

Microsoft® Word Viewer for Windows®95, Version 7.1

Word Viewer 7.1 is the newest addition to the Word Viewer family, a set of freeware products designed to make it easy for you to exchange Microsoft Word documents with other people and view them online. Like Word Viewer 6.0 and Word Viewer for Windows 95, Word Viewer 7.1 allows you to open, view and print Word for Windows and Word for the Macintosh® (versions 4.0 and greater) files. Word Viewer 7.1 will not allow you to edit an open document, although it does support drag and drop of text or copying and pasting of text to the Clipboard, from any Word document open in Viewer. These text viewing and manipulation features make Word Viewer 7.1 a capable and convenient Word document browsing tool and an ideal replacement for the Quick Viewer supplied with Windows 95. Microsoft encourages you to distribute Word Viewer 7.1 along with your Word documents to people who do not have Microsoft Word for Windows.

What's New in Viewer 7.1

Word Viewer 7.1 is a more powerful and easy to use Word document viewer than previous versions. It also adds interoperability with popular Web browsers to allow you to reach World Wide Web (WWW) destinations from within Word documents and easily view Word documents provided on Internet or corporate LAN Web sites. The following features are new in Viewer 7.1:

- Toolbars and context menus
- Import of RTF format files
- Export of hyperlinks created with Microsoft Word Internet Assistant to popular Web browsers
- DocObject Server capability allowing compatible browsers to display Word documents in place.

System Requirements for using Word Viewer 7.1

- A personal computer with a 386DX or higher processor
- Microsoft Windows 95 operating system or Microsoft Windows NT™ Workstation operating system 3.51 or later
- 4 MB of memory for Windows 95 (8 MB recommended)
- 12 MB of memory for Windows NT Workstation
- 4 MB of hard disk space (6 MB free for installation only)
- VGA or higher-resolution video adapter
- Microsoft Mouse or compatible pointing device
- IBM® OS/2® and WARP operating systems are unsupported system configurations for Word Viewer 7.1.

Ordering Microsoft Word for Windows and Windows 95

If you would like to order the full retail version of Microsoft Word, the world's most popular word processor, contact the Microsoft Order Desk at (800) 360-7561 in the U.S., or contact your local Microsoft subsidiary. For help in locating your local subsidiary, call Microsoft International Customer Service at (206) 936-8661.

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Technical Support for Word Viewer 7.1

Microsoft Product Services provides a number of no charge options for you to obtain more technical information about Word Viewer 7.1. These include Microsoft FastTips, the Microsoft Knowledge Base and the Microsoft Word Product Support phone line. Since Word Viewer 7.1 is very similar to Word, information on a particular topic such as printing from Word may also be pertinent to Word Viewer 7.1. Keep this in mind when looking for technical information to assist you in troubleshooting any Word Viewer 7.1 issue you may encounter.

Microsoft FastTips

Microsoft FastTips is an automated, toll-free service that provides quick answers to commonly asked technical support questions on key Microsoft products. FastTips also offers a comprehensive library of technical information, and access to a faxable catalog of technical white papers and data sheets.

FastTips are available by modem from the Microsoft Download Service (MSDL), which you can reach by calling (206) 936-6735. This service is available 24 hours a day, 7 days a week. The highest download speed available is 14,400 bits per second (BPS). For more information about using the MSDL, call (800) 936-4100 and follow the prompts.

On the Internet, FastTips are located on the Microsoft anonymous FTP server. See "How to Access the FTP Server" section below.

You can have any FastTip mailed or faxed to you from the automated Microsoft FastTips Technical Library, which you can call 24 hours a day, 7 days a week at (800) 936-4100.

CompuServe® MSWORD forum Library 2

Information on the Word Viewer is available in the CompuServe MSWORD forum (GO MSWORD) by downloading the self-extracting file WD95VW71.TXT. To establish a CompuServe Information Service (CIS) account, call CompuServe directly at (800) 848-8199.

Microsoft World Wide Web Server

You can access a variety of Microsoft information sources, including the Microsoft Knowledge Base, via the Microsoft Web Server, <http://www.microsoft.com>.

Microsoft Knowledge Base

The Microsoft Knowledge Base, the same information source used by support engineers, contains thousands of technical and support oriented articles on Microsoft products, including Word Viewer 7.1. There are a number of methods by which you can gain access to the most current Microsoft Knowledge Base articles:

TechNet

TechNet, the Microsoft Technical Information Network, is a technical information subscription service providing valuable technical information about Microsoft products, including the Microsoft Knowledge Base. The subscription service includes 12 monthly updates to the TechNet CD-ROM discs. For TechNet subscriptions or information, call (800) 344-2121 extension 035.

MSKB Forum on CompuServe

To access the Microsoft Knowledge Base on CompuServe type "GO MSKB" at the Go command prompt.

Microsoft FTP Site

The Microsoft FTP anonymous server provides access to the Microsoft Knowledge Base for those users who access to an FTP program service provider. To access the Microsoft Knowledge Base via the Microsoft FTP site do the following:

1. Log on to your Internet account.
2. At the Internet prompt, type
open ftp.microsoft.com
...or use the following IP address:
open 198.105.232.1
3. When prompted for a user name, type
anonymous
4. When asked for a password, type your full electronic mail address (for example, johndoe@test.com).
5. Type "cd kb" to go to the kb sub-directory.
6. Once you are in the KB directory, download the README.TXT and INDEX.TXT files located in that directory. README.TXT contains important information regarding Knowledge Base articles on the Internet FTP server and how to access them. INDEX.TXT contains a list of article titles and article IDs for each article.

Word for Windows Product Support Services

Microsoft also offers Word Viewer support on the standard phone line, at (206) 462-9673.

Information on using Microsoft Word Viewer 7.1

Navigating Hyperlinks With Microsoft Word Viewer 7.1

If you are familiar with the World Wide Web, then you know that hyperlinks can give you fast and flexible access to related topics. What many people don't realize is that the same technology can be used on a LAN, or even on your local machine, to create Rich Text document systems.

For example, you can create an online technical or instructional manual composed of many separate Word for Windows documents, each containing hyperlinks to related topics. Any of the documents can include pictures, diagrams, or other objects. These objects can be created with Word itself, or any OLE server including the programs and shared tools available in Microsoft Office. Each document can be maintained separately and updated at any time without affecting the remainder of the document system.

The key to creating such a system is another Word for Windows accessory product, Microsoft Word Internet Assistant (IA). IA is also a freeware product, available in all the same online locations as Viewer. There is currently a released version for Word for Windows 6.0, and as this is written, a beta version available for Word for Windows 95.

Internet Assistant enables Word for Windows to create HTML documents for use on the Web, or Word documents with the same hyperlinks used in the Web files. Word Viewer 7.1 can follow these document hyperlinks. The Help files for both versions of Internet Assistant contain detailed information about creating hyperlinks of various types.

Hyperlink systems and Word Viewer 7.1

Hyperlinks can reference Web pages, files of any type and Internet services such as ftp, mail and gopher. They can refer to their destinations by storing **absolute** locations, (beginning with “http”, “ftp”, etc. for the Web, or “file” for documents), or by storing locations **relative** to the location of the current document, (containing only the path and filename relative to the current document’s location). Since the Word document you have open in Viewer will not be located on the Web, relative links to Web locations cannot be used.

Viewer can display the contents of the hyperlink for you: from the View Menu choose Options, and select both “Field Codes” and “Show All”. If you receive an error message when clicking on a hyperlink this ability to view the link enables you to verify the validity of the path information shown.

Absolute Hyperlinks and Word Viewer 7.1

Together with a compatible Web browser and a LAN or Internet connection, Viewer can access Web files and services using absolute links. These absolute hyperlinks will commonly reference other Word documents on different drives, Web HTML files, or other Web services.

If your browser is not running when you click on an absolute link, the browser will start, and Viewer will ask the browser to determine the correct way to handle the absolute link. If the link references a file type that the browser can open and display, it will do so. If the browser cannot display the file, either the program that owns that file type will open the file, or you will be asked to choose a program to open the file.

When you click on a hyperlink to a Word document located on drive different than the current document location Viewer will ask the browser to find the referenced file; the browser will then determine whether Viewer or Word should be used to display the document. If you chose “Open with Viewer” when you installed Viewer 7.1, or if Word for Windows is not installed, then Viewer will be used to open the referenced document. If you have Word for Windows installed, and you chose Word at the default, then Word will open the document.

Relative Hyperlinks and Word Viewer 7.1

No browser is needed in order for Viewer to follow relative links to other Word documents that are stored on the same drive as the document open in Viewer, whether that drive is on your local machine or a network server.

As an illustration of how relative locations work for documents, suppose you are viewing a document that has the filename c:\My Documents\Hyperlink Example.doc. The location of this document is c:\My Documents. It contains a hyperlink to a second document whose path\filename is c:\My Documents\Example 1\Relative Example.doc. The hyperlink stores the location of this document as a relative link, “Example 1\Relative Example.doc”. When you click on the hyperlink, Word Viewer 7.1 loads the document and displays it in a new window. If you move the Example 1 folder to c:\, and then click on the hyperlink again, Word Viewer 7.1 will display an error because the relative location stored in the link is no longer valid.

When you click on a relative hyperlink to a file type that your browser can display it will do so, just as it does with an absolute hyperlink.

Hyperlink Authoring Tips for Word Viewer 7.1

If you are creating documents with relative hyperlinks using Internet Assistant for others to view using Word Viewer 7.1, ensure that the hyperlinks refer to the correct locations for all user’s:

- Save all documents in their desired final locations before creating the hyperlinks. This will ensure that relative links are created properly. If the final location of the document will be on a network drive then it should be saved or moved to that location before the hyperlinks are created.

- Verify that any documents, pictures, or other files you are creating hyperlinks to are in their final location.
- To allow viewing of hyperlinked documents without using a Web browser, place all of the linked documents on the same drive or network share before creating the hyperlinks.
- If you wish you can create your document web on a local drive and then move it to a network location for other users to share. The easiest way to do this is to create a folder containing the document you want your users to start with, and place all the related documents, pictures, etc., in the same folder or subfolders of the first one. This will ensure that all the relative links you create will still be valid when you place this web of folders on the server.

Compatible Browsers

The following browsers have been compatibility tested with Word Viewer 7.1:

- Internet Explorer 1.0, 2.0 (beta)
- Enhanced Mosaic 1.0
- Netscape Navigator 1.1, 1.2
- Cello

Beta Browser Compatibility

When used with Mosaic 2.0 Final Beta (“The Comet”) or Netscape Navigator 2.0 Beta, Word Viewer 7.1 will launch a new browser application each time you click on a link that the Viewer must pass to the browser. You should contact NCSA at mosaic-w@ncsa.uiuc.edu or Netscape through their Feedback Page (choose Help\About Netscape) for Viewer compatible updates of these browsers.

Context Menus are available in Word Viewer 7.1

Context, or right-click, menus have been added to Word Viewer.7.1

Dockable Toolbar available in Word Viewer 7.1

Dockable toolbars with buttons for the most commonly used Viewer commands have been added to Word Viewer 7.1.

Fields

The contents of form fields and FILLIN fields can be modified in Word Viewer 7.1. Please note that any changes made to the document’s fields can only be viewed, printed and copied, because the Word Viewer can’t save changes to a file.

Annotations

To view annotations present in a document, choose View Annotations from the menu. If this menu item is grayed out, no annotations are present in the document. To close the annotation pane, choose View Annotations again, or press ALT+SHIFT+C.

Full Screen

To remove all screen elements such as menus and scroll bars, choose View Full Screen. To restore your menus, click on the button on the Full toolbar or press the ESCAPE key.

Displaying Pictures

Word for the Macintosh pictures

Display of pictures contained in Word for the Macintosh files is currently not supported. Opening a Word file with a Macintosh picture yields an error message saying "Word Viewer cannot display Macintosh pictures." You will then see the file with a blank box or a box with an "X" through it where the picture would normally display.

Linked Pictures

Display of linked pictures that use the "/d" switch is currently not supported in Word Viewer 7.1. You will instead receive an error message stating that "Word Viewer 7.1 cannot open the graphics file" and see a blank box where the picture would normally display.

Printer and Video Driver Problems

If you encounter any problems while printing or displaying Word documents with Word Viewer 7.1, you may need to reinstall or update your printer or video driver. Due to the fact that Word Viewer 7.1, like Word, is much more dependent on printer and video drivers than most applications, you may encounter a problem like this in Word Viewer 7.1 but may not experience it in another application. Fortunately, updates for common video and printer drivers are generally available either from your printer or video display card manufacturer, or through the Microsoft Download Service (MSDL), which you can reach by calling (206) 936-6735. For more information about using the MSDL, call (800) 936-4100 and follow the prompts.

Document margin issues

Printers differ widely in their "unprintable regions" - the area of the paper where the printer cannot physically print - and this can affect the printing of documents from Word Viewer 7.1. If the document you are printing is formatted with margins smaller than those that can be accommodated by the current printer you will see a message similar to:

The margins of section 1 are set outside the printable area of the page. Do you want to continue?

You may choose to continue and print the document, but portions of the text may not print.

If the document margins are appropriate for the current printer, but text in the Header or Footer of the document is outside the printable area that text will not print, then there will be no warning message. The most common instance of this problem is page numbers that do not print at the bottom of the page on dot matrix printers, even though they can be seen in Page Layout View on the screen.

The margins, and Header/Footer locations, may be changed for documents displayed by Viewer. Again, these changes cannot be saved, but they allow you to tailor the document to the current printer's capabilities.

Open the File menu, and choose Page Setup to view or modify these settings. You may be able to determine the printable area for the current printer by examining the Properties for the printer. You can also set all the margins for the document to 0", then choose OK. You will receive an error message; choose Fix, and the minimum margins for your printer will be displayed. You can then adjust your document margin and Header/Footer settings accordingly.

Font issues

The document you are viewing may display and print differently than it did for the it's author if you do not have the same, (or similar), printer driver selected in Windows. Since different printers support different fonts Word Viewer 7.1 may select a font available on the current Windows printer

if the font on which the document was originally based is not available. This may affect line wrapping, page break locations, and other document formatting.

Video Drivers

Often you can determine whether or not your current video driver is causing a problem with Word Viewer 7.1 by switching your video driver to the standard Windows VGA driver. An easy way to do this is by using the Safe Mode feature of Windows 95. While restarting Windows, hold down the F8 key to receive a menu of startup options. Then, choose either "Safe Mode" or "Safe Mode with Network Support" to start Windows using the basic VGA driver (which displays in 640x480 resolution with 16 colors) and a minimal set of other drivers.

Video drivers can also easily be changed by using the Windows 95 control panel. Double click on the Display Properties icon and then select the Settings panel. From here, you can easily change video drivers, monitor settings, and display resolutions.

Printer Drivers

If you encounter any problems printing with the Word Viewer 7.1 you should consider reinstalling your printer driver or updating your printer driver to the latest version. You can also run the Windows 95 printing troubleshooter. To do this, click the Start button on the Windows 95 Taskbar and then click on Help. From the contents tab, double click on the "Troubleshooting" option and choose "If you have trouble printing" from the list of help topics. This brings up the Print Troubleshooter, a tool which guides you through a series of questions to try and resolve your printing issues.

Activating OLE objects

Word Viewer 7.1 allows you to activate any embedded OLE objects present in your Word documents provided that the corresponding server is present on your machine. However, any changes made in the object are discarded when the OLE server is closed.

Rich Text Format (RTF) and Text conversion is supported

Word Viewer 7.1 supports the conversion of RTF files created by Microsoft Word, WordPad, and other word processors. You can also open text documents.

Installation and Maintenance

To install Word Viewer 7.1, you must have the file Wd95vw71.exe on your LAN or local hard drive, (or one of the alternate file sets described below under "Distribution of Word Viewer"). Close all other applications and ensure that you are not running any utilities or virus protection programs. Double click on the w95vw71 icon from the Win95 shell or the NT File Manager. This will run an unpack utility that extracts the Word Viewer 7.1 distribution files and launches the Word Viewer 7.1 Setup program. Follow these instructions to successfully complete the installation.

1. Word Viewer 7.1 Setup will prompt you for a folder in which to install Word Viewer. The default folder location for the Word Viewer is \PROGRAM FILES\WORDVIEW (C:\WordView on Windows NT 3.51).
2. Click the "Installation" button to install the Word Viewer.
3. If Word Viewer Setup detects Word for Windows (version 6.0 or later) on your system, it will prompt you to determine which application should open Word documents by default. For example, the 'default' application is used to open files with *.DOC file extensions when they are double-clicked in the Windows 95 shell.

Important:

Choosing “Open with Word” means that Word for Windows will be used by default to open Word files. Choosing “Open with Viewer” means that Word Viewer will be used by default to open Word files. If you choose this option and later uninstall the Viewer, you will have to run Office or Word Setup to restore Word’s settings (see Restoring Word’s Settings below).

The Word Viewer 7.1 Setup program includes a maintenance mode option to reinstall or uninstall Word Viewer 7.1. These options are described in more depth below.

Reinstall

If you have installed the Microsoft Word Viewer 7.1 but are observing unusual behavior, you should reinstall the Word Viewer 7.1. However, if you downloaded Word Viewer 7.1, you cannot access the Reinstall process through the Control Panel Add/Remove feature.

If you did your initial installation by running the downloaded wd95vw71.exe file, rerun it to launch the Word Viewer 7.1 Setup Maintenance Mode. (Attempting to run the Setup program in \wordview\setup will result in errors if you choose Reinstall.)

Note: If you removed the file after setup was complete you will need to download it again.

If you installed Word Viewer 7.1 by running its Setup program directly, from a network location or after copying files from floppy disks, then run the maintenance Setup by choosing Add/Remove Programs in Control Panel and selecting Microsoft Word Viewer. (You can also run the Setup.exe in \wordview\setup.)

Note: If you copied files from floppy disks to your system to install Word Viewer 7.1 but removed those files after Setup was complete you will need to copy them again. After copying them, double click the Setup.exe file you just copied onto the hard drive to start the Reinstall process.

In all cases Setup will display a Maintenance Mode dialog box that has a “Reinstall” button to restore any missing files or settings. Click on this button to start the reinstallation.

Uninstall

To remove Word Viewer 7.1 from your system, do the following:

1. Open the “Add/Remove Programs” item in the Windows 95 control panel.
2. Select the “Install/Uninstall” panel and choose “Microsoft Word Viewer 7.1” from the list of installed programs.
3. Click the “Add/Remove...” button.
4. Click the “Remove All” button once the Microsoft Word Viewer 7.1 Setup program has launched in maintenance mode. You may have to reboot your system when the removal process is done.

Restoring Word’s Settings

1. If you selected the “Open With Viewer” option during Setup, you will have to run the Office or Word Setup to restore Word’s proper settings. Follow these steps exactly to safely and quickly do this:
2. If you have the floppy distribution of Office or Word, insert Disk 1 into your floppy drive. If you have the CD distribution of Office or Office Pro, insert the CD-ROM into your CD-ROM drive.
3. If you are running Windows 95, choose the Run option from the Start menu and type
drive:\setup /y

where “drive” is the letter for your floppy or CD-ROM drive. If you are running Windows NT, choose the Run option from the Program Manager file menu and type the same command.

4. The Office or Word setup will run and restore your settings without copying files. When Setup is done, any changes the Word Viewer 7.1 Setup made to your system will be undone.

Distribution of Word Viewer

Microsoft encourages all users of Word Viewer to distribute it to friends and colleagues. You can post it to online services, put it on networks or give it to others on floppy disks.

Online Distribution

World Wide Web sites

If you wish to post Word Viewer to a World Wide Web (WWW) home page, Microsoft recommends that you do so by including a hyperlink to the Microsoft Viewer95 home page, at

<http://www.microsoft.com/msoffice/freestuff/msword/download/viewers/viewer95/default.htm>.

rather than posting the actual Viewer 7.1 archive file to your site. This will ensure that anyone obtaining Word Viewer 7.1 from your site will receive up to date software and information.

If you need to post the actual Word Viewer content to a Web home page, please post both Wd95vw71.exe and the Word Viewer 7.1 HTML home page, referenced above:

Non-Web sites

If you wish to post Word Viewer to a non-Web online site, such as a bulletin board, forum, or ftp site, please post the text equivalent of the HTML home page. This text equivalent file, Wd95vw71.txt, is available on all the non-Web online distribution sites discussed on the home page. The text file lists all the online locations where Microsoft distributes Word Viewer. Directing users to these sites will ensure that anyone obtaining Word Viewer 7.1 via your site will receive up to date software and information

If you need to post the actual Word Viewer content to an online site, please post both Wd95vw71.exe and the Wd95vw71.txt file, referenced above.

Floppy Disk Distribution

Microsoft disk sets

Microsoft distributes Word Viewer 7.1 on two floppy disks as well as online. The disk set is available from the Microsoft Order Desk, at (206) 360-7561, for a standard shipping and handling charge.

If you have a Microsoft disk set you can copy the files from each diskette onto a formatted 1.44MB diskette. Please label the diskettes as follows:

Microsoft Word Viewer for Windows 95

Version 7.1

Disk 1 of 2

Run Setup.exe from this disk

and:

Microsoft Word Viewer for Windows 95

Version 7.1

Disk 2 of 2

Labeling the diskettes in this manner will avoid confusing them with disk sets created from online Word Viewer 7.1 files as described below.

Creating disks from online files

This procedure involves copying files that Setup creates, and must be done just before exiting Setup. Obtain two formatted 1.44 MB diskettes and follow the instructions below:

Setup Copy Procedure

1. Label one of the two diskettes “Word Viewer 7.1 disk1” and the other “Word Viewer 7.1 disk2”.
2. Run WD95VW71.EXE to install Word Viewer 7.1 as described above. When Setup displays the message “Word Viewer 7.1 Setup was completed successfully”, switch to the Windows 95 Explorer or NT File Manager.
3. Locate the folder referenced by the “tmp” environment variable. If you do not know which folder this is, do the following:
 - Start an MSDOS window.
 - Type “set” (without the quotes) at the MSDOS prompt, and press the <Enter> key.
 - Look for the line “TMP=...” to determine the location of your “tmp” folder.
1. Insert the disk you labeled “disk1”, and copy the following files from the “tmp” folder to the diskette: install.txt, license.txt, setup.exe, setup.ini, setup.lst, setup.tdf , online71.inf, and viewer71.1
2. Copy the following file to “disk2”: viewer71.2

To install Word Viewer 7.1 on another machine:

1. Create a new temporary folder.
2. Copy the files from the diskettes to the temporary folder.
3. Make sure all of the copied files appear in this folder and then double click to run the SETUP.EXE program.

Distributing Word Viewer 7.1 on network servers

Creating a network source from a Microsoft disk set

(See “**Floppy Disk Distribution**”, above, for information on obtaining Word Viewer 7.1 on diskettes.)

To create a network source for Word Viewer 7.1 installation, create a new folder on the server, and create 2 subfolders under it: “disk1”, and “disk2”. Copy the files from each diskette into the appropriate subfolder.

To install Viewer to your local drive, or to a personal network location, run Setup.exe from the “disk1” subfolder.

Note: Word Viewer 7.1 Setup does not offer a “Run from Server” option

Creating a network source from online the Word Viewer 7.1 (wd95vw71.exe)

The recommended procedure is nearly identical to the “Setup Copy Procedure” discussed above for ***Creating disks from online files***. Instead of copying the files to two floppy disks, copy them to a single folder on the network server. Network users may then run Setup.exe from that location to their local drive, or to a personal network location.

Note: Word Viewer 7.1 Setup does not offer a “Run from Server” option.

Word Viewer 7.1 installed file names and locations

<i>File Name</i>	<i>File Size</i>	<i>Location</i>
<i>INSTALL.TXT</i>	<i>Size may vary</i>	\WORDVIEW
<i>LICENSE.TXT</i>	<i>Size may vary</i>	\WORDVIEW
<i>README.DOC</i>	<i>Size may vary</i>	\WORDVIEW
<i>DOCOBJ.DLL</i>	23,552	\WORDVIEW
<i>SDM95.DLL</i>	126,464	\WORDVIEW
<i>TTEMB32V.DLL</i>	107,008	\WORDVIEW
<i>WINTL32V.DLL</i>	525,824	\WORDVIEW
<i>WORDVIEW.EXE</i>	2,508,592	\WORDVIEW
<i>DDEWLL.WLL</i>	34,304	\WORDVIEW\STARTUP
<i>MSSETUP.DLL</i>	249,344	\WORDVIEW\SETUP
<i>SETUP.EXE</i>	330,752	\WORDVIEW\SETUP
<i>SETUP.HLP</i>	18,397	\WORDVIEW\SETUP
<i>SETUP.STF</i>	<i>Size may vary</i>	\WORDVIEW\SETUP
<i>VIEWER71.DLL</i>	72,704	\WORDVIEW\SETUP
<i>ONLINE71.INF</i>	2,640	\WORDVIEW\SETUP

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