SmartSuite 97 Solutions CD Readme.wri

This file contains important information that is not included in the printed documentation or online Help.

This file contains information on the following topics:

- > System Requirements
- > Installation
- > Uninstall
- > Information for 1-2-3 Users
- > Information to Approach Users
- > Information to Freelance Graphics Users
- > Information to Organizer Users
- > Information to ScreenCam Users
- > Information to SmartCenter Users
- > Information to Word Pro Users
- > Cross-Application Information
- > Known Issues
- > Miscellaneous

System Requirements

To use SmartSuite 97, you need the following equipment:

- * IBM PC or compatible 80486/50 or higher
- * VGA Adapter or higher resolution adapter and monitor
- * Mouse or other pointing device
- * Microsoft Windows 95 or Windows NT 4.0
- * CD-ROM or 3.5" drive
- * Memory:

8MB minimum, 12MB recommended when running more than one application in Windows 95 16 MB minimum for Windows NT 4.0

* Disk space:

Minimum hard disk: 82MB Run From Rom: 22mb

Trying and Buying SmartSuite 97

> Trying SmartSuite 97

You can try SmartSuite 97 for 30 days. Each individual SmartSuite 97 application has a separate 30 day trial period, so depending on when you installed each application, you may have SmartSuite applications with different trial expiration dates.

Each time you launch your trial copy of a SmartSuite 97 application, a dialog box displays with the number of days left in the trial period. You also choose whether to launch the trial copy or buy SmartSuite 97 from this dialog box. You can buy SmartSuite 97 before or after the trial period expires for any given product.

After the 30 days have expired for a given SmartSuite 97 application, you can no longer launch that application. If you do not buy SmartSuite 97 after the trial period expires, the Smartsuite 97 files remain on your hard drive unless you uninstall them.

>> Uninstalling the trial copy

- 1. From the Taskbar, choose Start Settings Control Panel.
- 2. Double-click Add/Remove Programs.
- 3. Select Lotus SmartSuite 97.
- 4. Choose Add/Remove.
- 5. Select the application(s) to be removed.
- 6. Click OK.

> Buying SmartSuite 97

To buy SmartSuite 97, install the complete SmartSuite 97 product from the trial CD to your hard drive. (Any files you created in the trial copy of SmartSuite 97 are not deleted when you purchase the product. The default location for these files is in the \WORK folder.)

After you have installed the complete SmartSuite 97 product, you can buy SmartSuite 97 from the Lotus Web site (www.lotus/smartsuite/smartstore.nsf) and download a set of files that enable SmartSuite 97. If you do not have access to the Internet, you can either visit one of your local resellers or contact Lotus at 1-800-TRADE-UP in the U.S. or 1-800-GO-LOTUS in Canada.

>> Installing the IBM Global Network (IGN)

For instructions on installing the IBM Global Network (IGN), see the IGN README.TXT file which is located in the \EXTRA\INTERNET\IGN directory.

> Installing the trial copy as Run from Rom

SmartSuite 97 will not launch from the CD Rom after the trial period expires. To fully enable SmartSuite 97, install the complete SmartSuite 97 product to your hard drive and choose the "Buy It" option. You can then go to the Lotus Web site and download a set of files that enable SmartSuite 97.

> Canceling the installation

If you choose Cancel during the installation of your trial copy, the install program finishes copying the current file before terminating the installation. (Depending on the size of the file, it may take a few minutes to finish copying this file.) A message then displays confirming that you want to exit install. The install program removes all the temporary files.

> Reinstalling the trial copy of SmartSuite 97

You can reinstall SmartSuite features from the trial CD at any time. For example, if you installed only the minimum set of features for each application, you can reinstall to add more features for each application.

To reinstall SmartSuite features from the trial CD:

- 1. Reinsert the trial CD.
- 2. Open Windows Explorer.
- 3. Double-click your CD Rom drive letter (for example, E).
- 4. Double-click the \Lotus directory
- 5. Double-click on the INSTALL.EXE.

Installation

You cannot install SmartSuite 97 on a file server or deploy it for multiple users (node install). If you need to perform a server or node install, call 1-800-TRADE-UP in the U.S. or 1-800-GO-LOTUS in Canada or buy the entire suite from your local vendor.

Before you try to install SmartSuite 97, you should close all Windows programs and shut down all

anti-virus protection programs.

> Default Folder Structure

SmartSuite 97 offers a default folder structure. This structure makes it easier to maintain and upgrade your products, since your work, backup, SmartMasters, samples, and other folders are independent of your main product folder. Lotus recommends that you install all of your Lotus products under this folder structure.

This diagram illustrates the default folder structure for a complete SmartSuite installation:

```
LOTUS\ (Main Lotus product folder for all Lotus products)
   |---<main prod dir1>\ (Executables and other core
                                                 files for one Lotus product, e.g., \WORDPRO)
     ---<main_prod_dir2>\ (Executables and other core
                                                 files for another Lotus product, e.g., \123)
                                 (other Lotus products here, for example:)
                                    \SMARTCTR
                                                                                            \APPROACH
                                    \SCRNCAM
                                                                                           \ORGANIZE
                                    \ACROREAD
                                                                                             \FLG
        -SMASTERS\ (SmartMasters for all Lotus products)
                    |--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--<pr
                   |--|--|--cod2> (SmartMasters for Lotus product 2)
     ---SAMPLES\ (Samples for all Lotus products)
                |--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--<pr
               |--|--|--color="block" | --|--|--color="block" | --|--|--|--|--|--color="block" | --|--|--|--|--|--color="block" | --|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-
       --WORK\ (Work folder for all Lotus products)
               |--|--|--cod1> (Work folder for Lotus product 1)
               |--|--|--c (Work folder for Lotus product 2)
    ---BACKUP\ (Backup folder for all Lotus products)
               |--|--|--| (Backup folder for Lotus product 1)
               |--|--|--prod2> (Backup folder for Lotus product 2)
  |---COMPNENT\
                                                                   (Shared components for all Lotus products)
```

> Installing SmartSuite 97 with Notes 4.5

If you want to install SmartSuite 97 and Notes 4.5 on the same system, you must install Notes 4.5 before you install SmartSuite 97. Otherwise, the uninstall feature will not work properly for the SmartSuite 97 products.

> Installing SmartSuite 97 on Windows NT 3.51

If you plan to install SmartSuite 97 on a system running Windows NT(TM) 3.51 or later, you should have administrator privileges on that system so that files that should be copied to \WINDOWS\SYSTEM32 are updated if they are in use by another program. If you do not have administrator privileges, shut down all applications and restart Windows NT before you install SmartSuite 97.

If you are using Notes 3.x, you cannot use TeamMail to route mail on systems running Windows NT. In addition, you cannot use Notes/FX between SmartSuite 97 products and Notes 3.x. Lotus recommends that you upgrade to Notes 4.x if you are running Windows NT and SmartSuite 97.

> Calculating the Size of an Application

During SmartSuite Install, in the "Select SmartSuite Applications to Customize" dialog box, there is a list box that includes a size field. That field shows the **default** size of an application. If you customize an application and delete features, the dialog box does not update the size field, even though the application now requires less disk space.

> Making the Install Program Efficient

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

On systems using Windows 95 or NT 4.0, complete the following steps:

- 1. Open Windows Explorer.
- 2. Right-click your hard-drive letter (for example, C:).
- 3. Choose Properties.
- 4. Click Tools.
- 5. Click Check Now under Error-checking status.

> Reading the Individual Readme Files

After you install SmartSuite, you can read the README files of the individual applications for more information. The README files reside in each application's folder (for example, C:\LOTUS\ 123\README.WRI). To access these files, select Start - Programs - Lotus Applications - Lotus User Assistance.

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, shortcut icons, icons, and Windows registry entries.
- * Uninstall displays messages, and prompts you before it removes any user-modified file, so you can decide whether to remove the file.
- * Uninstall also creates an output log and displays error messages, so you can track and review the entire process. Uninstall overwrites the output log each time it is run, so you may want to rename this file if you want to save it.
- * Uninstall does not delete files in your WORK or personal folders, or other files that were changed since they were installed. It will not delete a folder until all folders and files are removed from that folder.
- * Uninstall displays a prompt before it removes many files, in case you do not want to remove a

specific file. If you decide not to remove a file and the product is not removed completely, then Uninstall will also leave the files it needs to run again, including the product .INF and CINSTALL.INI files. If you want to run Uninstall again, do not remove these files manually. In addition, Uninstall will not remove files needed by another Lotus product. Be careful not to remove these shared files manually, or other Lotus applications will not run correctly. Uninstall will remove these files when it removes the last Lotus application.

> Starting Uninstall

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

Windows 95 users can run Uninstall by completing these steps:

- 1. Choose Start Settings Control Panel from the Taskbar.
- 2. Double-click Add/Remove Programs.
- 3. Select Lotus SmartSuite 97.
- 4. Choose Add/Remove.
- 5. Select the application(s) to be removed.
- 6. Click OK.

Windows NT 3.51 users can invoke Uninstall by clicking the Uninstall icon for the product to be removed.

Information to 1-2-3 Users

>MessageBox function and statement in LotusScript Help

In the topic "MessageBox function and statement in LotusScript" in LotusScript Help, the following information was omitted from the topic.

Elements (con't)

...

default

Defines the default button in the message box. Pressing ENTER has the same effect as clicking the default button:

Constant name	Value	Default button
MB_DEFBUTTON1	0	First button
MB_DEFBUTTON2	256	Second button
MB_DEFBUTTON3	512	Third button

mode

Defines the message box modality

Constant name	Value	Description
MB_APPLMODAL	0	Application modal. Stops the current application until the user responds to the message box.
MB_SYSTEMMODAL	4096	System modal. Stops all applications until the user responds to the message box.

boxTitle

The string to appear in the title bar of the message box. boxTitle can be up to 128 characters in length.

Return value

The MessageBox function return value is an integer in the range 1 to 7, inclusive. This value indicates which button the user pressed in the message box, as shown in the following table.

Return value	Button	Constant
1	OK	IDOK
2	Cancel	IDCANCEL
3	Abort	IDABORT
4	Retry	IDRETRY
5	Ignore	IDIGNORE
6	Yes	IDYES
7	No	IDNO

Usage

The valid values for the *buttons*, *icon*, *default*, and *mode* elements listed in the preceding tables are defined as constants in the file LSCONST.LSS. If you want to use the constants instead of numbers, include this file in your script.

The Lotus product where you are running LotusScript may allow longer strings than described above for *message* and *boxTitle*. LotusScript will support longer strings for these items if the Lotus product does, up to 16000 characters.

Use the newline character (create it with Chr(10)) to force line breaks in the message element. Or use vertical bars or braces to specify a multiline string. If you don't force line breaks, the text wraps automatically in the message box.

Information to Approach Users

> Installing to Folders other than the Default

If you install Lotus Approach 97 to a folder with a name that contains a hyphen (-), you will not be able to use the Uninstall program to remove this installation of Approach 97.

Information to Freelance Graphics Users

> Default Installation

The following 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.flt 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," uncheck and then select the checkbox at the top of each tab to select all the items in that tab.

> LotusScript Sample Files

The following are known issues with the Freelance LotusScript sample files:

- 1. In the book *Developing SmartSuite Applications Using LotusScript*, in the first paragraph of the section titled "Putting information in a table into an agenda format" (p. 9-25), the filename "DW09 S7X.LSS" should be "DW09 S7.LSS".
- 2. There is an extraneous character in the text of the sample script files DW09_S2.LSS (prompt for page title) & DW09_S3.LSS (prompt to print current page). The error the extraneous character generates shows up as "Illegal executable code in Declarations." These scripts won't run. If you remove this extraneous character, then the scripts will run as expected. Remove the character from the sample script files themselves, or from the Freelance Script Editor once you import the scripts.
- 3. In the sample script DW09_S4.LSS, after selecting the desired image, & clicking OK, the image is placed in the place of the button instead of the indicated placement block. It appears that the BrowseDiagrams & BrowseSymbols routines are not properly placing the selected image in the indicated block.
- 4. In the sample script DW09_S6.LSS, the script file contains 2 subs Main & TableInsert. The problem is that Main appears before TableInsert in the script file, & there's no prototype for TableInsert. So, when Main executes, it has no knowledge of this other sub. In the book *Developing SmartSuite Applications Using LotusScript* (Chapter 9), the section titled "Converting text to table entries" (p.9-21) has a paragraph stating that the script can be run this way because it contains a sub Main. The script file should be changed to move Main to the end of the file.

> 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 install Freelance Graphics 97 to a different directory 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 automatically 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).

Information to Organizer Users

> Installing the Almanac and Tour

The Organizer default install does not include the Almanac or Tour. If you would like to have access to the Almanac or see the guided overview Tour, you need to customize the install. Or you could do the default install initially, then add the Tour and Almanac at a later time.

> Protecting Files with a Password

You can set passwords on your Organizer 97 files so that others can view or change your schedule, names and addresses, and other information. When your files are password-protected, SmartCenter 97 prompts you for the password when you first open the calendar and address drawers, and when you change or add information.

In Organizer, you can set three types of access for a file: Owner, Assistant, and Reader. Assign a certain password to a particular access right. For example, if you use "carrots" as a Reader password, give this password to users you want to have Reader access to your file.

If you mistype your password, SmartCenter 97 displays a blank copy of your calendar or address drawer. To restore these drawers, simply close and then reopen the drawer.

You may want to turn off the password protection for your local copy of your calendar and addresses, so that you are not prompted for a password each time you change information.

Information to ScreenCam Users

> Embedding ScreenCam Movies into other SmartSuite Products

You currently cannot embed ScreenCam movies into a Lotus 1-2-3(R) Release 5.01 spreadsheet.

If you embed a ScreenCam movie into a Notes database form by creating the object from a file, or by pasting the object from the clipboard, you must then open and update the object for Notes Field Exchange (Notes /FX) to function. Field exchange occurs automatically if you embed a movie by first creating a new object and recording the movie.

> Playing movies under Windows NT

Technical constraints have increased the size of the ScreenCam player required to play movies under Windows NT, making it necessary to provide the Windows NT player separately. To use the Windows NT player, from the Windows Explorer, double-click SCPLAYNT.EXE to open the Windows NT player and play a movie.

Under Windows NT you can play movies, but you cannot record movies. (You can record and play under Windows 95.)

> Displaying ScreenCam Movies

The ScreenCam movies provided with SmartSuite 97 may not display properly if you are using large fonts. To view the movies correctly, choose Display Properties - Settings - Font size and select Small fonts.

Information to SmartCenter Users

> Default Install

If you do a default install, the Dictionary files and the SmartSuite Guided Tour remain on the CD. To use the Dictionary Folder or run the Tour, you will need to keep the CD Rom in the drive.

> Minimum or Customized Installs

If you did a minimum or customized install of SmartCenter and deselected the Help file, you will see the following error messages:

"Cannot find or load the file lthlpn31.dll. This file should be copied to C:\WINDOWS\SYSTEM or a directory in your PATH."

...and then "An error exists in this Help file. Contact your application vendor for an updated Help file (1024)."

When you click past these error messages, the Help topic "Team Mail dialog box: Basics Panel" displays, but you cannot navigate into other areas of the Team Mail Help file.

In addition to the error messages described above, when you click Help anywhere from within SmartCenter, the following error message displays:

"Cannot find the sc1n97EN.hlp file. Do you want to try and find this file yourself?"

and you can choose Yes or No. Clicking Yes displays the Open File dialog box, but because the file doesn't exist you will not be able to find it. If you then click Cancel or Open, or if you clicked No on the previous dialog box, the following error message displays:

"Cannot find the sc1n97EN.hlp Help file. Check to see that the file exists on your disk. If it doesn't, you need to reinstall it."

To avoid these error messages, you can reinstall SmartCenter by choosing a customized install, and selecting "Help and Samples." (You do not need to select the online Help, tours, or SuiteMasters.)

Information to Word Pro Users

> To Install over Ami Pro

By default, Word Pro 97 is installed into a LOTUS\WORDPRO folder. It will not overwrite any Ami Pro program files. To make editing of your existing Ami Pro files easier, copy all the style sheets in

your \AMIPRO\STYLES folder to the LOTUS\SMASTERS\WORDPRO folder once you complete the installation.

> To Install over Word Pro

If you have a copy of Word Pro for Windows 3.1 on your system, Install asks whether you want to remove the previous release. If you choose to remove it, Install asks if you want it to create a backup copy of your SmartMaster sets and if you want the files in the WORK folder of the previous release moved to the WORK folder for the new release.

Cross-Application Information

> Using OLE Services

Word Pro 97 OLE services may have been disabled during installation if 8MB of RAM or less were available. If so, you cannot use OLE drag & drop, copy the OLE formats of data to the Clipboard from Word Pro 97, or embed or link from another application to a Word Pro 97 object via the Clipboard. To enable Word Pro 97 OLE, select File - User Setup - Word Pro Preferences and deselect "OLE Unless Required" from the Disable box on the General tab.

> OLE Automation

Approach 97, Freelance Graphics 97,1-2-3, Word Pro 97, and Organizer support OLE Automation. Refer to the LotusScript IDE Help for more information about OLE Automation.

Known Issues

> Launching PRZ file from cc:Mail

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 extention to the WIN.INI file to allow you to launch presentations from cc:Mail.

> Embedding 1-2-3 Workbooks in Microsoft Word 97

Embedding 1-2-3 workbooks in Microsoft Word 97 will cause unpredictable results.

> JPEG Import Filters

Although the Freelance Graphics online Help lists the .JPG import file type under types of files supported, a JPEG filter is not currently shipping with Freelance Graphics 97.

> ODMA

If you are using an ODMA server application, the Save As feature in Freelance only saves into ODMA in the PRZ format. To save other files types into 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.

> Opening Windows 3.x Files

If you open a Windows 3.1 application immediately after you install SmartSuite 97, an error message may appear when you choose either File - Open or File - Save, saying that the selected drive cannot be accessed. To make this drive accessible, follow these steps:

- 1. Click Cancel until all dialog boxes are closed.
- 2. Minimize the application.
- 3. Choose Start Accessories Notepad.
- 4. Switch back to the application.
- 5. Choose File Open or File Save.

> Organizer 2.1 and SmartCenter 97

If you ran a Node Install for Organizer 2.1 and then install SmartCenter 97, the Address and Calendar drawers may not be able to detect your Organizer files. Ask your Network Administrator to copy the following files from the local SmartCenter folder to the Organizer folder on the network file server.

- * ORG16.DLL
- * ORG32.DLL
- * ORGAPI.DLL

You will also need to convert your OR2 files to OR3 format in Organizer 97 before SmartCenter can read them into the Calendar and Address folders.

> 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.

> Screen Display of Online Help

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.

> SuiteMasters

There are three known problems that may occur when working with SuiteMasters:

- 1. If you have multiple documents open and switch back and forth between them, the SuiteMaster menu and custom icons can become out of sync. If your menu and icons do become out of sync, you can do one of two things:
- (a.) Save the file, close it, and re-open it. (The SuiteMaster menu and custom icons should be restored.)
- (b.) Right-click anywhere on the icon bar and choose SuiteMasters. (The SmartIcon bar should be restored.
- 2. If you launch an OLE division (for example, the associated Freelance Presentation or a 1-2-3 appendix) from a SuiteMaster, leave the OLE division open, and then close down Word Pro by clicking the Close icons in the uppermost right or left corners of the Word Pro window, Word Pro crashes. To prevent the crash, close all OLE divisions before closing Word Pro.
- 3. The SuiteMaster Print menu does not have an option to print the Help or About topic. If you want to print these topics, display the appropriate page and print that division by choosing File Print Current Division from the Word Pro menu.

> Turning off Virtual Memory

If you turn off Virtual Memory (to increase speed), you may encounter the following:

- * on a 20MB machine, Word Pro does not launch (the other Suite applications launch successfully)
- * on a 32MB machine, you can only load one application at a time (12MB is the minimum RAM requirement for running two Suite application simultaneously)

You need at least 40MB to run multiple Suite applications with Virtual Memory turned off.

> Using the TCP Network Driver

If TCP is set as a port for Lotus Notes Release 3.x, the SmartSuite application may crash when you attach a file from Approach 97, Word Pro 97, or Freelance Graphics 97 to mail. To prevent the application from crashing, disable the TCP port in Notes.

> Using Internet Files

The .URL files shipped with SmartSuite 97 should work with any Web browser. If you encounter any problems, contact your Internet vendor.

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

If you use TeamMail to send all or part of the current Freelance presentation as an attachment, and select "Include self-extracting player," 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.

Miscellaneous

> Developing SmartSuite Applications Using LotusScript

In the Top Tasks section of Chapter 7, Using LotusScript in 1-2-3, the sample scripts for three of the tasks contain errors. Note, however, that the sample files for these tasks contain the corrected scripts. Refer to the sample files, not to the book, when when you want to read these scripts:

TaskSample FileSaving and restoring a viewDW07_S3.123Creating a cross-tabulation reportDW07_S6.123Making global changes to a rangeDW07_S8.123

>> LotusScript 3.0 User Assistance

For detailed information on the LotusScript 3.0 language and programming environment, see the following documentation:

- * LotusScript Language Help (available from the Help menu in Word Pro 97, Approach 97, 1-2-3 97, and Freelance Graphics 97)
- * LotusScript IDE Help (available from the IDE Help menu in Word Pro 97, Approach 97, 1-2-3 97, and Freelance Graphics 97)
- * LotusScript Programmer's Guide (return the coupon found in the SmartSuite 97 package to receive this document)

Note: These files are available in a separate install program on the CD. If you need 3.5" disks they can be ordered through Customer Service.

You can refer to Developing SmartSuite Applications Using LotusScript for information about how to use LotusScript« to develop applications in the following Lotus« products:

- * Lotus 1-2-3« 97 Edition for Windows« 95 and Windows NTÖ 4.0
- * Lotus Approach« 97 Edition for Windows 95 and Windows NT 4.0
- * Lotus Freelance Graphics« 97 Edition for Windows 95 and Windows NT 4.0
- * Lotus Word Pro« 97 Edition for Windows 95 and Windows NT 4.0
- * Lotus Notes«

Note: You can also refer to the LotusScript Home page (http://www.lotus.com/smartsuite/sslotusscript.htm).

>> Integrated Development Environment (IDE)

Whenever you make substantial changes to your script in the IDE, such as adding many lines of code or correcting errors, be sure to press F2 to recompile the script; this ensures that you are seeing the most recent set of error messages.

When writing scripts in the IDE, you may encounter the following limitations:

- * The IDE browser may crash when you are expanding a method belonging to a class that is defined in an LSX containing a lengthy argument list.
- * The Inspector doesn't display properties for native classes.
- * While debugging a script, you cannot step into a class destructor, an %INCLUDEd file, or a USEd module.
- * The Undo command is disabled when you navigate to another section of your script.
- * When you import a procedure, comments appearing before that procedure are moved to the declarations section. To ensure that the comments remain with the procedure, relocate them within the procedure's definition before importing the procedure into the IDE.
- * If you change a class to a property, the associated methods become module-level procedures.
- * Directives are not evaluated until you compile your script.
- * The Inspector does not display complete information about Variants containing OLE objects.
- * If you use a ReDim statement within a loop, the Debugger may generate an error when you step to that statement, even though the code runs correctly outside of the Debugger.

>> LotusScript Language

You may encounter the following limitations while programming in the LotusScript language:

- * If a run-time error occurs within a class constructor's parameter expression, the class constructor halts execution. After the error occurs, the object is deleted, and LotusScript will attempt to execute the class destructor. This may cause another run-time error if the destructor relied on the action of the constructor.
- * Circular structures are not properly destroyed by LotusScript, and the memory for those structures is not released until you end the session.
- * Errors occurring within a class destructor must be handled within that procedure; error-handling routines outside of the destructor cannot trap errors occurring within the destructor.
- * Converting between decimal numbers and strings. For converting between decimal numbers and strings, the conversion functions CDbl and CStr should be used in favor of Val and Str. CDbl and CStr honor the Windows setting for the decimal symbol, while Val and Str do not.

For example, if the decimal symbol is comma (,), the number one-and-five-tenths is represented as the string "1,5". The code shows how to convert this string to its numeric form:

```
Dim x As Double x = CDbl("1,5")
```

X now contains the decimal value of one-and-five-tenths. The CStr function is used to convert it to a string containing the regional digit separator:

```
Dim y As String
Dim y As Double
x = 1.5
y = CStr(X)
```

results in y containing the string "1,5" (again assuming the specified decimal symbol is the comma).

Note: Although CDbl will always work, you may want to use CSng or CCur instead, depending on the desired data type of the result, or the magnitude of the number being converted. This is especially important for international users.

* The UBound function sometimes returns incorrect data when used with a dynamic array that is passed as an argument to a procedure.

>> Win16/Win32 Differences

- * On Win32, ChDir "C:" and ChDir " " do nothing; on Win16 they generate the error "Path not found."
- * On Win32, you can use Name to rename a file using the same name (Name myFile As myFile); on Win16 this generates the error "Permission denied."
- * On Win32, ChDrive "A:" with no disk in the drive generates the error "Device unavailable"; on Win 16, it does nothing.

> Extra Content on the CD

Information in this section applies only if you are installing SmartSuite 97 from a CD-ROM.

>> Additional LotusScript Help Files for Word Pro 97

If you received your copy of SmartSuite 97 on CD-ROM, Word Pro 97 specific LotusScript Help was included but was not automatically installed. For more information about accessing these files, refer to the Word Pro 97 README file.

>> The Approach 97 ZIP Code Database

If you installed Approach 97, you can access a ZIP code database from the CD-ROM version of SmartSuite 97. When you start Approach, click "Browse for more files..." and choose the SmartSuite 97 CD-ROM. Then, change to the EXTRA\DBASES folder and open the ZIP.APR file. If you want to copy this file to your hard drive, choose File - Save As.

The ZIP code database supplies the appropriate ZIP code when you enter a city, county, or state. You could also enter the ZIP code to find the corresponding city, county, or state. When you join this database to a customer, contact, order, or other database, you will have a powerful tool for creating mass mailings, tracking product sales by ZIP code, and more.

This SmartMaster includes one report organized by city, and another report organized by ZIP code.

>> The Approach Web Browser

If you install Approach 97 from a CD-ROM, you can access a World Wide Web browser in the form of an OLE Automation Custom Control (OCX). You can embed the Approach Webster OCX into an Approach form or use it with another application.

The Webster OCX is included in the Surf the Net SmartMaster (SURFNET.MPR) as an alternative to your current browser. This SmartMaster, installed as part of the default Approach installation, helps you find specific Web sites on the World Wide Web by providing views by category, keyword, and location. You can connect to a Web site using any browser, including the Webster OCX browser. This allows you to browse the Web without leaving Approach 97.

You can install this OCX directly from the Approach SmartMaster Setup screen, or by running SETUP.EXE from the CD. When you select the Surf the Net SmartMaster from the New Database dialog box, the SURFNET.APR file is created in the \WORK\APPROACH\ folder on your system.

To create the SmartMaster and install the Webster OCX, follow these steps:

- 1. Start Approach.
- 2. Click the "Create a new file using a SmartMaster" tab on the Welcome dialog box.
- 3. Select the "SURFNET.MPR" SmartMaster application.

- 4. Click OK.
- 5. Choose Setup on the Surf the Net main menu.
- 6. Click the button to install the Webster OCX and follow the instructions.

To install this OCX from the CD-ROM, follow these steps:

- 1. Double-click the My Computer icon on your Windows desktop.
- 2. Find \EXTRA\OCX\WEBSTER on the CD-ROM.
- 3. Double-click SETUP.EXE to begin installing the Webster OCX.

Once the installation is complete, see "Overview: OLE Custom Controls" in Approach Help for more information on how to use OCX controls within Approach.

The Surf the Net SmartMaster includes SURFNET.DBF, a database that contains all the information for approximately 500 World Wide Web sites. Because some Web sites may have changed or may no longer work, you should update the URLs in SURFNET.DBF accordingly.

>> Freelance SmartMasters

You can save up to 19MB of hard-disk space by accessing the SmartMaster looks, content topics, clip art, palettes, and diagrams directly from your CD-ROM. To do this:

1. Install Freelance Graphics 97, then delete all the SmartMaster looks, content topics, palettes, clip art, and diagram files

in C:\LOTUS\SMASTERS\FLG.

- 2. In Freelance Graphics 97, choose File User Setup Freelance Preferences.
- 3. In the Freelance Graphics Preferences dialog box, click File Locations.
- 4. In the File Locations dialog box, set the path under "SmartMaster looks, palettes, & clip art" to \LOTUS\SMASTERS\FLG on the CD-ROM.
- 5. Click OK to return to the Freelance Graphics Preferences dialog box.
- 6. Click OK.

>> Freelance Files in the Extra Directory

The Save and Go, Web Screen Show Player, and J-Empower Extension files found in the Extra directory are described in the Readme located in the appropriate path (see below) on the CD-ROM.

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

Save and Go \EXTRA\FLG\SAVENGO \EXTRA\FLG\PLUGIN

J-Empower Extension \EXTRA\JEMPOWER

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.