

## **Freelance Graphics 97 Readme.wri**

This document contains important information that is not included in the printed documentation or online Help. The following topics are covered:

- > Installation
- > Uninstall
- > Removing Previous Versions of Freelance Graphics
- > Product Information
- > Known Issues

### **Installation**

#### **>To Start the Install Program**

Note: Before you install Freelance Graphics 97, you should close all Windows programs and shut down all anti-virus protection programs.

From CD:

1. Start Windows.
2. Insert the CD in the appropriate drive. The install options screen appears unless the Windows Autoplay feature is disabled.  
If the install options screen does not appear, choose Run from the Start menu, type X:\autorun (X is the letter of the drive you are installing from), and Click OK.
3. Follow the instructions in the Install windows.

From diskette:

1. Start Windows.
2. Insert Disk 1 in the appropriate drive.
3. Choose Run from the Start menu.
4. Type X:\install (X is the letter of the drive you are installing from).
5. Click OK.
6. Follow the instructions in the Install windows.

#### **>Saving Hard Disk Space by Using the "Run from CD" Install Option**

If you are installing Freelance Graphics 97 from a CD-ROM, you can significantly reduce the amount of hard disk space used by clicking Run from CD instead of Install. The Run from CD option installs only the files necessary to run Freelance from the CD-ROM.

Note: If you use this option, you need to have your CD-ROM drive online and the CD-ROM loaded whenever you use Freelance Graphics.

#### **>If You Are a Network Administrator**

If you are a network administrator, see the READNET.TXT file on your CD (or on Disk 1 if you are installing from diskette). READNET.TXT contains information about supported networks, performing server and node installs, automated install, and other topics.

## **>Default Installation of Freelance Graphics**

These features are NOT installed during a default installation of Freelance Graphics:

- \* International dictionaries
- \* LotusScript Help files (script, chart script, and Freelance Graphics script)
- \* Import filters: DXF, PICT, Micrografx DRW, HGL, GAL, RND, GIF (filter and ini), TGA (filter and ini), WPG (two filters and two ini files), and JPEG.
- \* Export filters: TGA (filter and ini), MET (filter and ini), AI & EPS (emps-32.ftt and ini), and WPG (two filters and two ini files).
- \* Sound files
- \* The Freelance Graphics Presentation and Review Library
- \* 60 GoldDisk movie files
- \* 52 clip art files (mostly maps)
- \* 83 SmartMaster looks
- \* 5 SmartMaster content files
- \* 1 diagram file
- \* Tour (The tour can run from CD-ROM without being installed)
- \* Mobile Screen Show Player

You can install any of these features by selecting "Customize features - Manual install" when you install Freelance Graphics. If Freelance Graphics 97 is already installed, run install, select "Customize features - Manual install," and choose only those features you did not previously install.

Note: When you select "Customize features - Manual install" and you want to select all the items listed in a tab, deselect and then select the first item in the list.

## **>Default Directory Structure for Lotus Products**

The Lotus SmartSuite 97 products offer a default directory structure. This structure is designed to minimize the amount of space required for Lotus products on your hard drive. The structure also makes it easier to maintain and upgrade your products, since your work, backup, SmartMasters, samples, and other directories are independent of your main product directory. We recommend that you install all of your Lotus products under this directory structure.

This diagram illustrates the main points of the directory structure:

```
lotus\ (Main Lotus product directory for all Lotus products.  
      For SmartSuite, this is the SmartSuite directory.)  
  |--<flg>\ (Executables and other core files  
           for Freelance Graphics)  
  |--<main_prod_dir2>\ (Executables and other core files  
                      for another Lotus product)  
  .  
  .  
  . (other Lotus products here)  
  .  
  .  
  |--smasters\ (SmartMasters for all Lotus products)  
    |--<flg> (SmartMasters for Freelance Graphics)  
    |--<prod2> (SmartMasters for Lotus product 2)  
  |--samples\ (Samples for Lotus products. Note: Freelance Graphics  
             does not install anything to this directory)  
    |--<prod2> (Samples for Lotus product 2)  
  |--work\ (Work directory for all Lotus products)  
    |--<flg> (Work directory for Freelance Graphics)  
    |--<prod2> (Work directory for Lotus product 2)  
  |--backup\ (Backup directory for all Lotus products)  
    |--<flg> (Backup directory for Freelance Graphics)  
    |--<prod2> (Backup directory for Lotus product 2)  
  |--component\ (Shared components for all Lotus products)
```

## **>Multilingual Install**

In this release, you can install single copies of the product in multiple languages. This capability is part of the Lotus strategy for multilingual computing.

The first language you install becomes your default language for the product. You must install additional languages in the same directory as the default language. Also, you must install the same product features for each language. For example, if you choose "Default features" on the Install Options dialog box for the first language you install, you must choose "Default features" for each subsequent language of the product you install. If you choose "Customize features" on the Install Options dialog box for the first language, and then select and deselect features on the Customize dialog box, you must select and deselect those same features for any subsequent languages of the product you install.

If you are a network administrator, please see READNET.TXT for more information about multilingual installs on a network.

## **Uninstall**

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

Uninstall displays messages and prompts before it removes any user-modified file, so you can decide whether to remove the file. You can rerun Uninstall until all files associated with the application are removed.

Uninstall also creates an output log and displays error messages, so you can track and review the entire process. Uninstall overwrites the output log each time it is run, so you may want to rename this file if you want to save it.

Uninstall does not delete files in your work or personal directories, or other files that were changed since they were installed. It will not delete a directory until all directories and files are removed from that directory.

Uninstall displays a prompt before it removes many files, in case you do not want to remove a specific file. If you decide not to remove a file and the product is not removed completely, Uninstall will also leave the files it needs to run again, including the product .INF and CINSTALL.INI files. If you want to run Uninstall again, do not remove these files manually.

In addition, Uninstall will not remove files needed by another Lotus product. Be careful not to remove these shared files manually, or other Lotus applications will not run correctly. Uninstall will remove these files when it removes the last Lotus application.

## **>To Run Uninstall**

Uninstall is available to users from the Start menu (Windows 95 and Windows NT 4.0) or the Program Manager (Windows NT 3.51).

Windows 95 and Windows NT 4.0 users can run Uninstall by completing these steps:

1. Choose Settings - Control Panel from the Start menu.
2. Double-click Add/Remove Programs.
3. Select the program to be removed.
4. Click Remove.

Windows NT 3.51 users can run Uninstall by clicking the Uninstall icon for the product to be removed. This icon is located in the Program Group where the program icons were installed.

## **Removing Previous Versions of Freelance Graphics**

### **>Removing Freelance Graphics 96 Files**

When you install Freelance Graphics 97 to a directory containing Freelance Graphics 96, the previous version is automatically uninstalled before Freelance Graphics 97 is installed. However, if you want to install Freelance Graphics 97 to a directory different than the one in which Freelance Graphics 96 is located, you need to run Uninstall to remove the Freelance Graphics 96 files.

### **>Removing Freelance Graphics Release 2.0 for Windows 3.1 Files**

When you install Freelance Graphics 97, the installation program offers to remove the old program files. However, if you want to delete Freelance Graphics Release 2.0 program files at a later time, you can delete the following files.

Under the FLW directory you can delete:

Icons:	The entire directory can be deleted.
Backup:	These can be deleted. However, you may want to save some of these files in the Freelance Graphics 97 Edition backup directory (backup\flg).
Masters:	The entire directory if you have never modified any of the following files:
	*.pal
	*.bw
	256color.pre
	*.sym files that haven't been modified
	*.mas files that haven't been modified

Under the Lotusapp directory you can delete:

The entire contents of this directory, if you have never installed another Lotus application (including Notes and cc:Mail). Also, you can delete the entire contents of the Filters directory, whether or not you have ever installed another Lotus application.

Under the Windows directory you can delete:

flw\*.ini

Lotus.ini (if you have never installed another Lotus application--including Notes & cc:Mail)

## Product Information

### >SmartMaster Files

If you create a document using a SmartMaster, it may not function properly if all the required files are not installed on your system. To reinstall these files, run the installation program and select "Customize features - Manual install." Click on the SmartMaster Content tab and select the files you need. Then do the same with the SmartMaster Look, Clip Art, and Diagrams tabs. To select all the files listed in a tab, deselect and then select the first file in the list.

The following list details each SmartMaster content file, the SmartMaster look it uses, and the associated clip art and diagram files it requires. These files are installed in the SMASTERs directory by the installation program.

Benefits Plan (benefits.smc)

SmartMaster look: dotline1.mas

Clip art: medical.sym, finance.sym, nextstep.sym

Diagrams: branch.dgm

Brainstorming Session (bstorm.smc)

SmartMaster look: buttons.mas

Clip art: nextstep.sym

Diagrams: branch.dgm

Business Plan (busplan.smc)

SmartMaster look: brass.mas

Clip art: people.sym, sales.sym

Diagrams: flow.dgm, graph.dgm, timeline.dgm

Business Review (busrev.smc)

SmartMaster look: gradline.mas

Clip art: none

Diagrams: timeline.dgm

Competitor Analysis (compete.smc)

SmartMaster look: shadowbx.mas

Clip art: people.sym

Diagrams: none

Corporate Overview (corpovw.smc)

SmartMaster look: 4square.mas

Clip art: none

Diagrams: timeline.dgm, section.dgm

Industry Analysis (industry.smc)

SmartMaster look: waffle.mas

Clip art: people.sym, science.sym, nextstep.sym

Diagrams: section.dgm

It Strategy - Gemini Consulting (itstrat.smc)  
SmartMaster look: gradate3.mas  
Clip art: agenda.sym, nextstep.sym  
Diagrams: none

Market Research (mktres.smc)  
SmartMaster look: 3line.mas  
Clip art: nextstep.sym  
Diagrams: branch.dgm

Market Segmentation - Kotler (kotseg.smc)  
SmartMaster look: gradate2.mas  
Clip art: none  
Diagrams: none

Market Strategy - Kotler (kotstrat.smc)  
SmartMaster look: gradate2.mas  
Clip art: none  
Diagrams: none

Marketing Mix - Kotler (kotmix.smc)  
SmartMaster look: gradate2.mas  
Clip art: none  
Diagrams: none

Marketing Plan - Kotler (kotpres.smc)  
SmartMaster look: gradate2.mas  
Clip art: none  
Diagrams: section.dgm

Meeting - Standard (meet.smc)  
SmartMaster look: sketch.mas  
Clip art: people.sym  
Diagrams: branch.dgm

Meeting - Team (teammtg.smc)  
SmartMaster look: brass.mas  
Clip art: closure.sym  
Diagrams: none

New Market Entry (newmkt.smc)  
SmartMaster look: neo.mas  
Clip art: nextstep.sym  
Diagrams: timeline.dgm

Orientation (orientat.smc)  
SmartMaster look: frame.mas  
Clip art: nextstep.sym  
Diagrams: branch.dgm

Positioning Proposal - Trout & Ries (position.smc)  
SmartMaster look: waffle.mas  
Clip art: agenda.sym, people.sym, communic.sym, textbox.sym  
Diagrams: branch.dgm

Product/Service Briefing (prodctbr.smc)  
SmartMaster look: gradline.mas  
Clip art: nextstep.sym  
Diagrams: timeline.dgm

Product/Service Launch (plaunch.smc)  
SmartMaster look: sketch.mas  
Clip art: none  
Diagrams: branch.dgm, pyramid.dgm, timeline.dgm

Project Proposal (proposal.smc)  
SmartMaster look: 4square.mas  
Clip art: finance.sym, nextstep.sym  
Diagrams: timeline.dgm

Project Status Report (pstatus.smc)  
SmartMaster look: gradate3.mas  
Clip art: project.sym, agenda.sym, closure.sym, nextstep.sym  
Diagrams: branch.dgm, gantt.dgm

Project Update (pupdate.smc)  
SmartMaster look: rainbow.mas  
Clip art: cartoons.sym, nextstep.sym  
Diagrams: gantt.dgm

Quality Improvements - Juran (quality.smc)  
SmartMaster look: gradate3.mas  
Clip art: none  
Diagrams: none

Recommend a Strategy (recommen.smc)  
SmartMaster look: bluegray.mas  
Clip art: nextstep.sym  
Diagrams: branch.dgm, timeline.dgm

Sales - Ken Wax (saleswax.smc)  
SmartMaster look: marble.mas  
Clip art: sales.sym, time.sym, textbox.sym  
Diagrams: section.dgm

Sales - Zig Ziglar (saleszig.smc)  
SmartMaster look: pyramid.mas  
Clip art: sales.sym, nextstep.sym  
Diagrams: section.dgm

Strategic Alliance (sallnc.smc)  
SmartMaster look: gradline.mas  
Clip art: nextstep.sym  
Diagrams: branch.dgm, timeline.dgm

Strategic Plan - SLF (sbuplan.smc)  
SmartMaster look: waffle.mas  
Clip art: none  
Diagrams: none

Training (train.smc)  
SmartMaster look: sketch.mas  
Clip art: nextstep.sym  
Diagrams: branch.dgm

### >SmartMaster Looks Color Palette

If you plan to create or edit SmartMaster looks, you can request two tables that give specific information about the function of each palette slot. The tables also show how the Freelance Graphics 2.1 for Windows palettes map to the Freelance Graphics 97 Edition palettes.

To obtain the tables, ask for documents 134219 and 134208 from the Fax-On-Demand Services number. To get the fax number, choose Help - Help Topics, click the Index tab, type **Fax support program** and double-click the index entry.

### >Enabling Name Resolution for TeamShow

TeamShow allows one user to present a screenshow remotely on another user's computer. The sender may identify the receiver's computer either by name or IP address. It is always easier to remember a computer's name rather than its IP address, so we recommend that you use the following guidelines in order to maximize the chances that a TeamShow sender will be able to identify your computer by name.

**1. If possible, configure TCP/IP on all receivers' machines to use statically preassigned IP addresses.**

IP addresses may either be assigned dynamically, every time you start up your computer--in which case they will be different every time--or be preassigned by your network administrator. If they are dynamically assigned, it will not be possible for anybody outside your immediate Local Area Network (LAN) to identify your computer by name: they will have to use your IP address (which will be different each time). If your IP address is preassigned, a name will be permanently associated with a unique IP address for your workstation, which will make it easier for other users to identify your computer by name.

**2. If you get a preassigned IP address, make sure that your NetBIOS name matches the name your network administrator assigns to your workstation.**

The NetBIOS name for your workstation can be found in the Identification tab of your Network Control Panel. When you ask your network administrator for a permanent IP address for your workstation, you may simply tell them what your NetBIOS name is. If your network administrator prefers to choose a name for your workstation, you must change your NetBIOS name to match that name. There are several characters allowable in NetBIOS names--such as spaces and underscores--that are not allowed in TCP/IP names. If your NetBIOS name has such characters, you will have to remove them so that it can match the TCP/IP name. The domain suffix for your TCP/IP name should not be included in your host name. For instance, if your TCP/IP name is "wksta.lotus.com", your NetBIOS name should be "wksta".

**3. If you are explicitly enabling DNS in your TCP/IP properties, you must ensure that the host name you enter in the DNS tab also matches your NetBIOS name.**

If your IP address is dynamically assigned, we strongly recommend that you not explicitly enable DNS unless it is absolutely necessary. If your IP address is preassigned, you have to explicitly enable DNS and choose a host name in the DNS tab of your TCP/IP properties. Whether your IP address is dynamically assigned or statically preassigned, if you have enabled DNS you must ensure that this host name, your NetBIOS name, and the name your network administrator assigns to you are all the same.

Note that if you are connecting to an Internet access provider (such as CompuServe or the Microsoft Network), your IP address will probably be dynamically assigned and senders will have to identify your computer by IP address.

If you can have an IP address permanently preassigned to your workstation, other users will be able to identify your computer by name, and it might even be possible for users outside of your LAN to identify your computer by name.

**>Background Textures**

Some of the background textures included in Freelance Graphics 97 were provided by Artbeats Software, Inc. Artbeats offers a library of images for publishing, multimedia, video, slides, and texture mapping. For more information on Artbeats products, please contact:

Artbeats  
Box 709  
Myrtle Creek, OR 97457  
USA  
1-503-863-4429  
Fax: 1-503-863-4547

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Some of the background textures included in Freelance Graphics 97 were provided by Corbitt Design. Corbitt Design offers a library of images for publishing, multimedia, video, slides, and texture mapping. For more information on Corbitt Design products, please contact:

Corbitt Design  
#3 Jicama Boulevard, Suite 200B  
Old Bridge, New Jersey 08857  
USA  
1-908-727-1687

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Some of the background textures included in Freelance Graphics 97 were provided by Pixar. Pixar offers a library of images for publishing, multimedia, video, slides, and texture mapping. For more information on Pixar products, please contact:

Pixar  
1001 West Cutting Boulevard  
Richmond, CA 94804  
USA  
1-510-236-4000

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Some of the background textures included in Freelance Graphics 97 were provided by Corel Corporation. Corel offers a library of images for publishing, multimedia, video, slides, and texture mapping. For more information on Corel Corporation products, please contact:

Corel Corporation  
1600 Carling Avenue, Ottawa  
Ontario, Canada K1Z8R7  
1-613-728-8200

#### >Extra Content on the CD

Information in this section applies only if you are installing Freelance Graphics 97 from a CD-ROM. You can also obtain these files from the Lotus home page under Freelance Graphics.

The Extra directory on your CD-ROM contains the following files.

**Save and Go.** Save and Go compresses and saves one or more presentations and Freelance's Mobile Screen Show Player to floppy disks or another destination you specify. Then, you can decompress your files and show your presentation on another Windows 95 or Windows NT 4.0 computer, even if that computer does not have Freelance Graphics installed on it. Save and Go works only in Freelance Graphics 97. (Portions of Save and Go are distributed under license from DC Micro Development, Copyright (c) 1995 DC Micro Development. All Rights Reserved.)

**Web Screen Show Player.** Web Screen Show Player is a plug-in for Netscape Navigator 2.0 or higher, and a plug-in and an ActiveX component for Internet Explorer 3.0. Web Screen Show Player also works with other OCX container applications. It allows anyone who has it to use a browser to view or print Freelance Graphics presentations that are on the World Wide Web. Web Screen Show Player works with presentations created in Freelance Graphics 96 or higher.

**J-Empower Extension.** J-Empower Extension allows you to run Java applets in a Freelance Graphics presentation. J-Empower Extension works in Freelance Graphics 97 with presentations created in Freelance Graphics 96 or higher.

#### >>Paths for Extra Content on the CD

The paths for the install.exe files in the Extra directory on your CD are as follows:

Save and Go	\\EXTRA\\FLG\\SAVENGO
Web Screen Show Player	\\EXTRA\\FLG\\PLUGIN
J-Empower Extension	\\EXTRA\\JEMPOWER

### **>>To Install Extra Content from the CD**

1. Start Windows.
2. Insert the CD in the appropriate drive.
3. The install options screen appears if the Windows Autoplay feature is enabled.
4. Click Browse (for the standalone Freelance Graphics CD ) or Explore (for the SmartSuite CD).
5. Locate the Extra directory, and keep double-clicking until you open the directory you want.
6. Double-click Install.
7. Follow the instructions in the Install windows.

**Note:** If the install options screen does not appear in step 3, choose Run from the Start menu, and type X:PATH\install (X is the letter of the drive that the CD is in; PATH is specific to the file that you want to install). For example, to install Save and Go from a CD in drive D, you type D:EXTRA\FLG\SAVENGO\INSTALL. Then go to step 7 above.

### **>>The Extra Directory and Reinstalling Freelance Graphics**

If you uninstall Freelance Graphics and then reinstall it, you also need to reinstall the files in the Extra directory in order for Freelance Graphics to recognize and work with them.

### **>Using Freelance with High-Contrast Color Settings in Windows**

If you set your screen display to any of the High Contrast Black color schemes using the Control Panel (Display icon, Appearance tab), you are not able to see the text of the online Help. This is because the High Contrast Black color schemes set the window background to black, and the text of the online Help is also black.

### **>Customizing Web Templates**

Freelance Graphics publishes presentations as Web pages by using HTML templates. These templates are stored in the same directory as the Freelance executable file (usually the \lotus\flg directory). The templates template.htm and contents.htm are used to generate Web pages in the HTML 2.0 output format. Netscape.htm, netnav.htm, netmain.htm, netpage.htm and netconts.htm are used to generate Netscape-enhanced Web pages. You can customize the Web pages that Freelance generates by modifying these templates.

## **Known Issues**

### **>Printing on an HP LaserJet 4**

When you install a driver for an HP LaserJet 4 series printer, the default graphics mode is Vector. If you have problems with your Freelance Graphics output, try changing the graphics mode to Raster.

### **>Switching to Multimedia SmartMaster Looks**

If you switch from a standard SmartMaster look to a multimedia SmartMaster look (those with "mm" as a prefix), or change from one multimedia SmartMaster look to another, the new multimedia SmartMaster look may overwrite some or all of the existing multimedia effects. These include transitions, "triggers," and any "action" (such as running an application, sound, or going to another page).

### **>Using TeamMail When the Mobile Screen Show Player Is Not Installed**

If you use TeamMail to send all or part of the current presentation as an attachment, and select "Attach Mobile Screen Show Player, too," the Mobile Screen Show Player will NOT be included unless it is installed on your system. The Mobile Screen Show Player is not installed as part of the default installation. To install the Mobile Screen Show Player, run the installation program, select "Customize features - Manual install," and select "Mobile Screen Show Player."

### **>cc:Mail Needs PRZ Extension Entry in WIN.INI to launch PRZ File**

You cannot launch a Freelance Graphics presentation from cc:Mail if the .prz extension is not entered in the win.ini file. (Since it is a 32-bit program, Freelance Graphics automatically installs the .prz extension in the Windows 95 Registry file, rather than the win.ini file.) You can manually add the .prz extension to the win.ini file to allow you to launch presentations from cc:Mail.

### **>Linked Text**

Freelance Graphics 97 supports linking to text inside a Freelance presentation. However, if you link to text that is in Rich Text Format you may find inconsistent behavior. For best results, link to unformatted text when creating a link to text in a Freelance presentation.

### **>ODMA**

If you are using an ODMA server application, the Save As feature in Freelance Graphics saves files to ODMA in the PRZ format only. To save other file types to ODMA, such as MAS, SYM, or DGM, you need to save the file in Freelance, and then use the ODMA application to import the file into ODMA.

### **>Right Mouse Menu Displayed in Screen Show**

If you click the right mouse button during a screen show, you might not be able to select from the menu or remove the menu while pages that run automatically are playing. You might be able to stop the screen show by pressing ESC.

To avoid this problem for individual pages with an automatic setting, choose Page - Screen Show Effects, and select "Trigger manually (click or key press)" from the Properties for Page dialog box.

To avoid this problem for an entire presentation that runs automatically, choose Presentation - Set Up Screen Show, and select "On click or keypress" on the Page Effects tab.

If you do select "Trigger automatically, after n sec." for an individual page or "After n seconds" for an entire presentation, enter 3 seconds or greater.

### **>JPEG Filter**

Although the Freelance Graphics online Help refers to the .JPG import file type, there is no JPEG import filter currently shipping with Freelance Graphics 97.