

Creating Your Own DAD Bar

To create a new DAD bar,

- 1 Right click DAD, then choose **Preferences**.
- 2 Choose **Create**.
- 3 Type a name for the new DAD bar, then choose **Create**.

You're now ready to add buttons to your DAD bar using the Toolbar Editor. See *Editing a DAD Bar* later in this section.

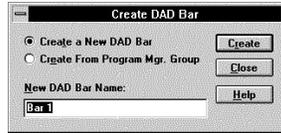
Creating a DAD Bar for a Program Group

You can create a DAD bar for each of your Windows program groups for quick access to all the software available to you through Windows.

IMPORTANT: You can create a DAD bar for a program group only when you are using Program Manager as your Windows shell.

- 1 Right click DAD, then choose **Preferences**.

- 2 Choose **Create**.



- 3 Type a name for the DAD bar.
- 4 Select **Create From a Program Group**, then select a program group from the list box.



- 5 Choose **Create**, then choose **Close**.

Editing a DAD Bar

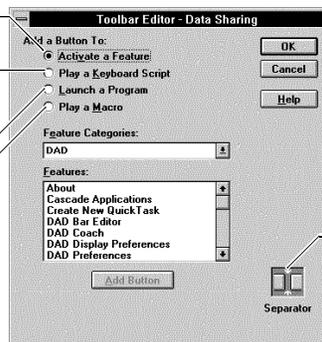
- 1 Right-click DAD, then choose **Preferences**.
- 2 Select a DAD bar, then choose **Edit**.

Activate the feature or submenu you select.

Play the keyboard script you type.

Run another program.

Play the macro you select.



Drag separators onto the DAD bar to separate buttons.

Use the Toolbar Editor to add buttons to any DAD bar. You add buttons to activate features, play keyboard scripts, launch programs, or play macros.

Activate a Feature

Use *Activate a Feature* to add DAD and Windows features to your DAD bars.

In the Toolbar Editor,

- 1 Select **Activate a Feature**.
- 2 Select a category, then select a feature you want to add.
- 3 Choose **Add Button**.

Play a Keyboard Script

Use *Play a Keyboard Script* to add buttons that play keyboard scripts. When you click a button in an application, the button replays the keystrokes exactly as you typed them.

A keyboard script can contain text, extended and WordPerfect characters, and simple commands (such as keystrokes that bring up a dialog box). You can use any keystroke combination available in an application's keyboard layouts. Type keystroke combinations in braces, such as {Alt+F7}.

In the Toolbar Editor,

- 1 Select **Play a Keyboard Script**.
- 2 Type the keystrokes the button will play, then choose **Add Script**.
- 3 Choose **OK**.

For information about editing keyboard scripts, see *Editing Keyboard Scripts* later in this section.

Launch a Program

Use *Launch a Program* to add buttons that open and run other applications. You can add a button for any .EXE file.

In the Toolbar Editor,

- 1 Select **Launch a Program**, then choose **Select File**.
- 2 Specify the filename of the program file you want to run in the Filename text box, then choose **OK**.

HINT: You can also select a .EXE filename and drag it onto the DAD bar to create a button for that application.

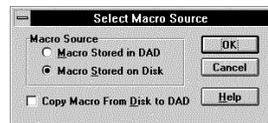
For information about specifying the command line and working directory of the application, see *Setting Program Launch Properties* later in this section.

Play a Macro

You can add buttons to your DAD bar that play macros stored as files on disk, or macros stored on DAD.

Adding Buttons for File Macros • In the Toolbar Editor,

- 1 Select **Play a Macro**, then choose **Add Macro**.

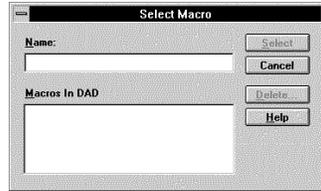


- 2 Select **Macro Stored on Disk**.
- 3 Specify the filename of the macro in the filename text box, then choose **OK**.

Adding Buttons for DAD Macros • In the Toolbar Editor,

- 1 Select **Play a Macro**, then choose **Add Macro**.

- 2 Select **Macro Stored in DAD**, then choose **OK**.



- 3 Select the embedded macro you want, then choose **Select**.

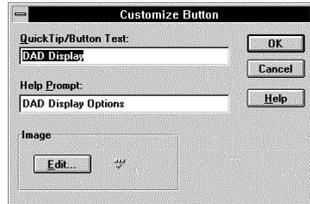
Customizing Buttons

You can customize the text and graphics that appear on DAD bar buttons. You can also edit the Help prompts that accompany the buttons.

- 1 Right-click DAD, then choose **Preferences**.
- 2 Select the DAD bar you want, then choose **Edit**.

With the Toolbar Editor displayed,

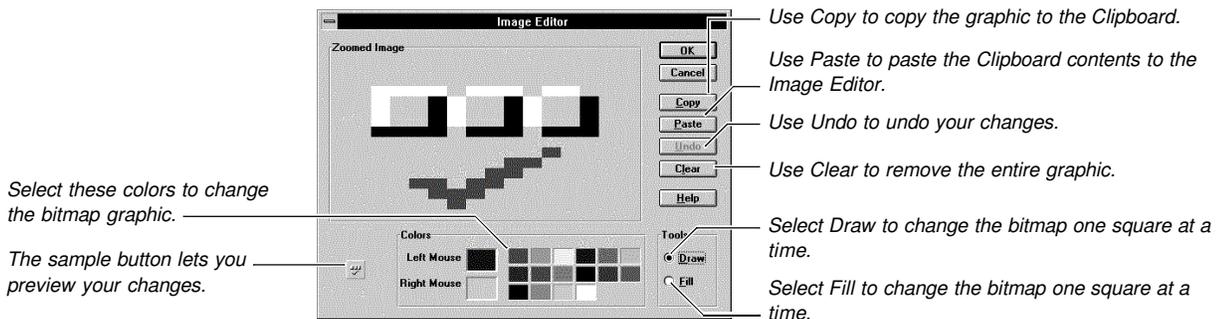
- 3 Double-click the DAD button you want to edit.



- 4 Type the text you want used on the button.

The button text will also appear on the QuickTip, which you can choose to display through *DAD Preferences*.

- 5 Type the text you want used in the Help prompt in the Help prompt text box.
- 6 Choose **Edit** to change the button graphic in the Image Editor.

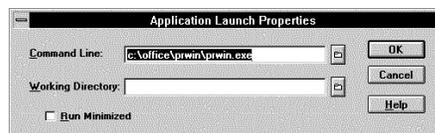


- 7 Edit the existing image, or create a new image.
- 8 Choose **OK** until you exit DAD Preferences.

Setting Program Launch Properties

You can specify the command line and working directory for buttons that launch programs. (For information about creating buttons that launch programs, see *Editing a DAD Bar* earlier in this section.)

- 1 Right-click DAD, then choose **Preferences**.
- 2 Select a DAD bar, then choose **Edit**.
or
Choose **Create**, specify a name for the new DAD bar, then choose **OK**.
- 3 Double-click the application button you want to edit on the DAD bar, then choose **Properties**.



- 4 Specify the command line for the application.
- 5 Specify the working directory for the application.
- 6 Select **Run Minimized** if you want the application to be minimized when it opens.
- 7 Choose **OK** and **Close** until you return to DAD.

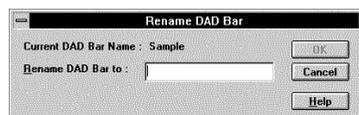
Editing Keyboard Scripts

You can create and edit buttons that play keyboard scripts. (For information about creating buttons that play keyboard scripts, see *Editing a DAD Bar* earlier in this section.) To edit a button that plays a keyboard script,

- 1 Right-click DAD, then choose **Preferences**.
- 2 Select a DAD bar, then choose **Edit**.
- 3 Double-click the keyboard script button you want to edit, then choose **Properties**.
- 4 Edit the keyboard script.
- 5 Choose **OK** and **Close** until you return to DAD.

Renaming DAD Bars

- 1 Right-click DAD, then choose **Preferences**.
- 2 Select a DAD bar, then choose **Rename**.



- 3 Type a new name for the DAD bar, then choose **OK**.

Deleting DAD Bars

- 1 Right-click DAD, then choose **Preferences**.
- 2 Select the DAD bar you want to delete, then choose **Delete**.
- 3 Choose **Yes**.

Using DAD as the Windows Shell

With all the capabilities DAD has to offer, you may want to use it as your Windows Shell.

IMPORTANT: When using DAD as your Windows Shell, you cannot install some PerfectOffice applications that use Novell's PerfectFit technology to share components. (For example, neither WordPerfect, Presentations, nor GroupWise can be installed while using DAD as your Windows Shell.)

To use DAD as your Windows Shell,

- 1 Add a directory to the path statement in your AUTOEXEC.BAT file that points to the directory where your DAD files are located. (For example, if you performed a standard install, DAD is located in your PerfectFit directory. If this is the case, you should add the following directory to your path statement: C:\OFFICE\SHARED\WPC20.)

IMPORTANT: Before proceeding to the next step, be sure to make a backup copy of your original SYSTEM.INI file.

- 2 Change the Shell line in the boot section of your SYSTEM.INI file to point to the DAD executable file. (For example, SHELL=C:\OFFICE\SHARED\WPC20\DTWIN20.EXE).
- 3 Restart Windows.

HINT: When using DAD as the Windows Shell, you can create a DAD bar named *StartUp* (case sensitive) and add application buttons to it to automatically launch those applications when you start Windows.

Sharing Information Using PerfectOffice

PerfectOffice provides you with a variety of information-sharing tools to enhance your workgroup and personal productivity. The workgroup publishing services of Envoy, along with the integrated E-mail, calendaring, scheduling, and task management of GroupWise, make collaborative computing simple. And with advanced data-sharing technologies such as OLE 2.0 and OBEX, PerfectOffice revolutionizes the way people work together.

Using DAD to Share Information

PerfectOffice includes a DAD bar designed specifically to help you share information. The *Data Sharing* DAD bar includes Cut, Copy, and Paste buttons for moving data quickly to and from the Windows Clipboard. It also contains buttons that step you through the process of copying data from individual applications into a WordPerfect document. For more information about the Data Sharing DAD bar, see *Using the Desktop Application Director (DAD)*.

Using GroupWise to Integrate Applications

PerfectOffice integrates all its products with GroupWise, Novell's electronic messaging software. GroupWise can be accessed from within each PerfectOffice application to send e-mail, schedule personal and group appointments, check calendars, and assign and manage workgroup tasks.

GroupWise QuickLook Software

Included with PerfectOffice is GroupWise QuickLook, a demonstration version of the GroupWise for Windows Client software. QuickLook comes with a pre-defined post office containing five user (sample) mailboxes. Once you install QuickLook, you can access these mailboxes to evaluate the GroupWise client software. Some of the GroupWise features you'll want to experiment with include the universal In box, Out box, folders, status tracking, retraction, Proxy, Access List, Busy Search, shelf, Rules, and message and task routing.

Ordering GroupWise

If, after trying out QuickLook, you determine GroupWise can provide a solution for your electronic-messaging needs, contact your system administrator. To set up a GroupWise messaging system, you must purchase the Client/Admin Pack for Windows. You may also choose to purchase the following GroupWise components:

- Client documentation
- Message Server Pack (if applicable)
- Remote Client Materials Packs (if applicable)
- Leading mobile services such as Telephone Access, Pager, or Wireless

When you purchased PerfectOffice, you received a single-user multi-platform GroupWise mailbox license. This means that if your system administrator purchases the GroupWise messaging system, you do not have to purchase an additional mailbox license to run GroupWise.

To order Novell GroupWare products, call 1-800-861-2507 inside the U.S. and Canada. In all other locations call 1-801-225-5000 ext 5-6177, or contact your local authorized reseller.

Using Envoy to Collaborate Electronically

Use Envoy to electronically view, annotate, and distribute documents across the network. With Envoy, you can send documents that preserve the on-screen look of the originals. Readers can use electronic sticky notes, highlights, and bookmarks to easily make comments in documents. These annotations can be customized so that each person's comments are distinguished by name and style. For more information about Envoy, see the Envoy online Help system.

Using Object Linking and Embedding (OLE)

OLE is a Windows feature that allows applications to exchange information with each other. You can use OLE to insert objects from different PerfectOffice applications into one document. Almost any type of information can be an object, including text, a QuickArt figure, a chart, or even a media clip (a sound or video clip).

IMPORTANT: The purpose of this section is to introduce you to OLE and to define the basic concepts you should know in order to use it. For the specific steps involved in linking or embedding data, see the documentation for the application(s) you are using.

OLE Container and Server

A *server* is an application in which you create information. A *container* is an application that obtains data from the server. This data is linked to or embedded in the container document in the form of an object.

OLE server and container functionality is available in four PerfectOffice applications: WordPerfect, Quattro Pro, Presentations, and Paradox. In addition, InfoCentral acts as a OLE container.

Linking vs. Embedding

Objects may be either *linked* or *embedded*. Both methods place a copy of the object in your document. When you *link* an object, you place a copy of the object in your document with a link to the original. Linking is dynamic, meaning that whenever the original is changed, the copy is automatically updated. (You can also choose to update the link manually.)

When you *embed* an object, you place a copy of the object in your document *without* a link to the original. This means that you can edit the copy without altering the original.

In most cases, when you double-click an embedded object, its source application launches (providing the source application is installed). You can then edit the object in the application in which it was created. (Double-clicking a media object sets the object in motion or play. To edit an embedded object, select the object, then choose the appropriate editing command from a pull-down menu.)

The primary difference between linking and embedding is the location where the actual data for the object is stored. While the data for an embedded object is stored in the destination file, the data for a linked object remains in the source file.

Linked objects cannot “travel” with documents outside the local file system of the computer, but they are more efficient than embedded objects because a single instance of the object’s data can serve many different documents. You should keep this difference in mind when deciding whether to link or to embed information. Generally speaking, if you want to use the information in only one document, it’s better to embed. In most other cases, it’s better to link.

In-Place Editing vs. Open Editing

OLE 2.0 provides two methods for editing OLE objects: *open editing* and *in-place editing*. *Open editing* lets you launch the object’s server application in another window where you can edit the object as desired. When you exit the server application, the object returns to your document with any changes you made to it.

The advantage of open editing is the amount of workspace the new window provides you. This is particularly useful when you are working with small or complex objects.

In-place editing allows you to edit an object without switching to a different window. With in-place editing, the container application adopts the functions of the server application. Buttons and pull-down menus temporarily change to work specifically with that object. Using the substitute menu items, you can modify the embedded object just as if you were in the server application. When you finish editing the object, you simply click outside the object to restore the container application’s original menus.

The advantage of in-place editing is the ability it gives you to interact with an object right where it is, without switching to a different application or window.

Printing OLE Objects

The container application determines how the object appears on screen and when printed.

Using Drag and Drop to Link or Embed Objects

Drag and drop lets you embed objects simply by dragging them from one application window into another. You can link objects in the same manner by pressing the Ctrl key while dragging. The following PerfectOffice applications support drag and drop: WordPerfect, Presentations, and Quattro Pro. You can also drag and drop objects into (but not from) Paradox and InfoCentral.

Using Object Exchange (OBEX)

Object Exchange (OBEX) is a software utility that provides workgroup and communications services to four PerfectOffice applications: WordPerfect, Quattro Pro, Presentations, and Paradox . By packaging data into objects, OBEX lets you share data from these four applications over a variety of communication networks.

You can use OBEX to share information with people around the world. Any workgroup with OBEX software and access to a local-area network (LAN) or electronic messaging service can share data. These messaging services include global electronic mail, such as MCI Mail; mail systems for LAN, such as Novell’s NetWare Message Handling Service (MHS) or NetWare Global Messaging (NGM); MAPI-compliant messaging, such as Novell GroupWise; or VIM-compliant messaging, such as cc:Mail.

Once you provide OBEX with information about your workgroup members and message transports, it works in the background managing your interactions with other users.

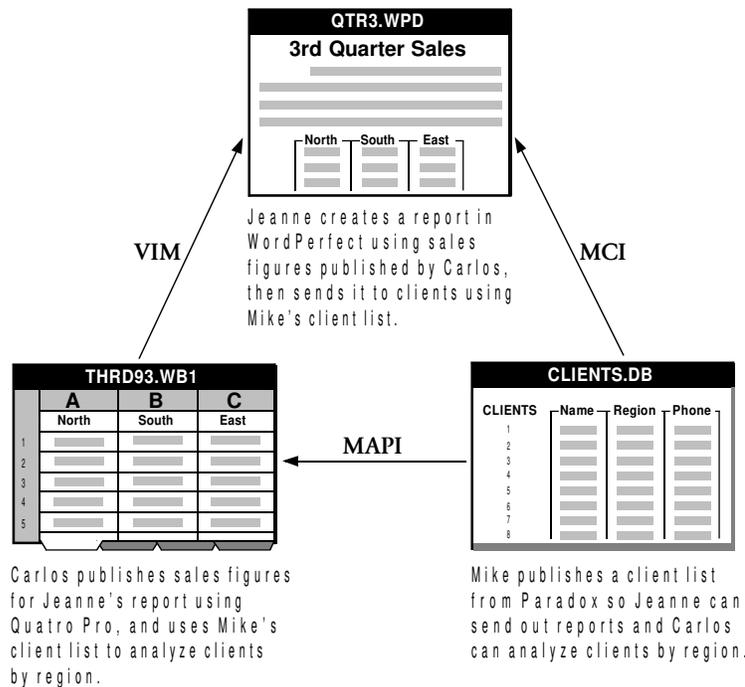
IMPORTANT: The purpose of this section is to introduce you to OBEX and to define the basic concepts you should know in order to use it. For the specific steps involved in subscribing to or publishing OBEX data, see the documentation for the OBEX-compliant product you are using.

Publishing and Subscribing

OBEX uses a simple data-sharing model called *publish and subscribe*, where an information owner “publishes” data and allows others to “subscribe” to it.

OBEX allows publishers and subscribers to transfer data at different times. The publisher can publish data even when subscribers are not connected to the communication service (the transport mechanism). Subscribers can pick up the data even if the publisher has disconnected from the service.

The example in the graphic below illustrates how OBEX can be used to share data among a workgroup.



Publishing and Subscribing

Polling • OBEX transmits data and picks up incoming data by *polling*, or connecting to, the communication service. Subscribers can set OBEX to poll the service either manually or automatically at specified intervals. Publishers can choose to have OBEX poll their accounts at the time they publish, or they can postpone polling and manually perform the action later. (This is useful when you are working with OBEX but you are not attached to a network and are unable to poll immediately.)

The OBEX Address Book • With OBEX, you create an address book containing information about people in your workgroup. It lists the transport accounts through which they can receive your publications, and explains how to access those accounts. You can specify different delivery instructions for each address in your book.

Publishing Data

The type of data you publish depends on the program you are using. For example, from WordPerfect you can publish a document; from Quattro Pro you can publish an entire notebook or specific pages in a notebook. The following table lists the PerfectOffice programs you can publish from, along with the OBEX data format they support.

| Program | Data Format You Can Publish |
|---------------|-----------------------------|
| WordPerfect | Documents |
| Presentations | Drawings |

| Program | Data Format You Can Publish |
|----------------|---|
| Quattro Pro | Pages from notebooks |
| Paradox | Tables, Query Results (tables that contain results from a query), or any File Set (a table file with its accompanying support files). |

Updating Data • When publishers want to update the subscribers with new data, they simply send out a new version of the publication.

Version Control • For the publisher, OBEX offers version control. Version control lets you determine how many previous versions of a publication a subscriber may access. For example, you could publish a monthly sales report and give your subscribers access to the last 12 issues.

Subscribing to Data

When you subscribe to a publication, OBEX inserts the object into your document. You can subscribe to current or previous versions of a publication, and also specify how the object is updated (automatically or manually). When you no longer want to receive a publication, you can cancel your subscription.

The table below lists the PerfectOffice programs that can subscribe to data, along with the data formats they support.

| Program | Data Format |
|----------------|--|
| WordPerfect | WP documents, Presentations drawings, Quattro Pro notebook pages, Paradox tables and queries |
| Quattro Pro | Quattro Pro notebook pages, Paradox tables and queries |
| Paradox | Paradox tables, queries, and file sets |

Additional Information

Paradox • When you subscribe to data using Paradox, OBEX saves the publication as a file on disk.

Presentations • Presentations allows you to publish data, but not to subscribe to data.

See Online Help

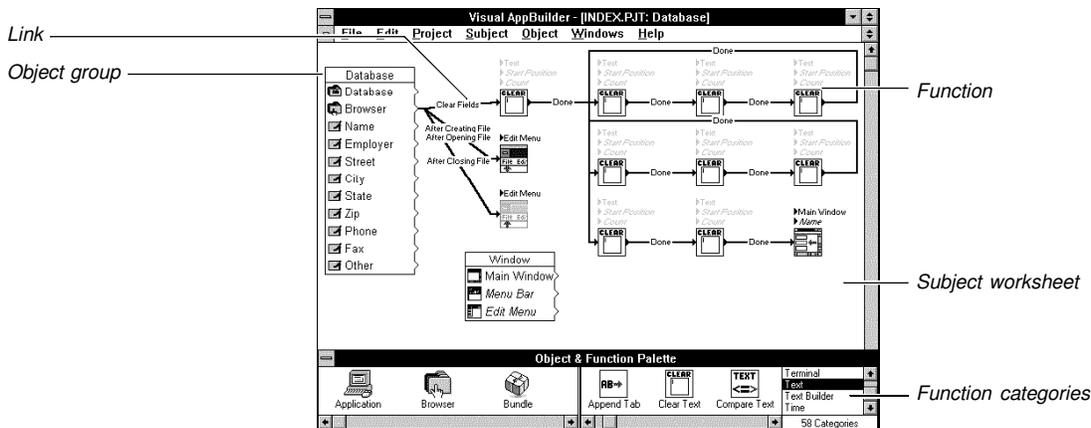
For specific information about subscribing to and publishing data, see the printed and online documentation that came with the PerfectOffice program you are using. As a software utility, OBEX comes with its own online Help system, which gives directions for setting up LAN post offices and mailboxes, and for configuring accounts of each type of message transport system. To access OBEX Help, choose an option from the Help pull-down menu in the Object Exchange or Address Book dialog box, or click the Help button in any OBEX dialog box.

Using the Custom Development Tools

To stay ahead in today's rapidly changing market, you need to remove application development roadblocks by boosting developer productivity, enhancing application portability, and cutting development costs. With the tools available in PerfectOffice you're already a step ahead of your competition.

AppWare

The AppWare is a 5GL programming tool. It allows a MIS department, corporate developer, or application designer to graphically build a variety of powerful custom tasks and applications such as database and spreadsheet manipulation, directory services, and connectivity, for use across a network—without the need to write any software code.



The AppWare interface

To create an application using AppWare, drag and drop appropriate icons from the Object & Function palette into the subject worksheet. You then set values and link icons using lines that represent the flow of the application process. The icons represent self-contained, reusable blocks of code, called AppWare Loadable Modules (ALMs).

AppWare Loadable Modules contain two components: an *object* and one or more *functions*. An *object* is a programming module that contains data and the code needed to manage that data. Objects can act or be acted upon by a function. Functions are operations performed by or on an object, such as opening a file or building a spreadsheet. Functions control the processes and logic of an application.

IMPORTANT: If you are installing the AppWare onto an *existing* copy of PerfectOffice, make sure you verify the directory location before you install. If you did a standard installation of PerfectOffice, the directory path should be \OFFICE\SHARED\APPWARE.

For information on using the AppWare, refer to the *AppWare User's Guide*.

PerfectOffice comes with three PerfectLinks Spreadsheet ALMs, a Spreadsheet Detection ALM, a PerfectFit AppWare ALM, and a PerfectScript ALM. Listed below is a description of each.

PerfectOffice Spreadsheet ALMs

Quattro Pro for Windows PerfectLinks ALM • Allows you to play a Quattro Pro spreadsheet macro, either by range name or by cell reference. The getting and setting of cell values, either by cell name or cell reference, are also provided. To use this ALM, choose **Quattro Pro Functions** from the Categories scroll box.

1-2-3 for Windows PerfectLinks ALM • Allows you to play a Lotus 1-2-3 spreadsheet macro, either by range name or by cell reference. The getting and setting

of cell values, either by cell name or cell reference, are also provided. To use this ALM, choose **123 Functions** from the Categories list box.

Excel for Windows PerfectLinks ALM • Allows you to play a Microsoft Excel spreadsheet macro, either by range name or by cell reference. The getting and setting of cell values, either by cell name or cell reference, are also provided. To use this ALM, choose **Excel Functions** from the Categories list box.

Spreadsheet Detection ALM • Allows you to build a program that works for several different spreadsheets, and acts depending on the spreadsheet program installed on the system. You can place the detection function in an AppWare project at a point where it would call a PerfectLinks macro from Quattro Pro, Lotus 123, or Excel. The Spreadsheet Detection ALM checks the system for an installed spreadsheet program. If more than one program is available, the user is prompted for the desired spreadsheet. To use this ALM, choose **PerfectLinks Detect** from the Categories list box.

Additional ALMs

PerfectFit AppWare ALM • Allows you to access the PerfectFit File system dialog boxes used in WordPerfect products. These dialog boxes offer enhanced file manipulation, searching capability, and dialog configuration from the Windows common dialogs. The available system dialog boxes (or functions) include File Open, File Save As, and Select Directory. To use this ALM, choose **PerfectFit File Dialogs** from the Categories list box.

PerfectScript ALM • Allows you to play a WordPerfect file macro or template macro and to get, set, delete, and check the existence of persistent variables in the WordPerfect Macro Facility persistent variable pool. By editing the PerfectScript Object, you can select the product for commands and then set the appropriate input parameters.

PerfectScript

PerfectScript is a common scripting environment within PerfectOffice for automating simple and complex tasks across multiple applications. For example, you could create a script that would merge a letter created in WordPerfect with data from Quattro Pro.

PerfectScript also contains a comprehensive library of product and programming commands. The product commands are specific to a particular application in PerfectOffice, while the programming commands are shared among most PerfectOffice applications. You can also incorporate customized dialog boxes into scripts using the new Dialog Editor.

Creating a script from within WordPerfect 6.1 for Windows

- 1 Choose **Macro** from the Tools menu.
- 2 Choose **Macro Bar**, then choose **Commands** to display the WordPerfect Macro Command Inserter dialog box.
- 3 Choose an application from the Type pop-up list, then set any input parameters.

Creating a script from within AppWare

- 1 Drag the PerfectScript object into your project.
- 2 Double-click the object, then choose WordPerfect.

PerfectScript uses PerfectFit technology in most PerfectOffice applications. Third-party applications that use this technology also have access to PerfectScript.

Visual Basic

In keeping with Novell's commitment to open architectures, PerfectOffice includes hooks to Visual Basic. Developers who routinely use Visual Basic as their custom application development tool can also use it with PerfectScript, a common scripting environment (see above), to create custom applications for PerfectOffice.

PerfectOffice includes four custom controls for Visual Basic 3.0. Listed below is a description of each. For additional information, refer to the following text files located in the \WINDOWS\SYSTEM directory: WPCIWIN.TXT, WPDLG.TXT, WPPL123.TXT, AND WPPLQPW.TXT.

For information on using Visual Basic, refer to the Microsoft Visual Basic documentation.

PerfectOffice Custom Controls for Visual Basic 3.0

PerfectLinks VBX • Allows you to play a WordPerfect file or template macro, and create and execute a macro token for a given application. You can also read, set, delete, and check for the existence of persistent variables in the macro facility persistent variable pool.

PerfectFit VBX • Allows you to access the PerfectFit File system dialog boxes used in WordPerfect products. These dialog boxes offer enhanced file manipulation, searching capability, and dialog configuration from the Windows common dialogs. The available system dialog boxes (or functions) include File Open, File Save As, and Select Directory.

Quattro Pro for Windows PerfectLinks VBX • Allows you to play a Quattro Pro spreadsheet macro, either by range name or by cell reference. The getting and setting of cell values, either by cell name or cell reference, are also provided.

Lotus 1-2-3 for Windows PerfectLinks VBX • Allows you to play a Lotus 1-2-3 spreadsheet macro, either by range name or by cell reference. The getting and setting of cell values, either by cell name or cell reference is also provided.

PerfectFit Software Developer's Kit (SDK)

The PerfectFit SDK includes a broad range of developer tools including PerfectScript, shared programming code, and application programming interfaces (APIs). These development tools allow third-party developers to use PerfectFit technology to create software that integrates with the PerfectOffice suite of products. For ordering information, see *Appendix A: Customer Services*.

Appendixes

.....

Appendix A: Customer Services

General Information and Sales

For answers to non-technical questions, or to order additional packages of PerfectOffice 3.0 for Windows or other WPGroup products, use one of the Direct Sales numbers listed below. For competitive pricing, see your local reseller. If you are outside the United States, Puerto Rico, the U.S. Virgin Islands, or Canada, please contact your local Novell or WordPerfect affiliate or authorized reseller.

| Department | Number |
|---------------------------|---|
| Direct Sales | (800) 451-5151 (toll-free) (801) 226-6800 (toll) (801) 225-5000 (toll) |
| Sales Center—French | (800) 321-2318 (toll-free) (801) 222-5050 (toll) |
| Fax | (801) 229-1566 (toll) |
| International Information | (801) 229-1667 (toll) |

Supplementary Materials and Services

WPGroup offers supplementary materials and services for PerfectOffice 3.0 for Windows, including the following:

- Optional media (3.5-inch disks and CD-ROM)
- Upgrade and competitive trade-up policies
- Documentation sets
- Utilities disk (includes programs such as a Printer Definition Program)
- Printer Definition Program (PTR) manual
- Macros manuals (printed versions of online macros manuals)
- Courseware (instructor and student materials with a variety of teaching tools, including outlines, exercises, transparency masters, and videos)
- Certification (various levels of certification available for individuals, instructors, and Authorized Training Centers on specific WPGroup products)

You can receive detailed information about these and other materials by calling one of the Direct Sales phone numbers above.

Calling Customer Support

PerfectOffice products are backed by a customer support system designed to offer you fast and courteous service. Before calling Customer Support, be prepared to explain your problem. Try to duplicate it, then write down what happened step by step. Be at your computer and have the following available:

- Original PerfectOffice 3.0 disks
- Serial number and PerfectOffice version number
- The brand name, type, and model of your computer, graphics card, and mouse
- Personal Identification Number (PIN) you were assigned when you registered your software

If you do not have a PIN number, call Customer Registration.

Registration **801-222-4500** (toll)

If your problem is related to your printer or sheet feeder, you need to know:

- The brand name, type, and model of your printer and the release date of your print driver file
- The brand name, type, and model of your sheet feeder

Also, before calling, please make sure your computer hardware is operating properly. People often encounter software problems resulting from faulty hardware configurations. If you encounter such problems, you may need to consult your hardware manufacturer for solutions.

Customer Support Services

If you are within the United States, Puerto Rico, or the U.S. Virgin Islands, technical support is available by calling one of the numbers listed below. If you are in another location, please contact your local Novell or WordPerfect affiliate or authorized reseller for information about product availability and technical support.

| Product | Specific Feature | Number |
|---------------------|--|--|
| PerfectOffice Suite | Offers help on installation, configuration, integration, and usability questions on any program in the suite. (Please refer to specific product numbers below for help with product features.) | 1-800-861-2729 Support is available from 7:00 a.m. to 6:00 p.m., mountain time. |
| | Priority Support Offers help on installation, configuration, integration, and usability questions on any program in the PerfectOffice suite, with the exception of AppWare. | 1-800-861-2722 (\$25.00 per incident) 1-900-555-5020 (\$2.00 per minute) Support is available 24 hours a day, seven days a week. |
| | The Perfect Switch Provides help with making a transition to PerfectOffice from another competitive package. | 1-800-861-2723 Support is available from 7:00 a.m. to 6:00 p.m., mountain time. |
| | Consultive Service Provides fee-based services to design and create custom business applications. | 1-800-861-2721 Support is available from 7 a.m. to 6 p.m., mountain time. |
| WordPerfect 6.1 | Installation | 1-800-861-2455 |
| | Features | 1-800-861-2180 |
| | Graphic Features | 1-800-861-2380 |
| | Macro Features | 1-800-861-2311 |
| | Printing | 1-800-861-2202 |
| | Networks | 1-800-861-2230 |
| Presentations 3.0 | All Features | 1-800-861-2414 |
| Quattro Pro 6.0 | All Features | 1-800-861-2770 |
| InfoCentral 1.1 | All Features | 1-800-861-2402 |
| Envoy 1.0a | All Features | 1-800-861-2401 |
| GroupWise QuickLook | All Features | 1-800-861-2728 |
| AppWare | Usability Questions | 1-800-861-2403 |

Technical Support for AppWare

Technical Information by Fax

You can use a fax service to get answers to commonly asked questions. Available from the Americas Support Center 24 hours a day, seven days a week, this fax service includes up-to-date technical information on troubleshooting and fine-tuning all Novell AppWare products. The FaxBack System contains a master document that describes the documents that can be faxed. To use this service, you must have a Touchtone phone.

United States and Canada **801-429-2930** (toll)

E-Mail

Novell provides technical support via e-mail. Send your query to:

| INTERNET | Type of Question |
|---------------------|-------------------------|
| vab-supt@novell.com | AppWare |
| alm-supt@novell.com | ALM Builder |

| MHS | Type of Question |
|-----------------|-------------------------|
| VAB-SUPT@NOVELL | AppWare |
| ALM-SUPT@NOVELL | ALM Builder |

ALM Registration

All ALMs should have their object and function IDs registered to prevent Bus conflicts. To register your ALM, write or call:

INTERNET
alm-ids@novell.com

MHS
ALM-IDS@NOVELL

VOICE
Call your local Support Center phone number. Please mention that you are registering an ALM so you will not be billed.

Internet

Novell offers information on the internet using a variety of publishing tools. These include:

- File Transfer Protocol (FTP): Patches, fixes, and updates are available from Novell's Anonymous FTP servers at:

| | |
|---------------|----------------|
| North America | ftp.novell.com |
| Europe | ftp.novell.de |
- Gopher Services at:

| | |
|---------------|-------------------|
| North America | gopher.novell.com |
| Europe | gopher.novell.de |
- World Wide Web (WWW): Full text search and hypertext access to Novell technical information via WWW browsers is available at:

<http://www.novell.com>
<http://www.novell.de>

To help users take advantage of the power of the Internet, Novell provides various gopher, WAIS, and WWW browsers at all FTP sites.

AppWare BBS

Patches, fixes, updates, and Technical Information Documents (TIDs) for AppWare are available on Novell's BBS. The BBS is available 24 hours a day, seven days a week except for system maintenance beginning at 2 a.m. MST and backup beginning at 3 p.m. MST. Please note that the BBS is an unattended system and does not support uploading files without prior approval. Direct technical support through forums and from sysops is not available.

AppWare **801-221-5179**

NetWire®

NetWire, Novell's public electronic information service on CompuServe, gives you remote access to timely information and technical support. You can submit questions on this public forum that is monitored by Novell technicians and knowledgeable independent system operators. Other features include online databases, libraries of files and Technical Information Documents (TIDs) on product modifications and enhancements.

For technical support and information on AppWare, type "GO APPWARE" at the CompuServe prompt.

For information on other Novell products, type "GO NETWARE" at the CompuServe prompt to access the main menu.

For CompuServe account information, call CompuServe directly:

| Location | Number |
|---------------------------------|--|
| Asia-Pacific | 008-23-158 (toll-free) +61 2 410 4555 (toll) |
| United Kingdom | 0800-289-458 (toll-free) +44 272 255111 (toll) |
| Germany | 0130 86 46 43 (toll-free) +49 89 66 55 0 222 (toll) |
| U.S., Canada, & other countries | 800-524-3388 (toll-free) 614-457-8650 (toll) |

Technical Support by Fax

Customers in some parts of the world may also instigate a call by fax. Technical support by fax is billable at the same flat rate as single incidents by phone. To use this service, fax your issues to the following numbers:

| | |
|-----------------------------|-------------------------|
| European Support Center | +49 211 5632 744 |
| Asia Pacific Support Center | +61 2925 3133 |

Third-Party Support

Novell's AppWare includes ALMs created by third-party software companies. Novell includes documentation and online Help for these third-party ALMs. All other support is provided by the third-party software company.

Information on how to contact third-party software companies can be found in the documentation provided with the third-party ALMs.

Additional Customer Support Services

Infoshare Fax Service

If you have a fax machine, you can get detailed information about PerfectOffice, supplementary materials and services, and Customer Support solutions to common problems.

To receive faxed information, dial one of the numbers listed below. You can get a listing of available documents and then use document ID numbers to request the

specific documents you want. You can call either with a Touchtone phone or with the handset of your fax machine. At the end of the message, enter the number of the fax machine to which you want the documents sent.

InfoShare Fax Service (801) 229-9960

Electronic Support for the Hearing Impaired

Customers with a telecommunications device for the deaf (TTD) or teletypewriter (TTY) can get toll-free electronic support Monday through Friday from 8:00 a.m. to 4:00 p.m., mountain time.

Electronic Support for the Hearing Impaired (800) 321-3246 (toll-free)
(801) 228-9906 (toll)

WPGroup BBS

If you have a modem and communications software package, you can access WPGroup's Bulletin Board Service (BBS).

You can use the BBS to send enhancement suggestions to Development. You can also download files, including printer drivers, troubleshooting information, and utilities, and you can transfer problem files to Customer Support through the BBS.

Use the following numbers to access the BBS:

BBS (1200— 14.4 baud) (801)225-4414 (toll)

WPGroup Forums on CompuServe

If you have a CompuServe membership, you can get support in two forums.

The WPGroup Files forum contains files you can download, including printer drivers, troubleshooting information, and utilities. If you have questions about the files, please leave a message for the SYSOP. To access the forum, enter **GO WPFILES** at the CompuServe prompt.

To ask technical questions about WPGroup products, enter **GO WPUSERS** at the CompuServe prompt. Address your questions to "ALL," so all forum members have the opportunity to answer and benefit from the responses.

IMPORTANT: Most questions are answered by users and independent SYSOPS (forum administrators). However, several departments monitor the forums and may also respond to questions.

SpaceWorks

As a registered WPGroup user, you can receive online support through SpaceWorks. SpaceWorks is an online support system that lets you quickly search the entire WPGroup technical bulletin database. Customer Support technicians use this database when providing support to users. From the database, you can read, print, or download the document that contains the answer to your question or problem.

To access SpaceWorks, you need a modem, Windows 3.1, and SpaceWorks software. Normal connect charges apply. SpaceWorks provides local dial access from within the United States at 9600 baud.

For more information and to request a copy of the SpaceWorks software so you can access the WPGroup technical bulletin database, contact SpaceWorks at the following number:

SpaceWorks (800) 577-2235 (toll-free)

Appendix B: Networking PerfectOffice

You can set up PerfectOffice on a network to give many users access to the suite.

Intended Audience

With the exception of *Installing PerfectOffice on a Network Workstation*, this section is intended for the network supervisor who is responsible for installing and maintaining PerfectOffice on the network. This person should have a basic knowledge of networks. If you need information about networks, see your network documentation.

Understanding Your Software License Agreement

Whether you are installing to a server or to an individual workstation, the total number of PerfectOffice copies in use should not exceed the number printed on your Proof of Purchase.

You should have received the Proof of Purchase when you purchased PerfectOffice. The Software License Agreement at the front of this guide explains more about using multiple copies of PerfectOffice.

If your license does not authorize use of enough copies of PerfectOffice, contact Direct Sales using the toll-free number listed in *Appendix A: Customer Services* to receive information about purchasing additional licenses. You can also contact your local authorized reseller.

Online Help and README.NET

Online Help is available from the Setup program and from the Binary Initialization File (.BIF) Editor. You can also check the README.NET file for network information that was not available when this manual was printed. You can view the README.NET file while running the Setup program by choosing Options in the Installation Type dialog box.

Getting Help

If you are still having trouble running PerfectOffice on a network after consulting this appendix, online Help, and README.NET, you can call Network Support. See *Appendix A: Customer Services* for a list of phone numbers.

Customer Support can help you more easily if you note the keystrokes or procedures that caused problems. You should also be at your computer and refer to this appendix while the Customer Support technician helps you.

Getting Ready to Install PerfectOffice on the Network

Benefits of Networking PerfectOffice

PerfectOffice can be installed on a network server or on the hard disks at individual workstations. The benefit of installing PerfectOffice to the server is that users can access PerfectOffice without sacrificing their own hard disk space. The advantage of installing to individual workstations is that PerfectOffice may run faster and is not subject to network down time. For information about installing PerfectOffice on a hard disk, see *Installing PerfectOffice* in Getting Started.

Server Installation and Workstation Installation

Networking PerfectOffice requires two installation procedures: a network server installation and a network workstation installation. Network server installation installs PerfectOffice program files to a network server. Once this task is completed, users can then perform workstation installations from their own workstation, which configures PerfectOffice for use on the Windows desktop.

System Requirements

See *Installing PerfectOffice* in Getting Started for a list of system requirements.

Checking Rights/Privileges to Setup Drive

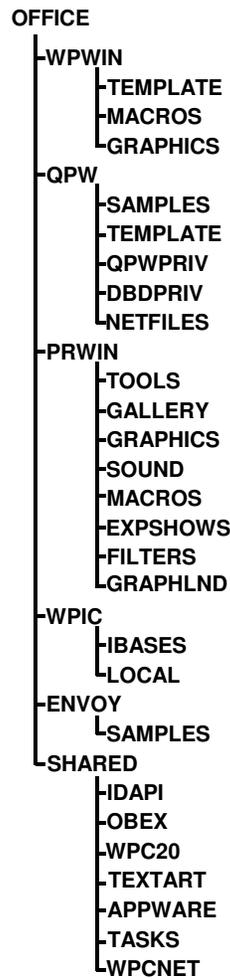
Make sure you have sufficient rights or privileges to the drive on which you are going to install PerfectOffice. You should be able to copy, rename, write, delete, read, and create files and directories.

Planning PerfectOffice Directory Structure

Before you install PerfectOffice, you should determine how you want the files organized. Installing PerfectOffice in several directories is recommended because it helps you organize files and also allows you to secure individual files.

The Setup program stores files in multiple program directories and subdirectories. You can create these directories using the DOS MD ("Make Directory") command, or you can let the Setup program create them for you.

The directory structure created by the Setup program is shown in the illustration below.



Installing PerfectOffice on the Network

The PerfectOffice files are compressed on disks. To install PerfectOffice, you must use the Setup program.

HINT: You do not have to delete any earlier program versions (e.g. WordPerfect 5.2) from your hard drive before installing PerfectOffice. The Setup program creates directories for each program when you install PerfectOffice.

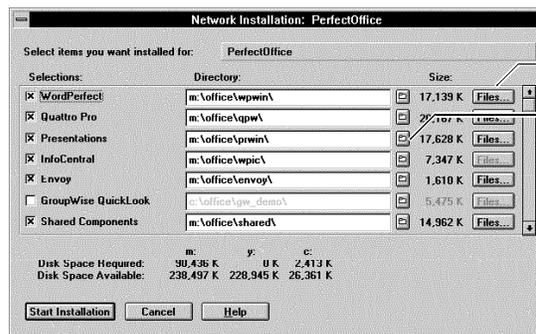
IMPORTANT: Do not try to install PerfectOffice files into a directory containing program files of any type.

Installing PerfectOffice on a Network Server

- 1 Make sure the destination resource (or drive) to which you intend to install PerfectOffice is available.

IMPORTANT: To install PerfectOffice on a peer-to-peer network, you must install PerfectOffice to the destination resource (or drive) from the users' point of reference. For example, if the destination resource is M:\OFFICE, you must install PerfectOffice to the M:\OFFICE directory. This is best accomplished by installing from a workstation to the server.

- 2 Insert the Setup disk into drive A (or drive B).
- 3 Choose **Run** from the **File** menu.
- 4 Type **a:setup** (or **b:setup** if you are using the B drive), then press **Enter**.
- 5 Choose **Install**, type your name, company, and serial number, then choose **Continue**.
- 6 Select **Network**.



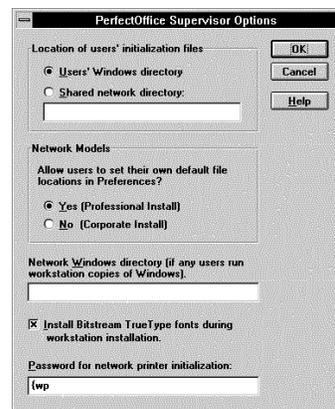
Click a Files button to install individual files.

Click a folder icon to move deeper into the directory structure.

- 7 Select the programs you want to install.

IMPORTANT: You cannot install GroupWise QuickLook using the Server installation. See *Sharing Information Using PerfectOffice* for information about installing GroupWise.

- 8 Choose **Start Installation**.



- 9 Specify any supervisor options you want, then choose **OK**.

10 Follow the on-screen prompts to complete the installation.

Defining User Default Settings • Once installation is complete, you can define preferences and default settings for programs that share the WPCNET.BIF file (WordPerfect and Presentations). To help you do this, the installation program provides you with three icons: *WordPerfect Admin*, *Presentations Admin*, and *Public Bif Admin*. The WordPerfect Admin icon launches WordPerfect and allows you to set WordPerfect default settings. These settings are stored in the WPCNET.BIF and STANDARD.WPT files. The Presentations Admin icon performs the same function for Presentations, but stores settings in the WPCNET.BIF file only. The Public Bif Admin icon launches the Bif Editor and retrieves the WPCNET.BIF file, which you can then edit as desired.

IMPORTANT: WordPerfect and Presentations are the only two products for which the system administrator can define default settings prior to installing PerfectOffice on a workstation.

Using UNC Path Styles • Both WordPerfect and Presentations support UNC (Universal Naming Convention) path naming styles. You can use these path styles during installation or when you use these PerfectOffice applications. For information about using UNC path styles with these applications, see the *WordPerfect 6.1 User's Guide* or *Presentations 3.0 User's Guide*.

Creating LAN Post Offices and Mailboxes • Object Exchange (OBEX) lets you use local area networks to send and receive objects, without requiring you to purchase or install a separate messaging service or mail system. To use a LAN to exchange objects, you create post office and mailbox directories on a file server or shared volume, and assign users appropriate access rights.

A *mailbox* is a private directory that stores incoming objects for a single OBEX LAN account. A *post office* is a directory that contains a group of mailboxes in the same post office. There is no limit to the number of post offices a user can belong to, or to the number of mailboxes that a single user can own.

PerfectOffice provides a utility (OBEXNET.EXE) to help you create post offices and mail boxes. An icon for the utility, *OBEX LAN Admin Setup*, is created by the Setup program when you perform a network server installation.

To set up OBEX post offices and mailboxes,

- 1** Double-click the OBEX LAN Admin Setup icon (located in the PerfectOffice Admin program group), then enter the information required in the dialog boxes. (If you need help, click the Help button.)

When you add users or groups, an error message may appear prompting you for the location of the IDAPI network control file (PDOXUSRS.NET). Click OK to launch the IDAPI Configuration utility, select the Paradox driver name, then specify the location of the PDOXUSRS.NET file in the NET DIR text box. If Paradox is not installed on the network, simply specify a location for a new control file. Users should have READ and FILESCAN rights to the files in this location. (You may consider using the directory where you installed Quattro Pro.)

IMPORTANT: To use the OBEXNET.EXE utility, you must be running Novell NetWare and you must possess NetWare supervisor rights. If you're using NetWare 4.x, this utility works only if you installed NetWare with bindery emulation. For information about setting up OBEX post offices and mailboxes on a non-NetWare operating system, see the README.NET file.

IMPORTANT: The OBEXNET.EXE utility does not support UNC (Universal Naming Convention).

For general information regarding OBEX, see the *Sharing Information Using PerfectOffice* section in this guide. OBEX also includes its own online Help system. After you install PerfectOffice on a network workstation, double-click the OBEX icon (located in the Quattro Pro program group), then use the Help menu to access the various components of Help.

Installing PerfectOffice on a Network Workstation

Once the system administrator has installed PerfectOffice on a network server, users can perform workstation installations from their own workstation, which configures PerfectOffice for use on the Windows desktop.

HINT: Users can obtain assistance while installing to a workstation by choosing **Help** from the Setup program.

From the workstation,

- 1 Choose **Run** from the **File** menu.
- 2 Run SETUP.EXE from the PerfectOffice program directory (for example, M:\OFFICE\SHARED).
- 3 Choose **Install**, type your name, company, and serial number, then choose **Continue**.

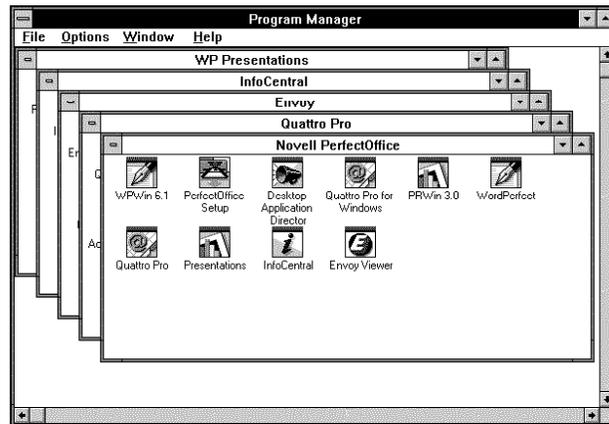
Deselect the applications you do not want installed to the workstation.



- 4 Choose **OK**.
- 5 Follow the on-screen prompts to complete the installation.

IMPORTANT: If you installed InfoCentral to the server, you must have at least 3.2Mb of hard disk space on the local drive (workstation) to install the InfoCentral personal ibases.

The Setup program creates a program group for each PerfectOffice application, along with a Novell PerfectOffice program group.



Creating or Updating OBEX LAN Accounts • PerfectOffice provides a utility (OBEXNODE.EXE) to help you create (or update) your LAN account with information it

needs about your LAN post office and mailbox(es). (Your system administrator should have created a post office and mailbox for you when he or she installed PerfectOffice on the network server. If not, see your system administrator.)

An icon for this utility, the *OBEX LAN User Setup* icon, is created by the Setup program when you perform a workstation installation.

- 1 Double-click the OBEX LAN User Setup icon (located in the Quattro Pro program group), then choose **Install**.

IMPORTANT: To use this icon, you must be running Novell NetWare.

For general information regarding OBEX, see the *Sharing Information Using PerfectOffice* section in this guide. OBEX also includes its own online Help system. Double-click the OBEX icon, then use the Help menu to access the various components of Help.

Installation Checklist

This section explains what happens after you successfully install PerfectOffice on the network.

- A public binary information file (WPCNET.BIF) is created and placed in the \OFFICE\SHARED\WPCNET directory.
- A Shared Code Environment file (SH_SH_.ENV) is created and placed in the \OFFICE\SHARED\WPC20 directory.
- The [Writing Tools], [WPCorp], [Paradox Engine], [WPCorp-Windows Printer Flags], and [WordPerfect] sections are added to the supervisor's WIN.INI file.
- The [OBEX], [DDE Servers], [DBD], and [IDAPI] sections are added to the supervisor's WIN.INI file (providing you used the OBEX LAN Admin Setup icon, which launches the OBEXNET.EXE utility, to create LAN post offices and mailboxes).
- The WTAPI.INI file is created and placed in the OFFICE\SHARED\WPCNET\ subdirectory. This file contains the pathnames to Spell Checker, Thesaurus, and Grammatik.
- All README files are copied to their respective application directories.

Granting Rights/Privileges

Before PerfectOffice is used regularly on the network, you should secure files that are critical to the operation of PerfectOffice. You can secure directories or files by granting read-only rights, which give users access to files but prevent modification of files. Securing a directory protects all the files within that directory.

You can assign rights to directories by using a special utility provided by your network, such as the SYSCON utility or the GRANT command line utility offered by Novell.

The recommendations in the following table are intended to help you determine what rights/privileges users may need to PerfectOffice 3.0 applications after you perform workstation installations. The information is based upon the default directory structure of the PerfectOffice server installation.

IMPORTANT: The following table uses Novell NetWare 3.x/4.x terminology; however, you may also use the information in the table to set up rights for other networks such as Banyan, IBM PC/OS2 LAN, or MS LAN MAN. For example, when you are directed to set up READ-ONLY rights, you can substitute READ-ONLY with READ; when you are directed to set up FILESCAN rights, you can substitute FILESCAN with EXECUTE, and so on.

| Directory | Description | Workstation Access |
|------------------------|---|--|
| \OFFICE\WPWIN | This subdirectory contains the executable files for WordPerfect 6.1. It also contains the WordPerfect tutorial and language resource files(s). | Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |
| \OFFICE\WPWIN\GRAPHICS | This subdirectory contains QuickArt files, which are identified by a <i>.WPG</i> extension. | WPG files can be modified by Presentations 2.0 or 3.0 or by the WPDRAW mini-application that ships with the WPWin 6.x stand-alone version. Workstation users generally do not need to modify these files in the default network location. We recommend READ-ONLY or equivalent privileges to this location. |
| \OFFICE\WPWIN\MACROS | This location is used to store predefined macros for WordPerfect. Macro files are identified by a <i>.WCM</i> extension. | WordPerfect macros can be edited in WordPerfect. The discretion of the administrator must be used to determine which users can make modifications. We recommend READ-ONLY or equivalent privileges because DEFAULT and SUPPLEMENTAL locations for macros can be defined for each user in WordPerfect. |
| \OFFICE\WPWIN\TEMPLATE | This contains predefined templates, which are organized into several subdirectories. Template files are identified by a <i>.WPT</i> extension. Creating a new template group will create a new subdirectory in the default template location. | The default location of template files for workstation users is their local WINDOWS directory when they install the Professional version of PerfectOffice 3.0; therefore, creating personal template groups and templates should not be a concern. The supplemental template location is on the server by default. Any global template additions, such as groups and templates, should be made by a user with all privileges to this location. As a rule, the general user will not need to make global template changes and should be restricted to READ-ONLY or equivalent privileges. |
| \OFFICE\QPW | Contains the executable files for Quattro Pro version 6.0 | Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |

| Directory | Description | Workstation Access |
|------------------------|---|--|
| \OFFICE\QPW\NETFILES | Contains files needed to complete a workstation installation of Quattro Pro | Workstation users must be able to read these files to successfully complete a workstation installation of Quattro Pro. |
| \OFFICE\QPW\SAMPLES | Contains sample Notebooks and database files | If you determine that the sample files can be utilized by workstation users, then READ-ONLY or equivalent rights are required to open files in this location. |
| \OFFICE\QPW\TEMPLATE | Contains template Notebooks | Templates are pre-designed Notebooks that users can open and build upon. READ-ONLY or equivalent rights are required to utilize these files. You may consider granting additional privileges to specific users to allow for changes and the creation of additional templates. |
| \OFFICE\PRWIN | Contains the executable files for Presentations 3.0 | Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |
| \OFFICE\PRWIN\EXPSHOWS | Contains Presentations Slide Show Experts | Users will need READ-ONLY or equivalent privileges to use these files. |
| \OFFICE\PRWIN\FILTERS | This location contains filters that are required to import non-WPG graphics. | Users will need READ-ONLY or equivalent privileges to use these files. |
| \OFFICE\PRWIN\GALLERY | Contains master galleries | Users will need READ-ONLY or equivalent privileges to use these files. |
| \OFFICE\PRWIN\GRAPHICS | Contains Audio Visual (AVI) files | This location may be used to store graphics files. If this is your central location for custom graphics, then users who are designing graphics need full access rights to this location. Users who simply need to access these graphics, need READ-ONLY or equivalent privileges to these files. |
| \OFFICE\PRWIN\GRAPHLND | Contains executable files for a communications program that is used by Presentations to send slide show files to a slide service bureau via a modem | Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |

| Directory | Description | Workstation Access |
|-----------------------|---|--|
| \OFFICE\PRWIN\MACROS | Contains predefined macros for Presentations | Workstation users need READ-ONLY or equivalent privileges to these files in order to execute these macros. Users who are creating and editing macros need full access rights to this location. |
| \OFFICE\PRWIN\SOUND | Contains sound files | This location may be used to store sound files. If this is your central location for sound files, then users who are creating or editing sound files need full access rights to this location. Users who simply need to access these sound files need READ-ONLY or equivalent privileges to these files. |
| \OFFICE\PRWIN\TOOL | Contains color palettes | This location may be used to store color palette files. Users who are creating color palettes need full access rights to this location. Users who simply need to access these color palettes need READ-ONLY or equivalent privileges to these files. |
| \OFFICE\ENVOY | Contains the executable files for the Envoy Viewer version 1.0a | Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |
| \OFFICE\ENVOY\SAMPLES | Contains sample files for the Envoy Viewer | Workstation users need READ-ONLY or equivalent privileges to view these files in Envoy. |
| \OFFICE\WPIC | Contains the executable files for InfoCentral 1.1 | Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |
| \OFFICE\WPIC\IBASES | Contains the personal and travel iBases that are installed to a working files drive during a workstation installation | Workstations that access InfoCentral need READ-ONLY or equivalent privileges to this location only during workstation installation. NOTE: iBases cannot be shared across a network and must be used on a local drive. If you have a diskless workstation, InfoCentral will not run properly. |

| Directory | Description | Workstation Access |
|------------------------|--|---|
| \OFFICE\WPIC\LOCAL | Contains InfoCentral default iBases and QuickTour files | These files are copied to a local drive during workstation installation. Workstations that access InfoCentral need READ-ONLY or equivalent privileges to this location only during workstation installation. |
| \OFFICE\SHARED | Contains files required to perform a workstation installation | Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |
| \OFFICE\SHARED\APPWARE | This directory contains DLL files for suite components that use AppWare. These files are used when you customize cross-application scripts and macros. | Users who are creating and executing macros and scripts that utilize these DLL files need READ-ONLY or equivalent privileges to this directory. Users who are using the Professional version of PerfectOffice and writing custom ALMs and applications using AppWare should have full access rights to the AppWare directory structure. |
| \OFFICE\SHARED\IDAPI | This subdirectory contains the IDAPI software engine that lets Quattro Pro interact with Database Desktop, and lets WordPerfect, Quattro Pro, and Paradox exchange information with the Workgroup Desktop. | Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |
| \OFFICE\SHARED\OBEX | Contains files required to share information using Object Exchange (OBEX) | Workstation users need READ-ONLY and FILESCAN rights to the \BIN subdirectory, and full access rights to the \BOOK subdirectory. |
| \OFFICE\SHARED\TASKS | Contains PerfectOffice QuickTask files | Workstation users need READ-ONLY or equivalent privileges to these files in order to execute these QuickTasks. Users who are creating and editing QuickTasks need full access rights to this location. |
| \OFFICE\SHARED\TEXTART | Contains files required to use TextArt | TextArt is an OLE 2.0-compliant application that is accessed primarily by WordPerfect. Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |

| Directory | Description | Workstation Access |
|---------------------------|--|--|
| \OFFICE\SHARED\ WPC20 | This location contains the Shared Code and Perfect Fit components. Components such as the Speller, Thesaurus, Grammar Checker, Conversion DLLs, and the BIF Editor are located here. These components are necessary for PerfectOffice to run successfully. | Workstation users need READ-ONLY and FILESCAN rights to the files in this location. |
| \OFFICE\SHARED\ WPCNET | Contains the public BIF file (WPCNET.BIF). This file contains the default settings new workstation users will inherit for WordPerfect and Presentations. | A system administrator (or equivalent) will need access to this file. The Server installation creates the <i>WordPerfect Admin</i> icon for accessing and modifying the settings in this file. Workstation users do not need access to this file, but should have READ-ONLY or equivalent privileges to this location so that default settings can be inherited. |

Protecting Individual Files

In addition to general directory security, you should also secure files that are essential to running the individual programs in the suite. For a list of these files, see the documentation for the specific program you're using.

Locking Files

To augment network security features, the applications in PerfectOffice offer a file locking feature (except for InfoCentral, the suite's personal information manager). When a user opens a file stored on the network that is being used by someone else, a dialog box appears indicating that the file is in use or is specified as read-only. If the user opens the file and edits it, the file must then be saved using a different filename. This ensures that only one person at a time can edit a file.

The Open dialog box found in all PerfectOffice programs contains an *Open As Copy* option, which lets you open a document as a read-only copy of the original. Once you open the document, you can save it with a different name. Using this feature removes the risk of saving unwanted changes to a document and also saves you time by allowing you to base a new document on something already created.

Establishing Network-Wide Default Settings

You can establish network-wide settings (public settings) to help give documents a uniform, consistent look. For more information, see the documentation for the specific program you're running off the network.

Troubleshooting

One way to troubleshoot network problems is to narrow the problem by eliminating the following variables:

- Determine if the user can duplicate the problem. If so, determine if the problem can be duplicated on another workstation.
- Log in as the network supervisor.
- Unload any memory-resident (TSR) programs from the CONFIG.SYS or AUTOEXEC.BAT files or from login scripts or batch files, then reboot.

- Exit PerfectOffice, then try again.
- Exit Windows, then try again.
- If you have a printing problem, try printing from DOS or hooking up the printer locally.
- If the problem is due to WordPerfect, Presentations, or DAD, use the /SA startup option to see if the application operates differently in stand-alone mode than it does in network mode.

Questions and Answers about Installing

I'm using Borland Office for Windows 2.0. Do I need to delete it before installing PerfectOffice?

During a standard installation, the Setup program detects any earlier application versions you are currently using, such as WordPerfect 6.0, and asks you if you want to replace them with the versions included with PerfectOffice. If you want to keep the program version you are currently using, you can do so by choosing Custom installation and specifying an alternative directory structure. You may, however, want to delete earlier application versions to save disk space.

When I install PerfectOffice, a prompt tells me that I don't have enough room to install all the files. What should I do?

Exit the Setup program and delete unnecessary files from your network drive to make more disk space available.

Which directories were installed?

See the diagram earlier in this section for a list of the directories installed by the Setup program.

How can I remove PerfectOffice?

The Setup program includes an Uninstall option, which allows you to remove PerfectOffice files from a server or hard disk.

Where are the WordPerfect printer drivers and how do I install them?

WordPerfect printer drivers are not included with PerfectOffice. To obtain them, you must order them from Novell. See *Appendix A: Customer Services* for ordering information.

To install WordPerfect printer drivers once you receive them,

- 1 Run SETUP.EXE from the PerfectOffice program directory (for example, M:\OFFICE\SHARED).
- 2 Choose **Install**, then choose **Options**.
- 3 Choose **Printers**, then follow the on-screen prompts to install the printer drivers.

Appendix C: QuickTasks

Available from DAD, QuickTasks are intelligent automation tools that let you perform both simple and complex tasks right from the desktop. You can use the pre-defined QuickTasks included in the suite, or you can record your own QuickTasks. (For more information about QuickTasks, see *Using the Desktop Application Directory (DAD)*).

The following table lists the QuickTasks included in the suite.

IMPORTANT: Additional QuickTasks may have been added to the suite after this guide was printed. See online Help for a complete list of QuickTasks.

| QuickTask | Description |
|--------------------------------|---|
| Add Person to InfoCentral | Helps you add a person or an organization to InfoCentral |
| Archive File | Helps you archive a copy of a file |
| Calculate Loan Amortization | Creates a long-term loan amortization sheet based on your loan amount, interest rate, and the term of the loan |
| Calculate Statistical Analysis | Provides several data analysis tools for a spreadsheet |
| Change Network Password* | Helps you change your login password for a network server |
| Check GroupWise Mail | Displays your incoming e-mail |
| Create Agenda | Uses a WordPerfect template to help you create an agenda |
| Create Balance Sheet | Uses a WordPerfect template to help you create a balance sheet |
| Create Brochure | Uses a WordPerfect template to help you create a brochure |
| Create Budget | Helps you create a Quattro Pro budget notebook to keep track of your home expenses |
| Create Business Card | Uses a WordPerfect template to help you create a business card |
| Create Calendar | Uses a WordPerfect template to help you create a monthly calendar |
| Create Card | Uses a WordPerfect template to help you create a greeting card or thank you note |
| Create Cash Flow Statement | Uses a WordPerfect template to help you create an income statement |
| Create Certificate | Uses a WordPerfect template to help you create a certificate |
| Create Chart In Quattro Pro | Uses selected data in your Quattro Pro notebook to build a chart in Quattro Pro |
| Create "End My Day" QuickTask | Helps you create a button on DAD or an item on the QuickTasks list that runs any documents, programs, or macros you choose, in the order of your choice |
| Create Envelope | Uses a WordPerfect template to create an envelope |
| Create Expense Report | Uses a WordPerfect template to create an expense report |

| QuickTask | Description |
|-------------------------------------|--|
| Create Fax | Sends a fax using a document you are working on or a document on disk |
| Create Form In Paradox | Helps you select and create a form in Paradox from several form layouts |
| Create Idea List | Uses a WordPerfect template to help you create an idea list |
| Create InfoCentral Phone List In WP | Helps you create a phone list in a WordPerfect table from an InfoCentral category |
| Create Invoice | Uses a WordPerfect template to help you create an invoice |
| Create Letter | Uses a WordPerfect template to help you create a letter |
| Create Memo | Helps you create a memo in WordPerfect from a memo template or from a document on disk |
| Create New QuickTask | Lets you record a customized QuickTask that allows you to perform tasks involving several suite applications |
| Create New Template | Helps you create your own WordPerfect template |
| Create Newsletter | Helps you create a newsletter in WordPerfect |
| Create Pleading | Uses a WordPerfect template to help you create a pleading |
| Create Press Release | Uses a WordPerfect template to help you create a press release |
| Create Report | Uses a WordPerfect template to help you create a report |
| Create Report in Paradox | Helps you select and create a report in Paradox from several report layouts |
| Create Resume | Uses a WordPerfect template to help you create a resume |
| Create Purchase Order | Uses a WordPerfect template to help you create a purchase order |
| Create Sign | Uses a WordPerfect template to help you create a sign |
| Create Slide Show | Helps you create a slide show in Presentations |
| Create "Start My Day" QuickTask | Helps you create a button on DAD or an item on the QuickTasks list that will run any documents, programs, or macros you choose, in the order you specify |
| Create Term Paper | Uses a WordPerfect template to help you create a term paper |
| Delete Network Print Job* | Helps you discontinue a print job to a network printer |
| Detach Network Server* | Helps you logout from an attached network server |

| QuickTask | Description |
|---------------------------------------|--|
| Edit QuickTask List | Opens the PerfectOffice Toolbar Editor to edit the QuickTask List |
| Extra Payment Analysis | Creates a mortgage analysis spreadsheet to help you discover the savings on your mortgage loan when you make an extra loan payment |
| Find File | Helps you find a WordPerfect document, a Quattro Pro notebook, or a Presentations slide show |
| Finish Document | Helps you finish a document by completing a list of selected tasks |
| Hold Network Print Job* | Lets you hold or release a print job in a Novell NetWare print queue |
| Index File | Helps you build a QuickFinder index file from a list of filenames and directories you create |
| Link Quattro Pro Table to Paradox | Links a Paradox database table with a currently retrieved Quattro Pro spreadsheet, or a Quattro Pro spreadsheet on disk |
| Map Network Drive* | Helps you map a driver letter to a network directory |
| Merge InfoCentral Addresses Into WP | Helps you merge information from an InfoCentral category into a WordPerfect form file |
| Merge Paradox Data Into WP | Merges data from a Paradox table into a WordPerfect form file |
| Network Print Job Status* | Lets you check the status of a print job in a Novell NetWare print queue |
| Open Document As Copy | Helps you create a new WordPerfect document that's like an existing document |
| Open Spreadsheet As Copy | Opens a spreadsheet without a filename |
| Perform Spreadsheet Consolidation | Combines Quattro Pro data from multiple ranges or notebooks |
| Perform Spreadsheet Scenario Analysis | Records and stores a series of changing values and the results they produce in a Quattro Pro notebook |
| Perform "What-If" Analysis | Helps you create a "What If" table to see what happens when you substitute different values into a formula (or formulas) |
| Plan Project Schedule | Helps you schedule your projects by creating a Gantt chart in your spreadsheet |
| Print Labels From Paradox | Helps you create and print mailing labels from data in Paradox |
| Schedule A Trip | Helps you get organized for a trip by creating a trip information report in your spreadsheet |
| Schedule Appointment In InfoCentral | Helps you schedule an appointment, event, meeting, or telephone call in InfoCentral |
| Send File | Uses your e-mail software to help you send someone a file |

QuickTask

Sync. GroupWise And InfoCentral

Description

Makes sure that appointments and/or tasks in GroupWise and InfoCentral are updated to reflect each other

** Available only if you are using Novell NetWare 2.2 or higher*

Appendix D: International Affiliates List

Novell International Sales Centers

Argentina

Novell Argentina
Suipacha 1067
4to Piso
1008 Buenos Aires
Argentina
Tel: (54 1) 312 2626
Fax: (54 1) 312 8025

Australia (Also covers New Guinea, Micronesia, Fiji, Tonga, Tuvalu, Vanuatu, New Zealand, and many South Pacific islands)

Novell Australasia
Level 18
201 Miller Street
North Sydney NSW 2060
Australia
Tel: (61 2) 925 3000
Fax: (61 2) 922 1622

Austria

Novell Austria
Theresianumgasse 7
A-1040 Vienna
Austria
Tel: (43 1) 504 5200
Fax: (43 1) 504 5211

Belgium (Also covers Luxembourg)

Novell Belgium
Excelsiorlaan 13
1930 Zaventem
Belgium
Tel: (32 2) 716 99 11
Fax: (32 2) 716 99 66

Brazil

Novell do Brasil
Al Ribeirão Preto nº 130
12º andar
01331-000 São Paulo SP
Brasil
Tel: (55 11) 253 4866
Fax: (55 11) 285 4847

Canada

Novell Canada Ltd.
3100 Steeles Avenue, East
Suite 500
Markham, ON L3R 8T3
Canada
Tel: (905) 940 2670
Fax: (905) 940 2688

Chile

Novell Chile
Avda. Pedro de Valdivia 176
Providencia
Santiago
Chile
Tel: (56 2) 233 6898
Fax: (56 2) 233 2611

Czech Republic

Novell Czech Republic
Olbrachtova 3
146 00 Praha 4
Czech Republic
Tel: (42 2) 6121 5082
Fax: (42 2) 6121 5105

Denmark

Novell Danmark
Helsingørsgade 52
3400 Hillerød
Denmark
Tel: (45 42) 25 11 99
Fax: (45 42) 25 00 58

Finland

Novell Finland
Sinimäentie 10C
02630 Espoo
Finland
Tel: (358 0) 502 951
Fax: (358 0) 502 95300

France (Also covers Monaco)

Novell France
Tour Fiat
1 Place de la Coupole
Cedex 16
92084 Paris - La Défense
France
Tel: (33 1) 4762-6364
Fax: (33 1) 4778-9472

Germany

Novell Germany
Frankfurter Straße 21-25
65760 Eschborn
Germany
Tel: (49 6196) 9 04 01
Fax: (49 6196) 4 60 03

Hong Kong

Novell Hong Kong
Room 4601-5, 46/F
China Resources Building
26 Harbour Road
Wanchai
Hong Kong
Tel: (852) 827 2223
Fax: (852) 827 6555

Italy

Novell Italy
Corso Sempione, 2
20154 Milano
Italy
Tel: (39 2) 3363 81
Fax: (39 2) 3310 6190

Japan

Novell Japan
Meisei Building 1F
8-9, Sakuragaoka-cho
Shibuya-ku, Tokyo 150
Japan
Tel: (81 3) 3780 0515
Fax: (81 3) 5489 7349

Korea

Novell Korea
Donghwo Building 13F-5
25-5, Youido-dong
Youngdeungpo-ku
Seoul
Korea
Tel: (82 2) 786 1141
Fax: (82 2) 786 1140

Mexico

Novell de México S.A. de C.V.
Periférico Sur 4124
Piso 4, Torre Zafiro II
Pedregal de San Angel
México D.F. C.P. 14120
México
Tel: (52 5) 728 3500
Fax: (52 5) 728 3599

Middle East

Novell Middle East
P.O. Box 20354
Dubai
United Arab Emirates
Tel: 9714 515 528
Fax: 9714 521 387

The Netherlands

Novell Nederland
Barbizonlaan 25
2908 MB Capelle a/d IJssel
Netherlands
Tel: (31 10) 40 70 100
Fax: (31 10) 45 66 255

Norway

Novell Norway
Postboks 6779
Rodeløkka
0503 Oslo 5
Norway
Tel: (47 22) 22 40 10
Fax: (47 22) 22 40 13

Poland

Novell Poland
ul. Sienna 64
00-825 Warszawa
Poland
Tel: (48 22) 202912
Fax: (48 22) 203103

Portugal

Novell Portugal
Rua Latino Coelho nº 1
Edifício Aviz
Bloco A3, 9º Direito
1100 Lisboa
Portugal
Tel: (351 1) 315 26 66
Fax: (351 1) 315 30 67

Singapore (Also covers Malaysia, Thailand, and Indonesia)

Novell Singapore Pte Ltd.
300 Beach Road
#28-00 The Concourse
Singapore 0719
Singapore
Tel: (65) 296 2866
Fax: (65) 296 1266

South Africa (Also covers Botswana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Zambia, and Zimbabwe)

Novell South Africa
3rd Floor, Sanclare Building
Dreyer Street
Claremont
Cape Town
Republic of South Africa
Tel: (27 21) 658 4111
Fax: (27 21) 658 4200

Spain

Novell Spain
Dr. Joaquín Albarrán, 13-15
08034 Barcelona
Spain

Tel: (34 3) 280 00 20
Fax: (34 3) 280 60 75

Sweden

Novell Sweden
Kavallerivägen 24
172 48 Sundbyberg
Sweden

Tel: (46 8) 706 75 00
Fax: (46 8) 733 42 96

***Switzerland (Also covers
Liechtenstein)***

Novell Switzerland
vor Ort 21
8104 Weiningen - Zurich
Switzerland

Tel: (41 1) 750 05 04
Fax: (41 1) 750 09 57

***United Kingdom (Covers England,
North and South Ireland,
Scotland, and Wales)***

Novell United Kingdom
Novell House
London Road
Bracknell
Berkshire RG 12 2UY
United Kingdom

Tel: (44 344) 724000
Fax: (44 344) 724001

United States of America

WordPerfect, Novell Applications
Group
1555 N. Technology Way
Orem, Utah 84057-2399
U.S.A.

Tel: (801) 229-1667
Fax: (801) 229-1566

Venezuela

Novell Venezuela
Torre Las Mercedes
Piso 6, Oficina 608
Av. La Estancia, Chuao
Caracas 1060-A
Venezuela

Tel: (582) 925165
Fax: (582) 925521

Index

.....

Index

A

Activate a Feature, adding DAD buttons to 34
Address Book, using the OBEX 41
ALM *see* AppWare Loadable Modules
AppBuilder 43
Applications, integrating using GroupWise 38
Appointments, scheduling 38
AppWare Loadable Modules, predefined 43
Auto Hide (DAD) 27

B

Bigger, making documents display (Zoom) 53
Buttons *see* DAD Buttons

C

Calculations, representing *see* Equation Editor
Calendars, using GroupWise 38
Citing sources *see* Endnotes; Footnotes
Client, GroupWise 4.1a 11
Client applications, linking to or embedding in 39
Coach (online help) 22
Common questions in Help 21
Compare features between versions 22
Components, using online Help 18
Container, OLE 39
Contents (online Help) 18
Context-sensitive help 18
using 18
Control Panel DAD Bar 25
Controls for Visual Basic 45
Copying, data from one application into another 33
Customer Services, phone numbers 47
Customer Support
Electronic Support for the Hearing Impaired 51
information in Help 23
Infoshare Fax Service 50
phone numbers 47
SpaceWorks 51
WPGroup BBS 51
WPGroup Forums on CompuServe 51
Customizing DAD Buttons 36

D

DAD
starting 25
using 25
using as Windows shell 38
using to share information 38
DAD Bars
creating for program groups 33
creating new 33
deleting 37
displaying 27
editing 34
moving 26
renaming 37
selecting 25
using the predefined 27
DAD Buttons
adding 34, 35
customizing 36
editing in Image Editor 36
setting program launch properties for 37
DAD on Demand *see* Auto Hide
Data, linking or embedding 38
Data Sharing DAD Bar 33, 38
Default Settings, defining for network users 55
Defining Defaults Settings, for network users 55
Deleting, DAD bars 37
Desktop Application Director *see* DAD
Development tools 43
Directories, for PerfectOffice files 16
Disk space, required amount for PerfectOffice 3.0 14
Displaying a DAD Bar 27
Displaying Help always on top 23
Documentation, using online Help 18
Drag and Drop OLE objects 40

E

E-mail, sending e-mail using GroupWise 38
Electronic Support for the Hearing Impaired 51
Embedding objects 38
Embedding OLE objects 39
Enlarging, on-screen document display (Zoom) 57
Envoy 39
Examples of documents in Help 20
Excel for Windows, using ALM for 44

F

Features, finding Help on 19
File Macros, adding DAD buttons to play 35
Files
reinstalling PerfectOffice program 17
removing PerfectOffice program 17
Full page, viewing 53

G

Getting Help 18
Glossary in Help 21
GroupWise components, purchasing additional 39
GroupWise QuickLook 11, 38

H

Hard Disk, installing PerfectOffice on 14
Help
components 18
using online 18
Help, online
book icons 19
chapter icons 19
Coaches 22
common questions 21
compare software versions 22
components 18
context-sensitive 18
Customer Support information 21, 23
displaying on top 23
examples 20
for specific tasks 19
Glossary 21
How Do I 19
icons 18
jump terms 21
keystrokes 21
macros 21
page icons 19
pop-up definitions 21
printing topics 23
sample documents 20
Search for Help on 19
search using keywords 19
search using synonyms 19
Tips and Tricks 21
Upgrade Expert 22
using the Transition Expert 22
visual examples 20
How Do I (online Help) 19

I

Image Editor, editing DAD Buttons in 36
In-place editing 40
Infoshare Fax Service 50
Installation, options 16

Installing, PerfectOffice 3.0 14
Installing PerfectOffice on a
Network 53
Questions and Answers about
63
Integrating Applications using
GroupWise 38

J
Jump terms 21

K
Keyboard Scripts, creating and
editing buttons that play 37
Keystrokes in Help 21

L
Launch a Program, adding DAD
buttons to 35
Linking objects 38
Linking OLE objects 39
Lotus 1-2-3
using ALM for 43
using PerfectLinks VBX for 45

M
Macros
adding buttons to play DAD 35
adding DAD buttons to play 35
Help 21
Magnifying on-screen document
display 57
Mailbox, GroupWise license 39
Mailboxes, creating LAN 55
Margin Width (Zoom option) 52
Media clips, linking or embedding
39
Merge expressions 57
numeric 62
string 62
Messaging Services, using OBEX
40
Moving a DAD Bar 26
Multiple users, access to
PerfectOffice 52

N
Networking PerfectOffice
benefits 52
Questions and Answers about
63
Numeric expressions (merge) 62

O
OBEX 40
creating LAN Post Offices and
Mailboxes 55
OBEX LAN accounts, creating or
updating 56
OBEXNET.EXE 55
OBEXNODE.EXE 56
Object Exchange *see* OBEX
Object Linking and Embedding

see OLE
Object Linking and Embedding
(OLE) 38
Objects
embedding OLE 39
linking OLE 39
using OBEX 40
OLE 39
container and server 39
embedding objects 39
linking objects 39
OLE objects
printing 40
using drag and drop with 40
Online Help, using 18
Open editing 40

P
Path styles, using UNC 55
Peer-to-peer network, installing
Perfectoffice to 54
PerfectFit AppBuilder ALM 44
PerfectFit Software Developer's
Kit 45
PerfectFit VBX 45
PerfectLinks ALMs 43
PerfectLinks VBX 45
PerfectOffice 3.0
installing on a hard disk 14
system requirements 14
PerfectOffice DAD Bar 27
PerfectScript 44
creating within AppBuilder 44
creating within WordPerfect 6.1
44
PerfectScript ALM 44
Play a Keyboard Script, adding
buttons to 35
Play a Macro, adding DAD buttons
to 35
Polling data using OBEX 41
Pop-up definitions 21
Post Offices, creating LAN 55
Print
Help topics 23
OLE objects 40
Program Groups, creating DAD
bars for 33
Program Launch Properties,
setting for DAD buttons 37
Proof of Purchase, for
PerfectOffice 52
Publishing OBEX data 41

Q
Quattro Pro, using PerfectLinks
VBX for 45
Quattro Pro PerfectLinks ALM 43
QuickFiles 32
QuickLook, using GroupWise 11
QuickLook (GroupWise), using to
integrate applications 38
QuickOpen 33
QuickRun 32
QuickTasks 28

creating 30
editing 31
editing list of 31
list of predefined 30, 64

R
Reducing, on-screen document
display 53
Reinstalling Files 17
Removing *see also* Deleting
Removing PerfectOffice 63
Removing PerfectOffice files 17
Renaming DAD Bars 37
Requirements, PerfectOffice 3.0
system 14

S
Sample documents in Help 20
Scripts, creating and editing
buttons that play keyboard 37
Search Help 19
Selecting a DAD Bar 25
Serial number, typing your
PerfectOffice 15
Server, OLE 39
Server applications, linking to or
embedding in 39
Server Installation
steps for performing a 54
vs. workstation installation 52
Share data, using OBEX to 40
Sharing Information using
PerfectOffice 38
Shell, using DAD as Windows 38
Sizing, on-screen document
display (Zoom) 57
Smaller, making documents
display (Zoom) 57
Software Developer Kit, for
PerfectFit technology 45
Sound clips, linking or embedding
39
SpaceWorks 51
Spreadsheet ALMs 43
Spreadsheet Detection ALM 44
Starting DAD 25
StartUp, creating a DAD bar
named 38
Subscribing to OBEX data 41, 42
Synonym, using to search Help
19
System Requirements,
PerfectOffice 3.0 14

T
Tasks, Assigning and managing
using GroupWise 38
Tasks, help for specific 19
Tips and Tricks in Help 21
Toolbar Editor, editing DAD bars
with 34
Tools
using custom development 43
using the information-sharing 38

Transition Expert (online help) 22

U

UNC path styles 55

Updating OBEX data 42

Upgrade Expert 22

Users, allowing u. multiple access
to PerfectOffice 52

Using Context-Sensitive Help 18

Using Online Help 18

V

VBX *see* PerfectFit VBX

VBX *see* PerfectLinks VBX

Version Control (OBEX) 42

Video clips, linking or embedding
39

Visual Basic 45

Visual examples in Help 20

W

Windows Shell, using DAD as 38

WordPerfect Printer Drivers 63

Workstation Installation

steps for performing a network
56

vs. server installation 52

WPGroup BBS 51

WPGroup Forums on
CompuServe 51

Using ENVOY

Table of Contents

To get back to the first screen, click on  .

Index



Click on a letter above for easy access to the Index.

Once in the Index, press Ctrl+G and enter the page number of the section you want to go to.

Using ENVOY

NAVIGATING

-  Go to first page
-  Go to last page (you are on the last page now)
-  Go to next page
-  Go to previous page
-  Go to next view
-  Go to previous view
- Go to page (Ctrl+G)

SEARCH

-  F3 Find next
-  Ctrl+F3 Find previous

ONLINE HELP

-  A complete Help system with detailed information is just waiting for you to explore!

It includes the following sections:

Contents Using Help About Envoy
How Do I... Search For Help On

BLUE TEXT

Click on [blue text](#) to go to a new location in the document.