


Overview Guide

Lotus®

WordPro⁹⁷ EDITION

Table of Contents

	Introducing Word Pro 97	Page 1
	Productivity: Getting Work Done Quickly and Easily	2
New!	Performance and Reliability	2
	User Interface Enhancements	2
New!	User Interface Enhancements Across the Entire Application	2
	The Lotus InfoBox	2
	The Task Sensitive User Interface 	3
	SmartFormatting	4
New!	Watermarks	4
New!	Drop Caps	4
New!	Booklet Printing	4
New!	Frame Linking	5
	SmartCorrect	5
	Format Check	6
	Spell Check	6
	SmartControls	7
	Divider Tabs	7
	Page Sorter	7
	Page Gauge	7
	Special Document Views	8
	CycleKeys	8
	User Assistance	8
New!	Word Processing SwitchKits	9
	Ask the Expert	10
	Online Help	11
	Guided Tours and Quick Demos	11
	Lotus Assistants	11
	Working Together with Windows 95 and NT	11
	The Internet/Intranet at Work	12
New!	Web Page Publisher	12
New!	Internet SmartIcon Palette	13
New!	HTML Filter Enhancements	14
New!	Open & Save to the Internet	14
New!	Home Page SmartMasters	15
New!	Embed Java Applications	16

	Staying Connected: Collaboration Made Easy	17
	TeamReview	18
	TeamConsolidate	19
	Document Versioning	20
	Team Editing Tools	21
	Multi-Editor Revision Marking	21
	Comment Notes	21
	The Highlighter	21
	Information You Need: Anytime, Anywhere	22
New!	1-2-3 97 Filter	22
New!	Import/Merge with Organizer 97 Data	22
	Word Processing Coexistence and Conversion	23
New!	Open & Save to Lotus Notes	23
	Customization: Working the Way You Want and Creating Custom Solutions	24
	LotusScript	24
New!	LotusScript Editor	25
New!	LotusScript Dialog Editor	26
New!	Integration of Lotus Components	26
	Support for OLE 2	27
	NotesFlow	27
	Notes/FX 2.0	28
	System Requirements	29
	Hardware	29
	Operating System	29
	Memory	29
	Disk Space	29

Introducing Word Pro 97

The Best Word Processor for Today's Connected World.

Powerful business and technological shifts over the last several years have people working in ways they may have never before thought possible. Trends such as increased global competition and corporate downsizing have users relying more heavily than ever on electronic tools and distribution methods to help them work smarter and faster. The growing emphasis on teamwork means users need new ways to share knowledge and expertise with colleagues. And revolutionary changes brought about by the Internet and intranets have given users potential access to people and vast stores of information — anytime, anywhere.

Keeping pace with these trends, and anticipating further changes in the way people work, Lotus® delivers Word Pro® 97. This overview guide is organized to highlight Word Pro 97 functionality and benefits within five key areas:

Productivity: Getting Work Done Quickly and Easily

Productivity enhancements include a range of formatting and online Help tools to let users accomplish tasks efficiently and quickly. Word Pro 97 uses fewer system resources and performs significantly better than previous versions.

The Internet/Intranet at Work

This new version of Word Pro lets users exploit the Internet/intranets directly from within the product. Users can create Internet documents without knowing HTML, then publish them to the Internet/intranet. These documents can contain URLs, graphics, tables, wallpaper — even Java applications.

Staying Connected: Collaboration Made Easy

Word Pro 97 provides unmatched capabilities for working with groups of people inside a company, or around the world. Anyone connected via the Internet/intranet, LANs, WANs, e-mail, and of course, Lotus Notes®, can share ideas and documents efficiently and effectively.

Information You Need: Anytime, Anywhere

With Word Pro 97, users get fast, easy access to information wherever it resides — in other PC applications, in the corporate database, or on the Internet/intranet.

Customization: Working the Way You Want and Creating Custom Solutions

Word Pro 97 provides rich tools that make it easy for users and IS groups to personalize the product for the way they like to work, and lets developers build robust applications.

Productivity: Getting Work Done Quickly and Easily

Whatever the task, users' top requirements are for easy-to-use tools that help them get the job done fast. Today's businesspeople demand a word processor that:

- ✧ contains all the features they need to accomplish everyday tasks with little effort,
- ✧ lets them create great-looking documents automatically,
- ✧ provides tools for working with documents in an organized way, and
- ✧ helps them through challenging tasks with a minimum of frustration.

With these user requirements at the fore, plus more than 15 years experience designing and producing best-of-breed desktop productivity applications (including the first word processor for Windows), Lotus delivers Word Pro 97.

Performance and Reliability

The primary design goal for Word Pro 97 was improved overall performance. Lotus has dedicated hundreds of hours in development resources to this issue and has achieved:

- ✧ Dramatic improvements to both the speed and reliability of the application.
- ✧ Significant improvements to the program's stability.

User Interface Enhancements

Benefits:

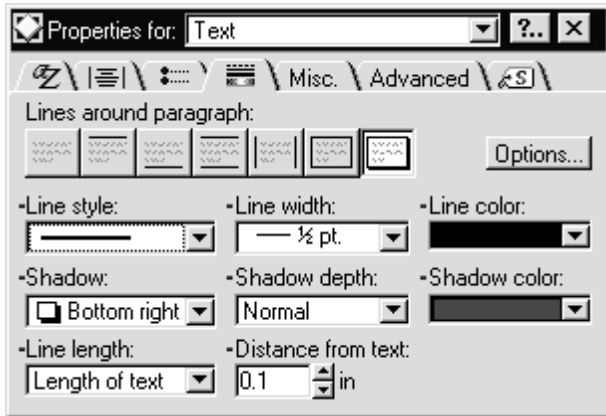
- Delivers improved speed and stability.
- Provides increased usability.

User Interface Enhancements Across the Entire Application are based on user interface innovations applauded in Word Pro 96. This new version offers a host of user interface enhancements, including:

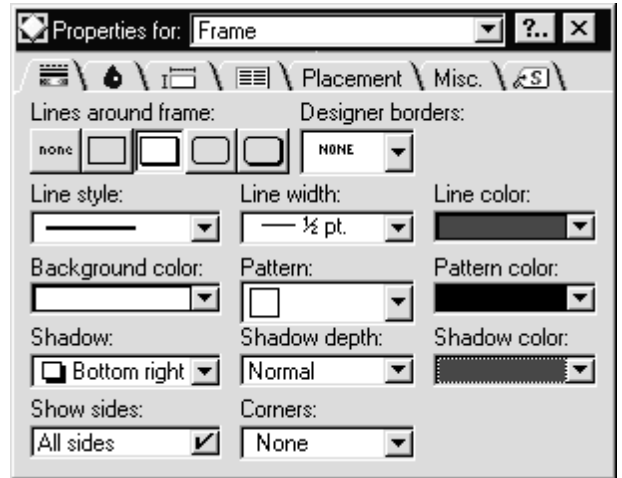
- ✧ Merge
- ✧ Smart Outlining and Multilevel Numbering
- ✧ Smart Bullets and Numbers

The Lotus InfoBox provides one-stop shopping for formatting any object within a document. All editing is “live,” so that formatting changes are displayed in the document as the user makes them. With the InfoBox, users don’t need to open and close multiple dialog boxes or dig through complex menus. InfoBox panels contain all the tools they need.

- ✧ The InfoBox displays attributes of a document component, such as text, frame, and table. The InfoBox is like a “Reveal Codes” box for the document.
- ✧ InfoBox is consistent across all Lotus SmartSuite® 97 applications.
- ✧ Steps for formatting one component are the same as for other components. For example, the steps for placing a line around text are the same as those for placing a line around a frame.



Word Pro's Text InfoBox



Word Pro's Frame InfoBox

Use the InfoBox to change object attributes quickly and efficiently.

The Task Sensitive User Interface anticipates a user's need and provides all the necessary tools, while eliminating screen clutter or confusion.

- ✧ For example, when a user is creating or editing a frame, Word Pro automatically provides all of the appropriate frame editing tools. This includes the Frame menu, Frame SmartIcons®, and Frame right mouse menu. Once the frame editing is complete and the user clicks outside the frame, the frame tools are removed.
- ✧ The Task Sensitive User Interface is consistently implemented across all Lotus SmartSuite 97 applications.

SmartFormatting

Lotus Word Pro 97 now offers expanded desktop publishing features, including powerful new tools that make it easier than ever to create great-looking documents.

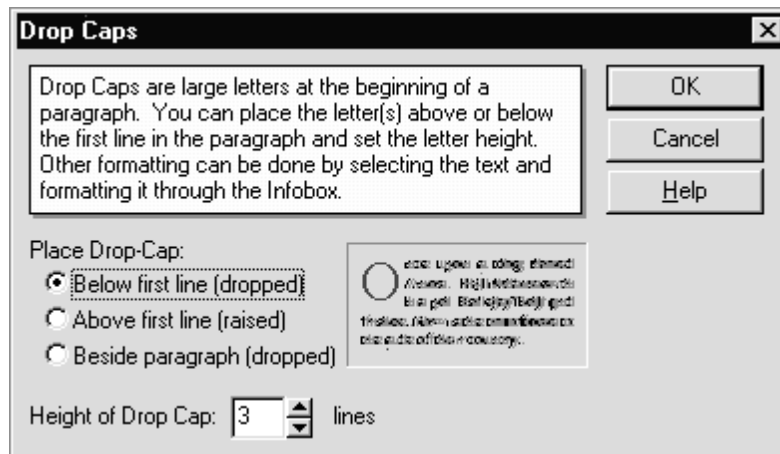
Benefits:

- Brings desktop publishing features to a word processor.
- Gives users true WYSIWYG editing and formatting.
- Eliminates the need for third-party tools.

Watermarks place text or graphics “behind” regular text. For example, a user might add the word “Confidential” or “Draft” to a document to indicate its status. Watermarks can be placed inside any object — as the background for a page, header, footer, frame, table cell, or parallel column.

Easily add text or graphics as a watermark in a document.

Drop Caps enable users to create enlarged characters for a special storybook effect.

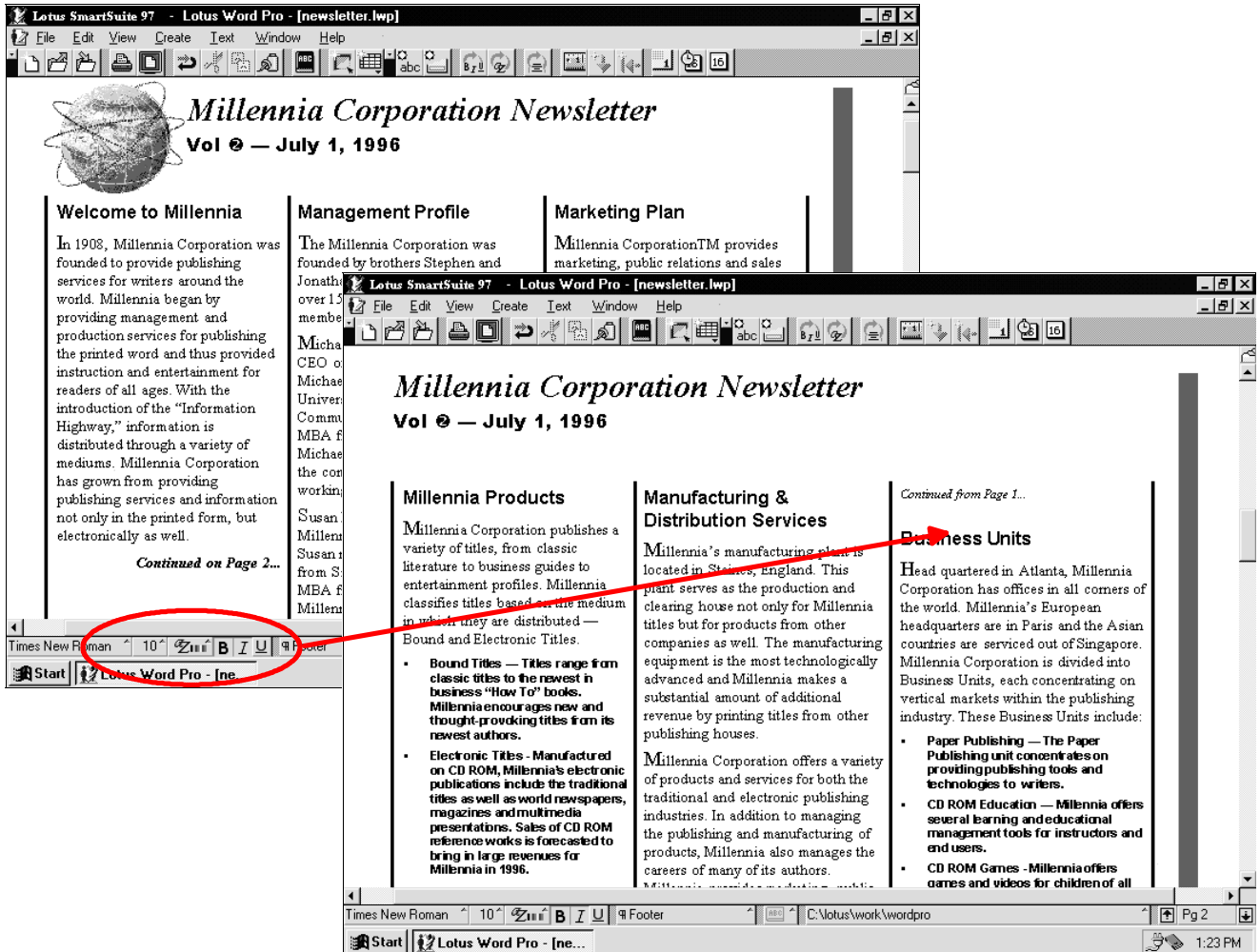


Users can add and edit Drop Caps easily within Word Pro 97.

Booklet Printing lets users create a document that when printed and folded in half, becomes a booklet or leaflet. For easy booklet creation, Word Pro 97 includes a booklet SmartMaster®.

Frame Linking enables text to flow automatically from one frame to another.

- ✧ Frames can be linked within the same page, across pages, and across sections.
- ✧ Users can link existing frames or create a new frame for linking with another.



Linked frames make it easy for users to create text that automatically flows from one location to another.

SmartCorrect automatically corrects common typing mistakes as the user types. For example, SmartCorrect:

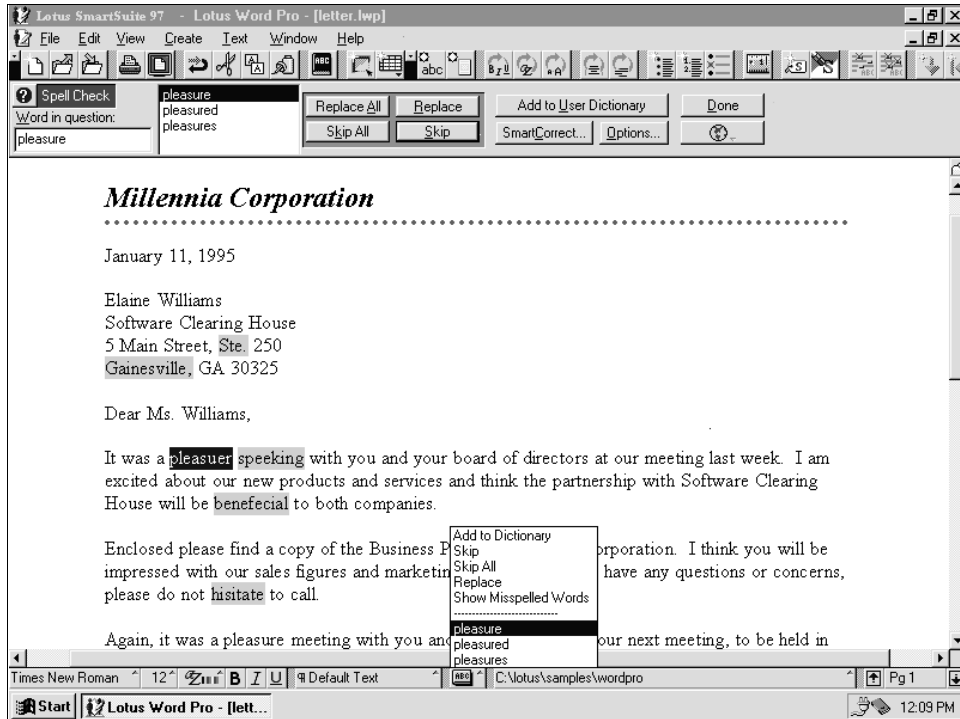
- ✧ Corrects mistyped words, i.e. corrects "teh" to "the."
- ✧ Replaces two consecutive capitals with a single initial capital, i.e. corrects "THE" to "The."
- ✧ Changes straight computer quotes (" ") to typographically correct quotes (" ").
- ✧ Expands abbreviations into full text, i.e. "LDC" expands to "Lotus Development Corporation."

Format Check automatically cleans up common formatting mistakes and inconsistencies in a document. For example, Format Check:

- ❖ Ensures consistent spacing between sentences and removes double spaces between words.
- ❖ Replaces dashes and asterisks used for bulleted lists with true bullets and sets proper indentation.
- ❖ Replaces characters such as “(r)” with correct symbol “®.”
- ❖ Can be applied as the document is imported from another word processor, so that the document is formatted properly from the start.

Spell Check provides the smartest, easiest way to simultaneously spell check and edit a document.

- ❖ All misspelled words in a document are highlighted at once for a quick visual review. The Spell Check Bar provides all the familiar spell check options while the user edits the document.
- ❖ The user can click into the document at any point to easily skip words such as proper names, addresses, and chemical names.
- ❖ Users have an option to automatically highlight misspelled words as the user types.
- ❖ User can spell check a document using multiple language dictionaries simultaneously.



Spell Check enables users to edit and format a document while simultaneously correcting spelling errors.

SmartControls

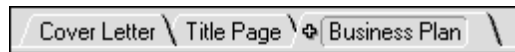
SmartControls enable Word Pro users to easily organize, view, and navigate through their documents.

Benefits:

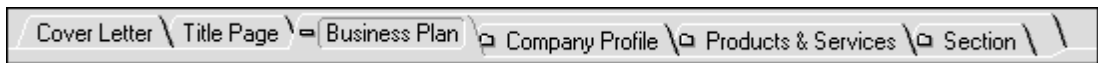
- Lets users quickly and easily organize and rearrange information in long documents.
- Makes it easy to quickly add/remove pages.
- Facilitates navigation to a specific location in a document.
- Delivers formatting and editing tools as the user needs them, saving time.
- Frees users to concentrate on the content of the document, rather than punctuation and formatting.

Divider Tabs, similar to the Worksheet tabs in Lotus 1-2-3® for Windows, provide an easy way for users to organize and navigate long documents. Divider Tabs can correspond to parts of a document, such as a Table of Contents, Chapter 1, or Summary.

- ✧ Users simply drag and drop Divider Tabs to quickly and easily rearrange information.
- ✧ Users can link a Divider Tab to a SmartMaster, an external file, an OLE application, or a site on the Internet.
- ✧ Users can name and group Divider Tabs in order to easily expand or collapse parts of a document.



Divider Tabs can be used to organize a long document.



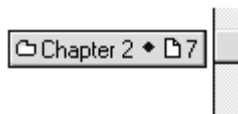
Expand Divider Tabs to view sections in a document.

Page Sorter displays all the pages in a document as editable thumbnails, making it easy to view and reorganize a document.

- ✧ Users can select one or more pages and drag it/them to a new location.
- ✧ Pages can be collapsed to show only parts of the document.
- ✧ Word Pro's Page Sorter is as easy-to-use as the Page Sorter in Freelance Graphics®.

Page Gauge provides a one-click method for navigating through a document.

- ✧ The page name, section, and page number are displayed as part of the scroll bar.



*Click on the Page Gauge to view the page name and number.
Dragging the Scroll Box moves the cursor to a particular page in a document.*

Special Document Views split the Word Pro screen, so that users can simultaneously display different views of a document.

- ✧ Users can select a Special View (DocSkimmer, PageWalker, Zoomer, or Panorama) or split the screen and manually set customized views.
- ✧ Users can drag and drop information between the views.

CycleKeys provide quick access to the most commonly used word processing tools, via the function keys.

- ✧ CycleKeys enable users to apply formatting by “cycling” through a predefined list of attributes, including text alignment, text size, font, bullet, and style. For example, the Alignment CycleKey (F6) cycles through the left, center, right, and full alignment settings.
- ✧ Users can customize any CycleKey with personal preferences.
- ✧ Each CycleKey has a corresponding SmartIcon for one-click access to the attributes.

User Assistance

SmartSuite provides assistance that goes well beyond traditional help screens and tips to deliver a range of useful options. From complete Windows-style Help with index to Ask the Expert and Product Tours, Word Pro provides answers. Users can also tap into a broad range of support, from SmartSuite Tech Notes to most frequently asked questions, by simply clicking on the Lotus Support Internet icon. Each option is tailored to ensure that users learn how to get the most out of SmartSuite.

Benefits:

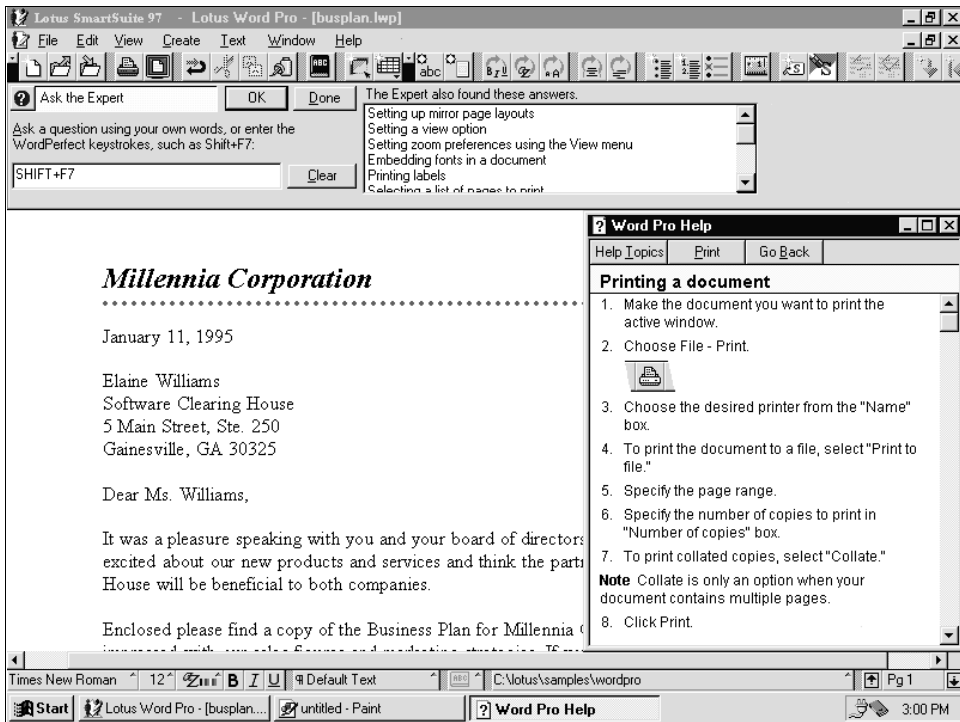
- Spares users from needing to know specific terminology or word processing tasks in order to quickly obtain help.
- Gives users access to Help from any place within Word Pro.
- Reduces training and learning time.

Word Processing SwitchKits teach users how to complete a task in Word Pro based on their knowledge of existing word processors. Users who know WordPerfect, Word, or Ami Pro keystrokes or menu items can utilize that knowledge to get help in Word Pro.

- ✧ For example, the user can type “Shift F7” from WordPerfect for DOS, and Word Pro knows that “Shift F7” represents the Print command in WordPerfect. A Help panel displays instructions for printing documents in Lotus Word Pro.
- ✧ A SwitchKit manual explains how to quickly convert files to Word Pro format, and offers users new ways to perform word processing tasks in Word Pro.

Benefits:

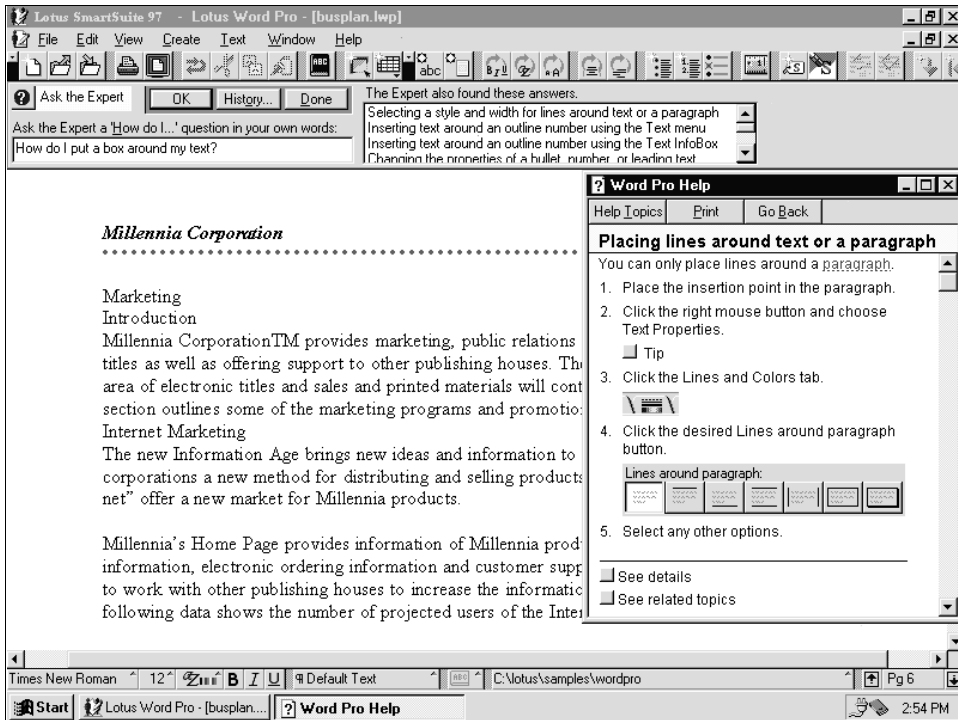
- Reduces the learning curve as a user makes the transition to Word Pro 97.
- SwitchKits are always available when the user needs help.



Leverage existing knowledge of other word processors to get Help in Word Pro.

Ask the Expert is a personalized way to get Help while using Word Pro. The user simply types in a question using his or her own words and terminology — not computer jargon. For example, a user might ask the Expert, “How do I put a box around my text?” The Expert responds with the Help steps the user needs to complete the task.

- ✧ The Expert recognizes over 1,500 word processing terms and their relationships to word processing tasks.
- ✧ The Expert provides quick access to the Word Pro Help system, even if the user is unfamiliar with Word Pro or word processing terms.



Ask the Expert a question about any task and Word Pro provides step-by-step instructions.

Online Help has been redesigned to provide information in an easier, more streamlined manner. Word Pro's Help is organized by task and provides clear, succinct steps rather than long descriptions.

- ✧ The Help panel remains on the screen as the user follows instructions.
- ✧ Help buttons are provided in every dialog box to lead the user directly to specific information.

Guided Tours and Quick Demos take users visually through the highlights of Word Pro features.

- ✧ Tours and demos can be run directly from the CD-ROM.
- ✧ Quick Demos show users how a feature works and are accessed from the Help cards.

Lotus Assistants provide step-by-step instructions for performing complex tasks. Assistants in Word Pro are designed to help users with tasks such as TeamReview™, TeamConsolidate™, Table of Contents, or Document Index.

Working Together with Windows 95 and NT

Lotus Word Pro takes full advantage of Windows 95 and Windows NT operating environments.

- ✧ Provides full 32-bit, multi-tasking and multi-threading.
- ✧ Lets users easily drag and drop information on the desktop.
- ✧ Users get support for long file names.
- ✧ Users can harness full OLE 2.0 client/server support, including drag and drop and automation.

Benefits:

- Provides consistent interface and functionality with operating environments.
- Delivers support for in-place editing of OLE objects.

The Internet/Intranet at Work

With the explosion of the Internet and the increasing use of intranets, today's businesspeople are communicating within and outside the organization in ways never before possible. To help users exploit the power of these new technologies, Word Pro 97 offers state-of-the-art tools for unprecedented Internet/intranet integration.

With Word Pro 97, users can use the Internet/intranet directly from within the product. They can:

- ✧ get quick access to information on the Web and FTP servers,
- ✧ create, publish, and manage HTML documents containing URLs, graphics, tables, wallpaper — even Java applications, and
- ✧ easily share information and files via the Internet/intranet.

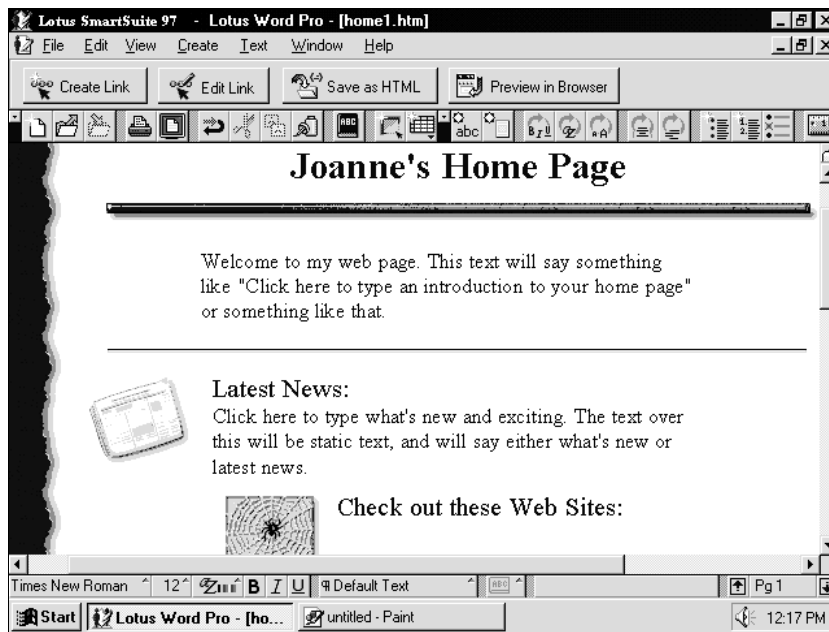
Web Page Publisher

The Web Page Publisher is an integral part of Word Pro 97, providing all the tools users need for creating, publishing, and managing Internet documents. It gives users access to all their familiar word processing tools when creating HTML documents, including Spell Check, Tables, and Styles. With the Web Page Publisher, users do not need to know HTML tags and code to create and edit documents in a fully WYSIWYG view. Word Pro automatically converts documents — even those imported from Word and WordPerfect — to HTML format for use on the Internet.

- ✧ Users can open and save HTML documents directly to and from FTP sites.
- ✧ Word Pro lets users create Internet documents with personal and business SmartMasters that contain URL links on text or graphics, tables, wallpaper, and form controls.
- ✧ Link Manager lets users easily view and manage their URLs.
- ✧ Internet Action Bar contains buttons for quickly creating and editing URLs, as well as previewing the Web Page in the user's browser.

Benefits:

- Enables users to create Internet documents without learning a separate application or HTML code, thanks to the powerful, WYSIWYG desktop publishing tools in Word Pro.
- Provides integrated access to information on the Web.
- Lets users collaborate on Internet documents using Word Pro's Team Computing features.



Tools to create, publish, and manage Internet documents are provided in Word Pro's Web Page Builder.

Internet SmartIcon Palette

The Internet SmartIcon palette provides users direct access to the Lotus Home Page, Lotus Customer Support Page, and Lotus FTP Server to help them quickly find the information they need. From within Word Pro, users can view the latest support information, scan Lotus' product offerings and download software updates directly from the Lotus FTP Server.

- ✧ Word Pro supports popular Web browsers, including Netscape, Microsoft Internet Explorer, GNNWorks, and the Lotus Notes Web Navigator.
- ✧ Full support for Proxy servers is provided.
- ✧ Users can create their own custom Internet SmartIcon palette.

Benefits:

- Gives Word Pro users easy access to Lotus product and support information from anywhere in the world — anytime — via the Internet.
- Quickly directs users to the information they need, saving them time spent searching on the Internet.
- Keeps connect costs down and reduces internal support costs as users find the support they need direct from Lotus.



Get quick, easy access to valuable Lotus information through the Internet SmartIcon Palette.

HTML Filter Enhancements

Lotus Word Pro's HTML filter supports creation and editing of HTML documents, as well as the conversion of existing word processing documents to the HTML file format.

- ✧ Users can convert existing word processing documents, including those created in Ami Pro, Word, and WordPerfect to Internet documents.
- ✧ Support is provided for Netscape 2.0 and 3.0 extensions, as well as others, including links, tables, background wallpaper (WYSIWYG), and forms.
- ✧ Graphics are converted automatically to JPEG and GIF formats.
- ✧ Creation of HTML forms is supported by OCXs.
- ✧ Embedded Java applets are supported.

Benefits:

- Lets users easily create Internet documents with paragraph formatting, tables, frames, and wallpaper in Word Pro. Users can also save documents as HTML, with formatting intact.
- Delivers quick and easy conversion of word processing documents to HTML.
- Supports industry standards, including Netscape and Java.

Open & Save to the Internet

Word Pro provides seamless access and sharing of documents via the Internet/intranet. Using the standard File/Open and File/Save dialogs in Word Pro, users have direct access to documents from the Web and FTP servers. For example, salespeople on the road can pull down the latest product specifications from their Word Pro documents, via the Web. Users can also easily post Word Pro documents to the company intranet.

- ✧ Users can open files on Web servers from within Word Pro.
- ✧ Users can save HTML documents directly to FTP servers from the Word Pro File/Save menu.
- ✧ Word Pro maintains a list of frequently-used FTP server addresses for easy access.
- ✧ A common dialog box for opening and saving files to the Internet is used across Lotus SmartSuite.

Benefits:

- Gives users single-point access for opening and saving all file types, including HTML documents, on the Internet.
- Saves time and effort; there is no need for users to leave Word Pro in order to open and save HTML documents.
- Lets users share documents with anyone, anywhere, via the Internet.

Home Page SmartMasters

Lotus Word Pro has special SmartMasters for creating personal and business intranet and Internet Web pages. SmartMasters are templates that help users quickly and easily create documents. SmartMasters set up the “look” of the document, including page design, fonts, graphics, wallpaper, and background color.

- ✧ Home Page SmartMasters provide the easiest way to create compelling, professional-looking Internet documents.
- ✧ Users can customize or create SmartMasters that generate forms, or create URL links to other Internet sites through Click Here Blocks.

Benefits:

- Provides users with a head start on creating great-looking Web pages.
- Allows users to easily customize SmartMasters by adding graphics, tables, fonts, and URLs without having to start from scratch.
- Provides consistency for the look and content of Web documents across an organization.

Department and Company Name
Names & Addresses

General Directory

Personnel Security Tech Support Payroll Manager

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	Name	Location	Telephone	E-mail
A	A...	Bldg. 1, Floor 2, Rm. 3	123-4567	my_name@crd.company.com
B	B...			
C	C...			
D	D...			
E	E...			
F	F...			

Create your own great-looking Internet documents with Word Pro Home Page SmartMasters.

Embed Java Applications

Word Pro is the only word processor that lets users embed Java applications in documents. Java is a specialized cross-platform programming language which is used mostly within Web pages.

✧ An embedded Java applet is a “live” program running within a Word Pro document.

Benefits:

- Lets users easily create Web home pages with embedded Java applets.
- Java applets can be used to “dress-up” Web pages with features like animation and real-time information updates.

Staying Connected: Collaboration Made Easy

Word Pro 97 offers innovative and timesaving ways to share ideas and work-in-progress with coworkers and business associates. This new way of working makes everyday group tasks, such as revising documents, simpler than ever.

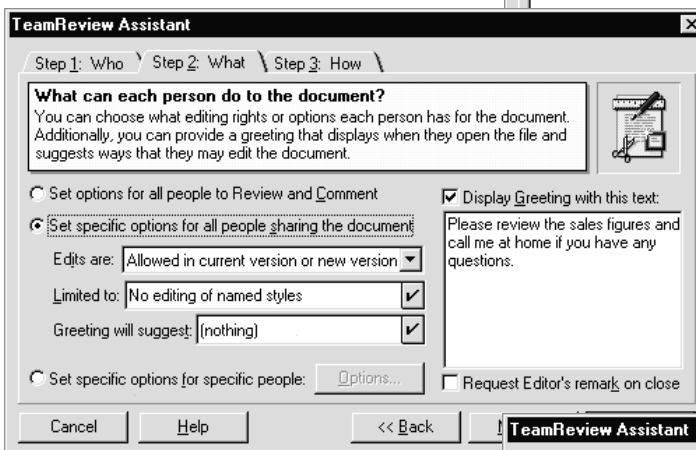
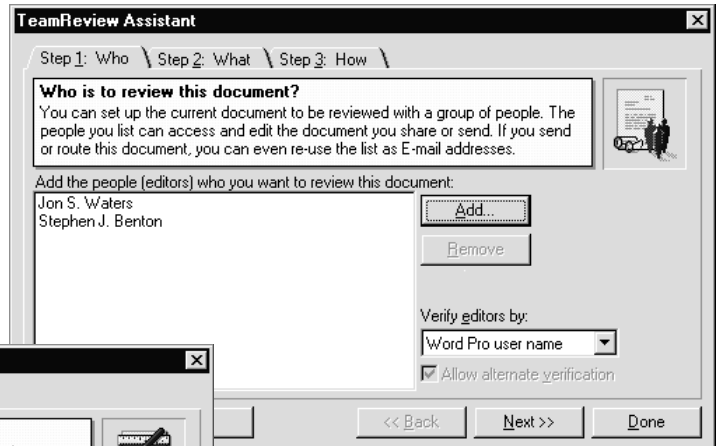
Word Pro provides users with a unique set of tools based on Lotus' powerful Team Computing technology. These tools allow for better one-to-one communication, more efficient collaboration among group members, and smoother management of the communication and collaboration processes. As with all SmartSuite 97 products, Word Pro's teamwork tools deliver:

- ✧ an electronic alternative to cumbersome manual processes,
- ✧ easy access to input from coworkers, regardless of their communications infrastructure: LAN, WAN, e-mail, Lotus Notes, the Internet/intranet, or even "sneaker net,"
- ✧ quick and intuitive techniques for retrieving and reusing the work of others, and
- ✧ new options for distribution of work for review, and subsequent consolidation of edits.

TeamReview

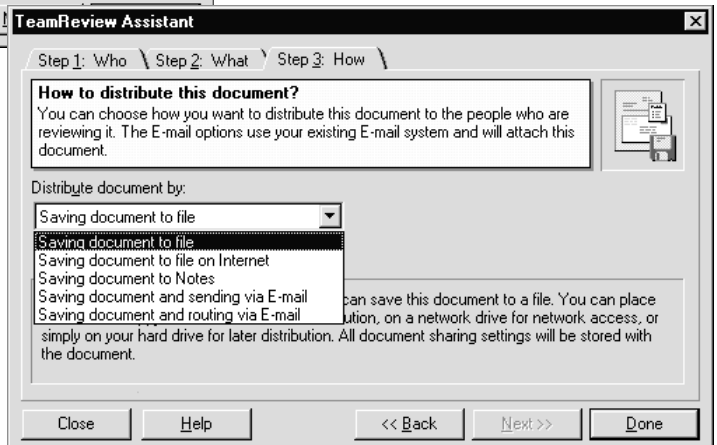
TeamReview provides a step-by-step guide for sharing a document — including the **Who, What and How** of collaborating on ideas and edits. TeamReview lets users:

- ✧ Determine **Who** can access the document.



- ✧ Quickly and easily decide **What** teams or individuals can do to the document. (For example, the author might specify that certain users cannot change styles or print.)
- ✧ Add a personal greeting to a document containing instructions or comments.

- ✧ Determine **How** the document will be distributed — via floppy, network, e-mail, Lotus Notes, or the Internet.



Benefits:

- Gives users an automated, easy-to-use alternative to a traditional time-consuming manual process.
- Delivers the flexibility to let users easily customize the review process to best suit their needs.
- Supports a broad range of environments so that document distribution is not dependent on a specific operating system, product, network, or e-mail system.

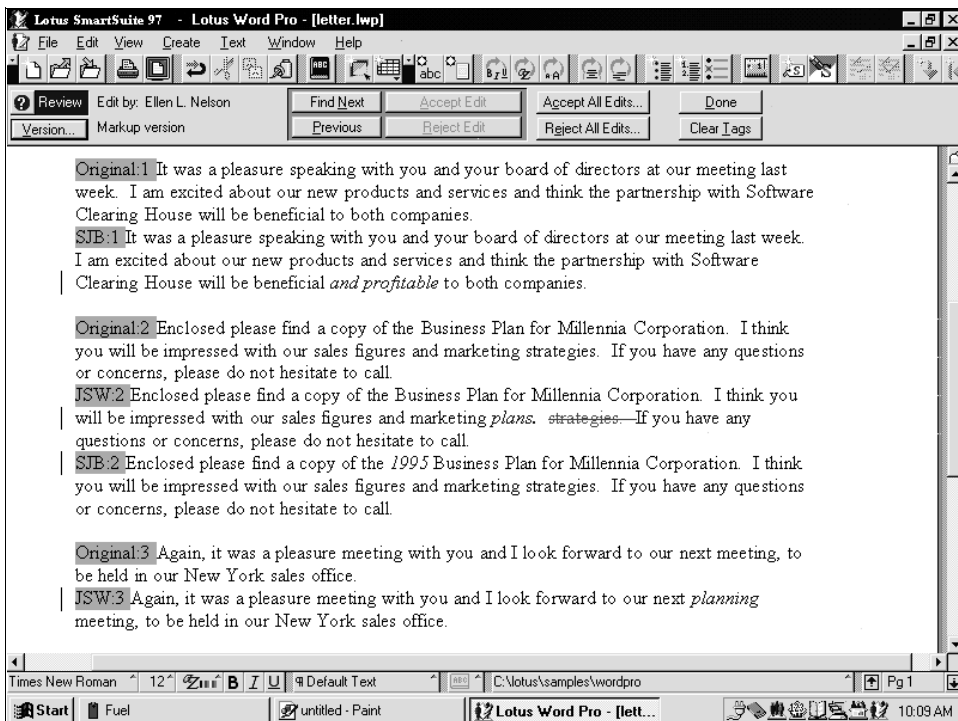
TeamConsolidate

TeamConsolidate automatically combines all edits made by multiple editors into a single document so that the edits can be compared more easily.

- ✧ The Review Bar in the consolidated document displays the name of each editor and provides tools to review, accept, or reject edits.
- ✧ The Review Bar contains tools for quickly managing edits.
- ✧ Users can consolidate edits made to a document in other word processing formats, including those created in Word or WordPerfect.

Benefits:

- Tracks and displays all users' edits on one screen, sparing the author the need to open multiple documents.
- Eliminates paper trails and manual errors associated with handwritten edits.
- Shortens the editing time on collaborative documents.



Quickly review and accept or reject edits, using Word Pro's Review Bar.

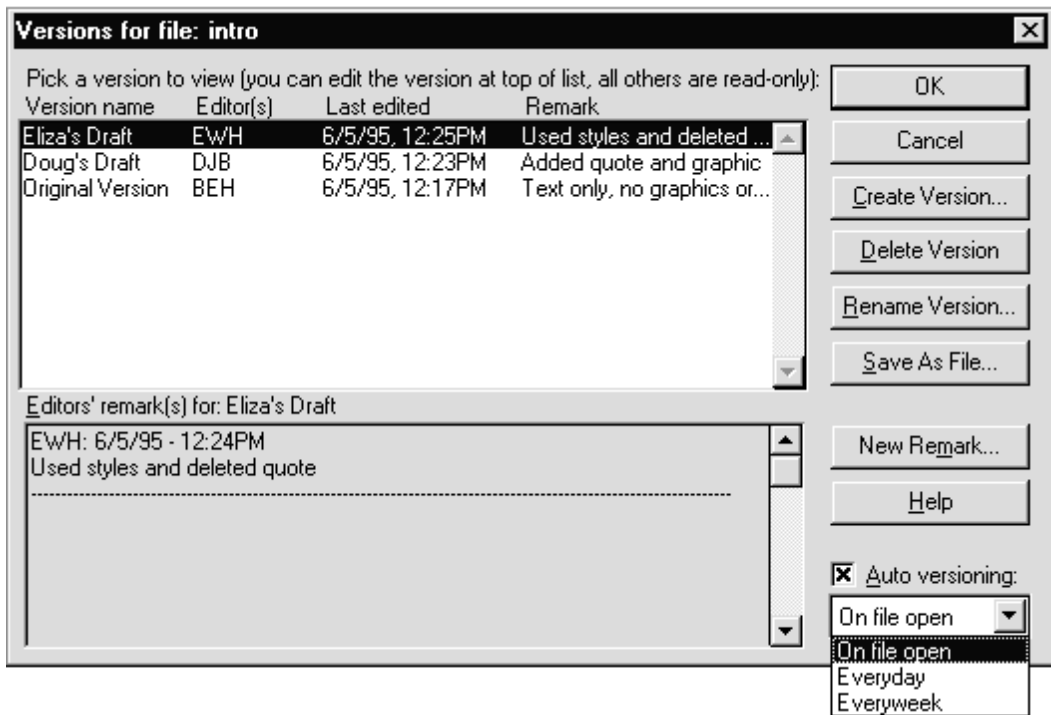
Document Versioning

Word Pro's document versioning technology lets users store multiple versions of a document in a single file for more organized document management.

- ✧ Document versioning stores only the changes made between one version and the next, rather than entire copies of the document.
- ✧ Word Pro can automatically create a new version when document information changes, such as the date or editor's name.

Benefits:

- Tracks the life cycle of a document.
- Provides better document management, as versions are stored in a single file. Saves hard disk space.
- Protects the contents of the original document.



Use Document Versioning to automatically track the life cycle of a Word Pro document.

Team Editing Tools

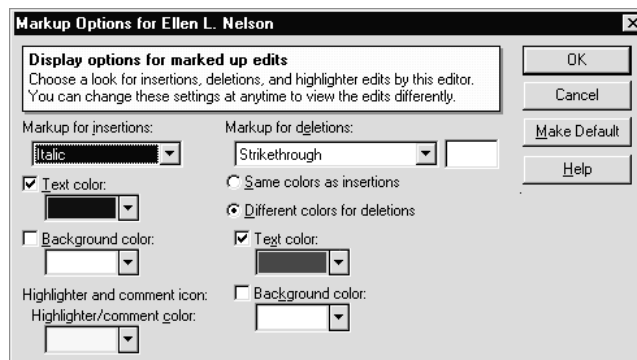
In addition to powerful functionality such as TeamReview and TeamConsolidate, Word Pro offers simple team editing tools for managing all of the edits and comments made by multiple reviewers. These tools include Multi-Editor Revision Marking, Comment Notes, and The Highlighter.

Benefits:

- Lets users easily identify a specific editor's changes.
- Gives users the option to accept or reject information through textual changes or by including information in a Comment Note.
- Saves time and effort in the editing cycle.

Multi-Editor Revision Marking automatically marks insertions and deletions, and displays each editor's name in the Review Bar.

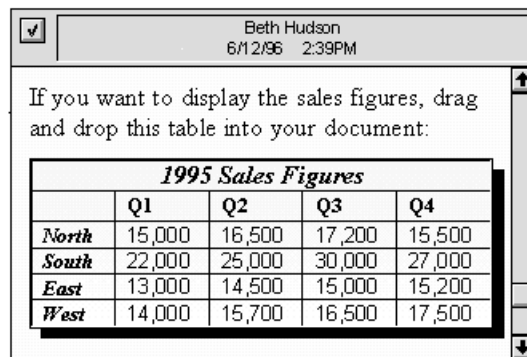
- ✧ Each editor can be identified by different text colors and attributes so as to distinguish their edits from others'.



Easily identify a reviewer's edits by their unique color and attributes.

Comment Notes can contain any type of information — text, graphics, tables, sound, or even OLE objects, making them more flexible and useful than traditional “electronic sticky notes.”

- ✧ Users can drag and drop information between the Comment Notes and the body of the document.



Comment Notes can contain any information, including text, graphics — or even a table!

The Highlighter is an electronic pen enabling a user to draw attention to specific text in a document.

- ✧ The Highlighter can be color coded by the editor.

Information You Need: Anytime, Anywhere

Today's desktop software users require fast, easy ways to harness and use all types of information in their word processing documents. This information may exist in any number of heterogeneous formats. It may reside on the company intranet or in a proprietary database. Or it may exist in the public domain, accessible to users via the Internet. And users want to be able to access this information whenever they need it.

Word Pro 97 delivers a comprehensive set of tools to help users easily retrieve diverse information types from a variety of sources, and incorporate it into their documents — anytime. Users can import information from:

- ✧ Most PC applications, including leading word processors such as Microsoft Word and Corel WordPerfect.
- ✧ Lotus Notes, the world's leading groupware application.
- ✧ The Internet/intranet.

1-2-3 97 Filter

Lotus Word Pro 97 provides direct access to Lotus 1-2-3 97 data.

- ✧ The 1-2-3 filter gives users the option to import an entire file or a specific range.
- ✧ Users can create an OLE link between Word Pro and 1-2-3 files.
- ✧ Users can easily merge 1-2-3 data with their Word Pro files.

Benefits:

- Provides users with the easiest, fastest way to leverage valuable 1-2-3 data in Word Pro documents.

Import/Merge with Organizer 97 Data

Word Pro 97 is the only word processor that allows users to work directly with valuable Lotus Organizer® 97 information.

- ✧ Users can access the Organizer 97 Name and Address Book directly for creating mail merges.
- ✧ Users have the option to merge data with all or selected Name and Address book fields.

Benefits:

- Leverages Organizer data to create targeted, accurate mailings.
- Saves users time by giving them access to Organizer data.

Word Processing Coexistence and Conversion

Word Pro 97 provides a rich set of import/export filters for working with numerous data types. And Word Pro's extensive file format support means an easy migration path from Lotus Ami Pro, Microsoft Word, Corel WordPerfect, and others, to Word Pro.

- ✧ AutoRecognize automatically selects the appropriate filter for the major word processing formats, when bringing a document into Word Pro.
- ✧ AutoConvert allows users to seamlessly convert multiple files to Word Pro format.
- ✧ Word Pro automatically saves files to their source format, and acts as a text editor regardless of the file type.

Benefits:

- Makes it very easy for users to transition from other word processors to Word Pro 97.
- Lets users easily work with others who may be using other word processing applications.
- Provides seamless coexistence for mixed word processing environments.

Open & Save to Lotus Notes

From within Word Pro's File/Open and File/Save dialog boxes, users can automatically access or save Notes-based information.

- ✧ Users can open files stored within a Notes database, or save files directly into a Notes database, directly from Word Pro.
- ✧ Files can be opened or saved on a local or network Notes database.
- ✧ Notes replication automates distribution of documents anywhere. Notes can automatically notify team members via e-mail that a document has been posted.

Benefits:

- Extends the vast store of Notes data directly to Word Pro users.
- Users do not have to leave Word Pro to open and save documents stored in a Notes database.
- Combines the benefits of Notes security and replication with the rich document creation capabilities of Word Pro.
- Allows Lotus Notes to be used as a document manager for Word Pro documents.

Customization: Working the Way You Want and Creating Custom Solutions

Word Pro 97, like other SmartSuite applications, gives individual users and corporate developers a range of options for personalizing the way they work and for creating their own robust, customized business solutions. Word Pro offers the most powerful, comprehensive range of customization tools of any word processor available — from familiar macros and Lotus Components integration, to LotusScript® and OLE 2 support.

LotusScript

LotusScript is a cross-application, object-oriented, BASIC scripting language that is common across all Lotus desktop productivity and communication products. It lets power users and corporate developers rapidly build custom applications, automate data management tasks, control workflow, and modify the appearance of SmartSuite applications.

LotusScript delivers a high degree of flexibility that lets users control the flow of custom-built applications. LotusScript allows users to communicate with and pass data to and from Lotus applications, as well as any software that supports OLE 2. LotusScript provides developers with a rich scripting interface.

- ✧ Developers can customize Word Pro for specific business processes.
- ✧ Provides compatibility and integration with Visual Basic.
- ✧ LotusScript applications can be saved and used as Word Pro add-ins.
- ✧ Each Lotus product has its own set of LotusObjects that can be manipulated with LotusScript. Some objects are similar across products, while others are unique to a product, based on functionality.

Benefits:

- Lets users automate tasks and processes, the integration of data from other applications, and the creation of documents.
- Leverages developer's knowledge of Visual Basic, which is directly applicable to writing LotusScript applications in Word Pro.
- Enables development of customized SmartSuite and Lotus Notes applications.

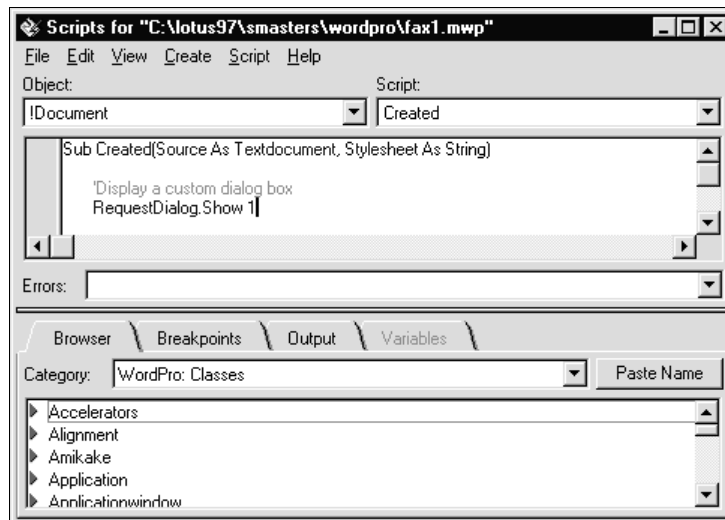
LotusScript Editor

Lotus Word Pro contains a Script Editor Window into which application developers can simply type programming elements or paste them in from the Object Browser. The Script Editor actually helps write the code by automatically entering an expression.

- ❖ Helps ensure programs are written correctly by assuring proper nesting of code and balanced expressions.
- ❖ Instant feedback is provided, generating keywords and elements in blue and user input in black.
- ❖ Compile-time errors are displayed immediately, shortening the development cycle.
- ❖ A common Script Editor is available across SmartSuite for creation of custom applications.

Benefits:

- Speeds code generation and debugging in a live, interactive environment.



Use the Script Editor to get visual feedback during creation of custom commands.

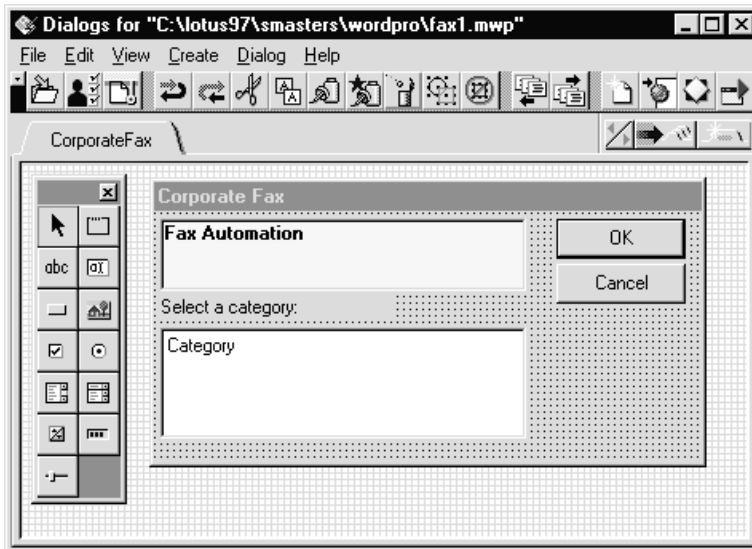
LotusScript Dialog Editor

The LotusScript Dialog Editor enables developers to create custom dialog boxes containing traditional controls such as list boxes, radio buttons, check boxes, and graphics.

- ✧ Developers can visually create dialog boxes.
- ✧ The Dialog Editor is common across SmartSuite applications.
- ✧ Developers can use Lotus' built-in controls or other vendors' OCXs.

Benefits:

- Lets application developers create impressive user interfaces directly from within Word Pro.
- Enables the quick design of dialogs using either Lotus-supplied controls or third-party OCXs.



Easily create custom dialog boxes to automate Word Pro using the Dialog Editor.

Integration of Lotus Components

Lotus Word Pro 97 lets users easily take advantage of the benefits of Lotus Components. For example, in order to add a project time line to a document, a user might embed the Lotus Project Scheduler component into a Word Pro document.

- ✧ Word Pro provides a special icon palette designed to let users easily insert a Lotus component into a Word Pro document.
- ✧ When using the component, Word Pro automatically provides a context-sensitive menu and status bar.

Benefits:

- Lets users easily build complex documents that may include multiple data types.
- Speeds the development of custom applications.
- A simplified user interface delivers only the tools a user needs to work with a component.

Support for OLE 2

Word Pro's support for OLE 2 gives users an option for linking and embedding data in their applications. With full OLE 2 support, users can exploit features such as In-place Editing, Automation, and OLE drag and drop.

- ✧ Through the Create menu in Word Pro, users can build new OLE 2 objects from other applications or from existing files. Objects can either retain the look of the application from which they were created, or they can be represented as an icon.
- ✧ Word Pro supports OLE 2 as both server and container.
- ✧ OLE 2 automation allows for cross-application scripting.
- ✧ Continued support for OLE 2 drag and drop lets users copy, move, and create links by dragging objects to other applications that support OLE 2.

Benefits:

- Displays elements of an object's source application, including its menus, icon palettes, and Status Bar when the object is active.
- Lets users copy data directly from Word Pro to another application without using the clipboard.
- Facilitates more robust cross-application development.

NotesFlow

NotesFlow™ is a collection of workflow tools and technologies available in Notes Release 4.

- ✧ Application developers can customize workflow applications by adding menu commands to an Actions menu in Notes or Word Pro. These workflow commands are associated with a specific Notes form and are available to the user whenever a document is viewed. Each command has a LotusScript associated with it that will run when the command is selected.
- ✧ The Action is automatically updated whenever information is modified in the Notes form.

Benefits:

- Users are directed to a specific menu to complete tasks.
- Facilitates quick development of custom workflow solutions.

Notes/FX 2.0

Notes/FX™ (Field Exchange) is a NotesFlow tool that uses OLE 2.0 technology to enable the bi-directional transfer of data, as well as the exchange of properties and methods between Lotus Notes and Word Pro. Notes/FX automates essential business applications by enabling developers to integrate data seamlessly between Notes and Word Pro.

- ✧ Data in individual files can be shared with fields in Notes forms.
- ✧ All system and user Notes/FX fields can be defined or viewed in a single Word Pro dialog box.

Benefits:

- Enables users — even those with little programming or OLE 2.0 experience — to build Lotus Notes and Word Pro-based workflow applications that automate a specific task.
- Provides a powerful way to store, browse, organize, and share information across an organization.

System Requirements

Hardware

- IBM PC or compatible (80486/66MHz or higher).
- Windows-compatible video adapter (VGA or higher) and monitor.
- CD-ROM drive or 3.5" high-density disk drive.
- Mouse or other pointing device.

Operating System

- Microsoft Windows 95 or Microsoft Windows NT 4.0.

Memory

- Windows 95: 8MB RAM minimum; 12MB recommended if running more than one application.
- Windows NT 4.0: 16MB minimum.

Disk Space

- Minimum installation: 46MB minimum.
- Users can run Word Pro 97 from the CD-ROM.

***Thank you for reviewing Word Pro 97!
For more information, please visit the Lotus Web site at <http://www.lotus.com>.***

***Lotus Development Corporation
55 Cambridge Parkway
Cambridge, MA 02142
617-577-8500***

© 1996 Lotus Development Corporation. All rights reserved. Freelance Graphics, Lotus, Lotus Notes, Lotus SmartSuite, LotusScript, 1-2-3, SmartIcons, SmartMaster, SmartSuite, and Word Pro are registered trademarks and Notes, NotesFlow, Notes/FX, Organizer, TeamConsolidate, and TeamReview are trademarks of Lotus Development Corporation. IBM is a registered trademark of International Business Machines Corporation. Other product and company names mentioned herein may be trademarks or registered trademarks of their respective owners.

10/96