Word Pro 97

The best word processor for today's connected world.

Key features and benefits:

- **Personal Productivity.** Word Pro 97 has a range of formatting and online tools to help you complete work quickly and easily.

- **The Internet/Intranet at Work**. Now you can connect directly to the Internet and create and publish HTML documents without ever leaving Word Pro.

- **Getting Connected**. Word Pro 97 makes it easier for you to share work with others, via LANs, WANs, e-mail, groupware, and the Internet.

- **Data Access.** Incorporate data from 1-2-3, open and save to Lotus Notes and import/merge with Organizer 97 data.

- **Customization.** Tailor Word Pro for the way you work. Create custom dialog boxes with the new LotusScript Dialog Editor, integrate Lotus components, capitalize on OLE2 Support.

No other word processor lets you find, share and publish information the way Word Pro 97 does.

Finally, there is a word processor that is perfectly tailored to today's connected world. Word Pro 97 combines dramatic improvements in performance with truly amazing Team Computing and Internet connection capabilities, and you'll appreciate having so many customization options to create specific business solutions every day.

Whether you're working with people within your company or communicating with colleagues on the other side of the world, Word Pro 97 is your key to success.

Increasing your productivity and connecting you with the world, that's the idea behind Word Pro 97.

The time has come to move from traditional productivity tools into today's connected work world. Word Pro 97 is here to help you make the transition quickly and easily. With dramatic improvements in performance, as well as all the tools you need to take advantage of the latest technologies such as the Internet, Word Pro 97 redefines productivity. For you, your work team, and the rest of the world.

You're connected to a more productive world.

"Faster" is the key word with Word Pro 97. Because big improvements made in program performance help you fly through your work. And a wide range of formatting and help tools make it very simple to accomplish any word processing task with ease.

SmartFormatting gives you desktop publishing capabilities: new ways to print booklets, link frames, insert symbols and create watermarks. SmartControls, such as Divider Tabs, Page Gauge and special

document views let you quickly organize and navigate through documents. For new users, Word Pro SwitchKits show you how to complete tasks in Word Pro 97 based on your knowledge of other word processing packages.

You're connected to a world that works together.

Word Pro 97 helps you capitalize on constantly improving team computing technology. Now you can easily work with others in remote locations via LANs, WANs, the Internet or your intranet.

TeamReview is an online process that automates collaboration by replacing manual reviewing and editing. Any number of reviewers use simple mark-up tools to edit or make suggestions electronically. It's easy. It eliminates paper. And it prevents confusion.

TeamConsolidate lets authors incorporate reviewers suggestions into a single document. Imagine how this will shorten your editing process. With Word Pro 97, the world is working together — and working smarter every day.

You're connected to a new world.

Word Pro 97 connects you directly to the Internet. Everything is built in, including all the tools and templates you need to create and publish documents, plus HTML and Java support. Create web documents in a fully WYSIWYG view, without writing a single line of code.

Now you can open and save HTML documents from Web sites without leaving Word Pro 97. You can create, edit and manage links. View and manage URLs, and preview your document in any Web browser, even before you publish it. In addition, HTML filter enhancements now let you create and edit HTML documents, including HTML 2.0 and 3.0 documents, tables, graphics and wallpaper.

New Home Page SmartMaster templates let you design Web pages with your choice of native HTML designs, fonts, graphics, wallpaper and color. Word Pro's Internet SmartIcon Palette gives you direct access to the Lotus Home Page and Customer Support Page. Plus, you can perform a Web search on any word in a document by simply clicking the "Perform Web Search" icon.

Your new world gives you access to information from just about anywhere. Word Pro is the only word processor that lets you import and merge Organizer 97 data into your document. If you're a Lotus Notes user, you can open Notes attachments directly from Word Pro 97. Use Notes as a document manager, and combine its security and replication features with the rich document creation capabilities in Word Pro 97.

Features Overview

Smart Word Processing.

- **SmartMaster Sets.** Pre-formatted templates for professional-looking memos, letters, newsletters, labels and more! Just enter text into the "click here" blocks. Preview before you choose.
- **SmartControls.** Integrated features that make it easy to manage long documents, including:
  - **Divider Tabs.** Organize lengthy documents into discrete, manageable sections.
  - **Page Sorter.** Displays all pages as editable thumbnails.
  - **Page Gauge.** Shows you precisely where you are while scrolling through a long document.
  - **Special Document Views.** View different parts of a document at one time or select multiple views.
- **Lotus InfoBox.** Provides all the tools needed for formatting, and all changes are displayed in the document as they're made.

- **Task Sensitive Interface.** Lotus SmartSense technology provides the tools you need exactly when you need them.
- **Spell Check.** Misspelled words are highlighted all at once and as you type.
- **SmartCorrect.** Automatically cleans up common formatting errors or inconsistencies.
- **SmartFill**. Automatically adds sequences of data in a column.
- **Parallel Columns**. Create parallel columns to organize and display information.
- **Automatic Table Formatting.** Format text or numbers in cells. Use basic math formulas.
- **Cycle Keys.** Quickly cycle through attributes such as bold, italic, font size or alignment using the keyboard or SmartIcons.
- **Graphics Compatibility.** Import graphics files (TIFF, CGM, PCX, HPGL, AutoCAD, EPS, WMF, PIC, Freelance, DrawPerfect, BMP and clipboard). Edit imported Freelance, PIC, DrawPerfect and Windows Metafile graphics. Includes clip art symbols.
- **Graphics Power.** Built-in freehand drawing tools for in-context creation and editing of graphics.

Connecting the World.
- **Automatic HTML.** Directly import, edit, and save HTML files. File-Open and File-Save directly to Internet servers.
- **Word Pro Web Page Publisher.** Automates the creation of Web pages. Even include URL links.
- **Web Page SmartMaster Sets.** Templates for creating personal and business Web pages. Includes graphics, tables, and wallpaper.
- **Word Pro Internet SmartIcon Palette.** Links you to helpful Lotus Web sites. Perform a Web search on any word in your document.

The Team Word Processor.
- **TeamConsolidate**. View edits from many team members onscreen simultaneously and quickly consolidate them into a single document.
- **TeamReview.** Set editing rights for the entire team or each individual. Control the "Who," "What," and "How" of document distribution.
- **Document Versioning.** Keep track of multiple versions of a document. All versions are stored in a single file to conserve hard drive space.
- **Mark-up tools.** Comment Notes, or "electronic sticky notes" let you provide feedback on a document without affecting its text. Use the highlighting pen to draw attention to specific parts of the document.
- **TeamMail**. Built-in, single-click access to Lotus Notes, cc:Mail, or other VIM- or MAPI-compatible electronic mail.

Easy to Learn and Use With SmartAssistance.
- **Fast Format.** Copy and "paint" text formats on the screen.
- **Interactive Status Bar.** Enables onscreen font, size and style selection.
- **Ask the Expert.** Personalized Help. Ask your question in your own words and receive step-by-step instructions.
- **Lotus Assistants.** Step-by-step instructions for complex tasks such as Mail Merge, TeamReview, and Index.

Integration and Communication.

- ◆ **Lotus SmartSuite.** Integrated with Lotus 1-2-3 and Lotus SmartSuite — the complete desktop solution.

- ◆ **Conversion Filters**. Read/write WordPerfect, Microsoft Word, and DCA/RFT files. No rekeying or reformatting.

- ◆ **Full OLE 2.0 Support in Windows Versions.** Easily drag and drop information across Lotus products and access shared files on a network.

- ◆ **LotusScript.** Common across all Lotus products, LotusScript lets you automate and customize Lotus Word Pro 97 for specific business solutions.

- ◆ **Lotus Notes.** Windows versions support NotesFlow as a centralized location for developing Lotus Notes and Lotus Word Pro 97 menus as well as supporting Notes/FX to facilitate the sharing of data between the two applications.

System Requirements

IBM-compatible 80486-based PCs or higher, VGA or higher graphics card. 8MB of RAM minimum (12MB recommended). A mouse is highly recommended. Windows 3.1 version requires DOS 3.0 or higher and Windows 3.1. 35MB hard drive space. Windows 95 version requires Windows 95. 45MB hard drive space.

explore lotus on the web
www.lotus.com/smartsuite

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