

Lotus

Word Pro⁹⁶ EDITION

The Team Word Processor

EXPLORING WORD PRO

WINDOWS 95

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Installing Word Pro

Word Pro™ 96 for Windows® 95 is available both as an individual application, and as part of the Lotus® SmartSuite®. If you are installing Word Pro as a standalone application, use the installation instructions in this preface. If you are installing Word Pro as part of the SmartSuite, refer to *Exploring SmartSuite* for installation instructions. (The SmartSuite Install program lets you install all SmartSuite applications at once, or individual products as you need them.)

Starting the Installation

The Install program transfers the Word Pro application files to your hard disk or a network file server from disks or a CD-ROM. All installation information is available online. You can read or print the online information before you actually install Word Pro. Start the installation, click the Help button, and print the desired Help topic, then exit the Help window. You can proceed with the installation or exit the Install program by clicking the Exit Install button.

To get Help while running Install

While you're installing Word Pro, Help is available for the options in each Install dialog box. You can

- Click the Help button to gain access to Help topics
- Print a Help topic by clicking the Print button in the Help window
- Switch between Help and the Install program by clicking the respective button on the task bar or by pressing **ALT+TAB** (to display the task bar, press **CTRL+ESC**)
- Close the Help window by clicking its Close button

To run the Install program

The Install program can be run only from Windows 95. You need approximately 45MB of hard disk space to install Word Pro. The following procedure describes how to install Word Pro from disks or CD-ROM. If you are installing Word Pro from a network, see your network administrator for installation instructions.

1. Start Windows 95.
2. Insert Disk 1, or the CD-ROM, in the appropriate drive, and close the drive door.
3. Choose Run from the Start menu.
4. Type `x:install`, where `x` is the appropriate drive.
5. Click OK.
6. Follow the instructions in the Install windows.

To install over a previous release

If you have a release of Word Pro for Windows 3.1, 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 directory of the previous release moved to the work directory for the new release.

To use automated Install

If you are a network administrator and want to standardize the installation for all users in your organization, you can use automated install. To do this, you define the directory location and install options using a response file. For information on using and modifying a response file, see README.TXT, located in the root directory of Disk 1 and the CD-ROM.

To install on a network

Complete information about installing Word Pro on a network is available in the *Network Administrator's Guide* file, READNET.TXT, and the Install Help screens. READNET.TXT is located in the root directory of Disk 1 and the CD-ROM.

When you are ready to begin the network installation, make sure you are logged in as the network supervisor with the correct network access rights. Then click the "Install on a file server" check box located at the bottom of the Install Welcome screen.

Uninstalling Word Pro

You have the option of uninstalling Word Pro from Windows 95.

1. Choose Settings - Control Panel from the Start menu.
2. Select Add/Remove Programs.
3. Choose Word Pro.
4. Click the Add/Remove button.

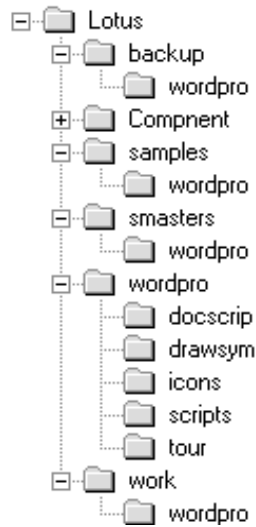
Complete information about uninstalling Word Pro from a network is available in both the *Network Administrator's Guide* file, READNET.TXT, and the Uninstall Help screens. READNET.TXT is located in the root directory of Disk 1 and the CD-ROM.

Network administrators can run an automated Uninstall by using the Uninstall command line. The name and version of the product must be exactly as it appears in the Registry location.

Note Only network administrators should view or change the Uninstall command line. Individual users should run Uninstall from the Start menu.

Word Pro folders

Word Pro uses the following folders for storing files.



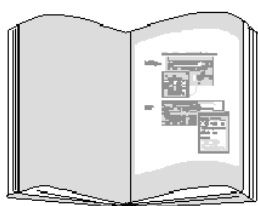
Chapter 1

The Right Help at the Right Time

What's available for help with Lotus Word Pro

Lotus offers you varied and abundant assistance in learning and using Word Pro—though you may never need to use it. You can learn about Word Pro features the way that's most comfortable for you. Here are the available options:

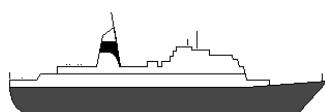
This book



Overview of features
For those who like to learn from books

Tells you the benefits of using a feature and provides conceptual information. Refers you to online Help when you need specific how-tos

The Tour



Overview of features
For those who like to learn online

Provides an overview for getting started, and tells how to use Word Pro with your coworkers and how to work with long documents

Online Help



Specific instructions
For information organized by task

Provides information about all the tasks you may want to perform using Word Pro and provides overviews of features

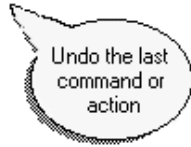
Ask the Expert



Specific instructions
For when you want to ask a question in your own words

Recognizes over 2,000 word processing terms and their relationship to word processing tasks—to take you to Help steps

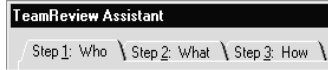
Bubble help for SmartIcons



Definitions of SmartIcons
For helping you choose which icon to use

Tells you what each icon in the SmartIcons® bar does

Assistants



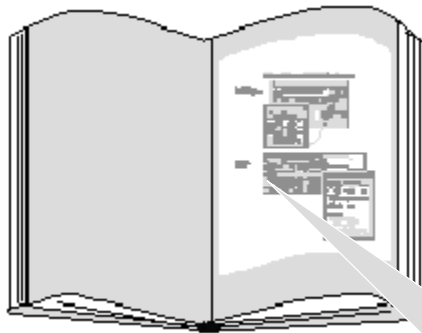
Step-by-step instructions organized by tab
For help with complex tasks

Provides help for: using Mail Merge, using TeamReview™, building a table of contents, and building an index

Using this book

This book is **not** a user's guide. It's a book of ideas about how to use SmartSuite products efficiently. In it you'll find:

- Introductions to timesaving techniques
- Advice about what is required to get your work done
- Pointers to detailed how-to information in online Help



This book gives you a frame of reference. If you need more information, the book tells you where to look in online Help



Finding the right Help topic

This book tells the ways a feature can be helpful, but if you need more information, look for a reference to online Help, which looks like this:

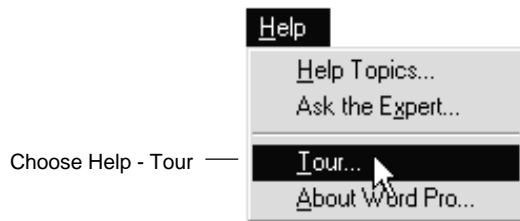
Instructions for using
Search words to
find the right Help

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
divisions
sections
3. Click the index entry you want, then click Display.

The Tour

To view the Tour, use the Help menu.

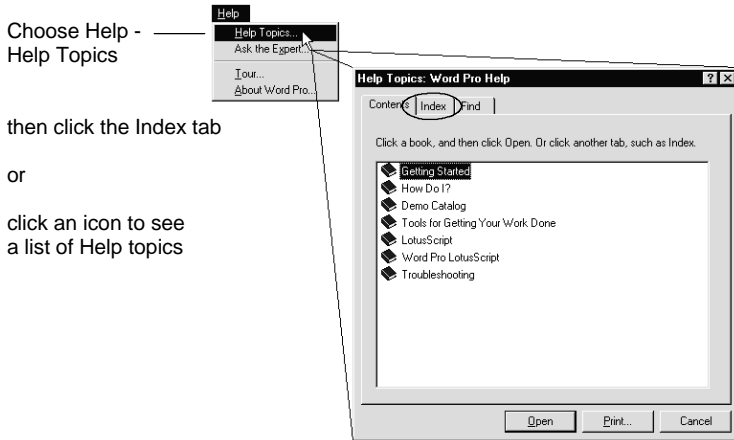


The Tour contains overview demonstrations of the following features in Word Pro:

- Basic tools
- SmartMaster™ templates
- Easy ways to organize and navigate through long documents
- Team features: ways to use Word Pro with your coworkers

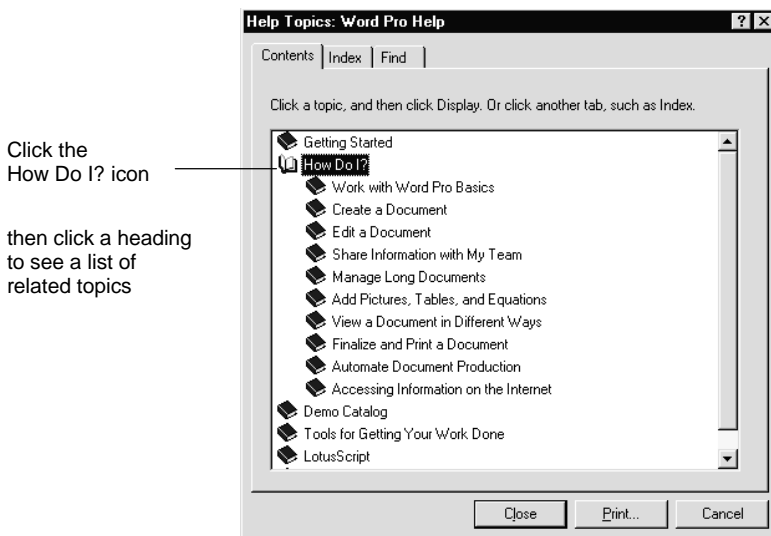
Online Help: streamlined and redesigned

Word Pro Help is organized by task. It provides brief procedures rather than lengthy descriptions. Because it's concise and oriented toward helping you complete tasks, Word Pro Help is designed to be a Help system you'll like using.



Using How Do I?

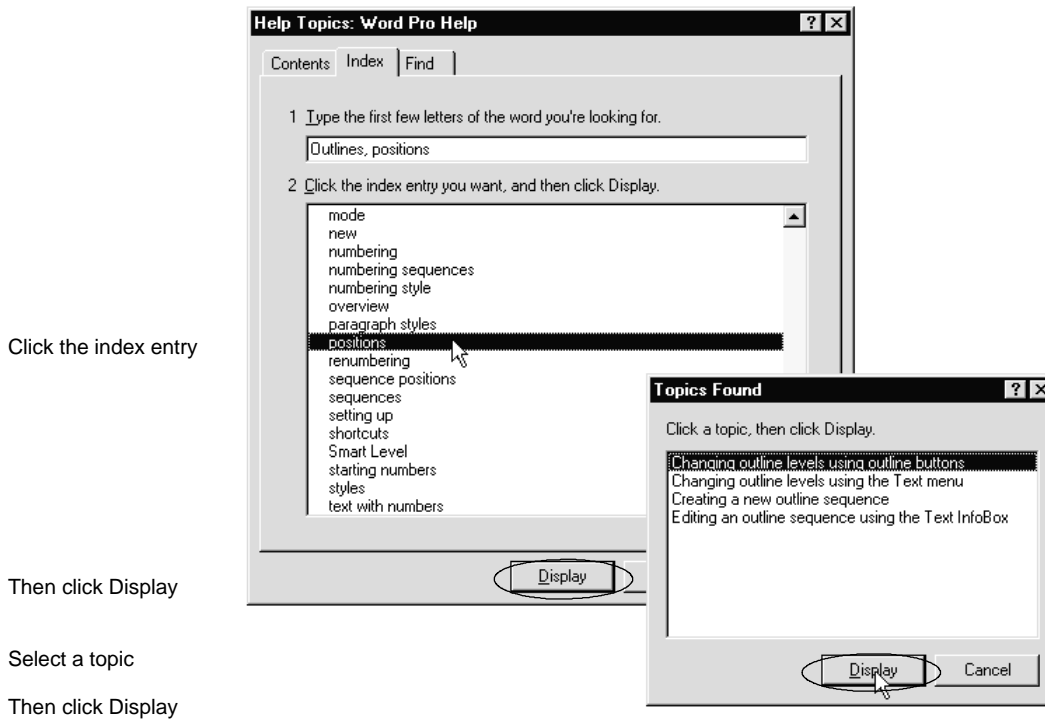
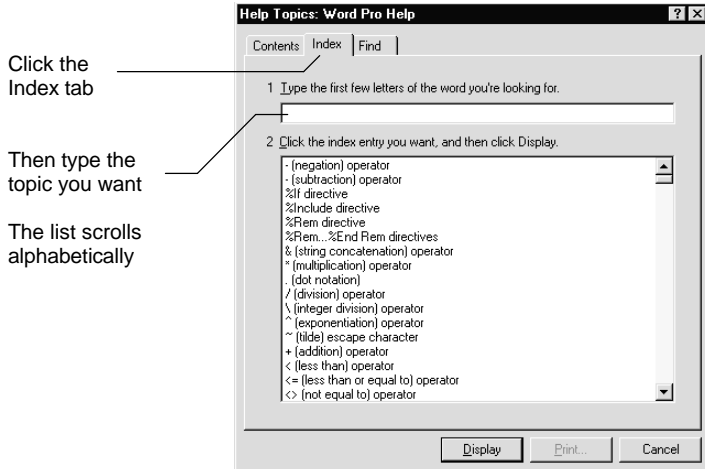
When you click the How do I? icon, you get this list of topics.



1-4 Exploring Word Pro

Using Search

When you click the Index tab, Word Pro displays a list of Help topics.



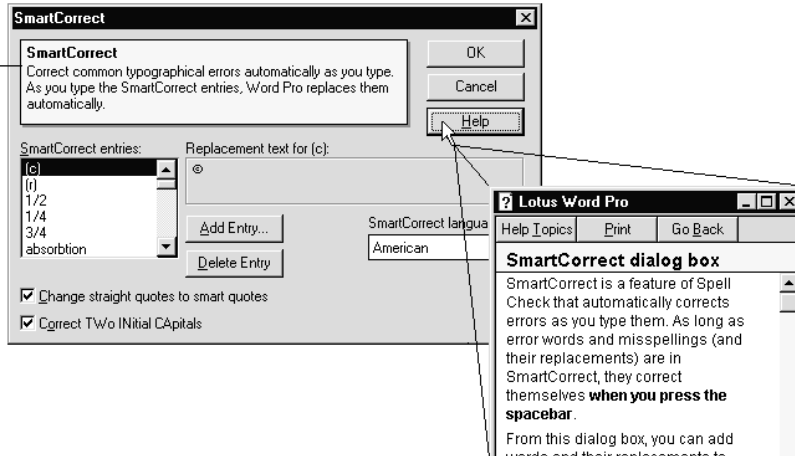
Help in a dialog box or the InfoBox

You can get help immediately on dialog box options.

In the dialog box,
read the information
provided

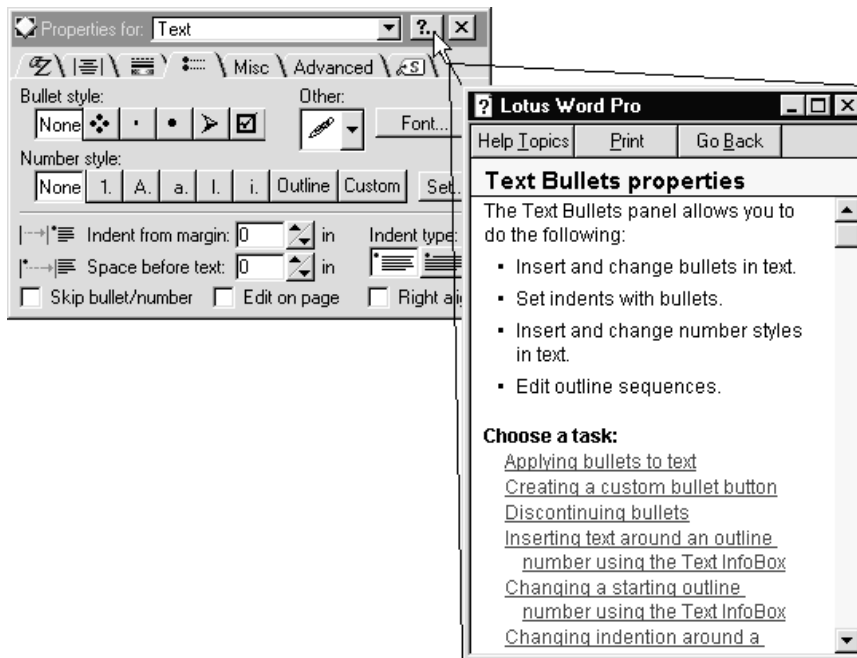
or

click Help for more
specific instructions



You can get help immediately on InfoBox options.

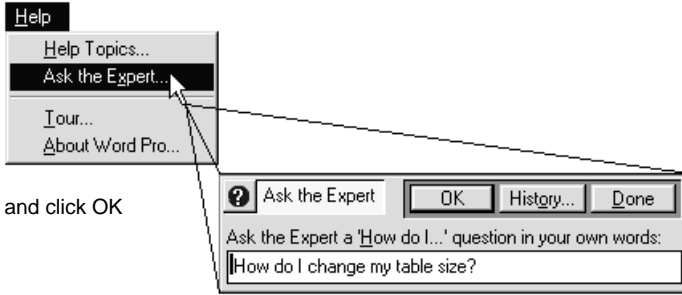
In the InfoBox,
click the ?



Ask the Expert: your own questions

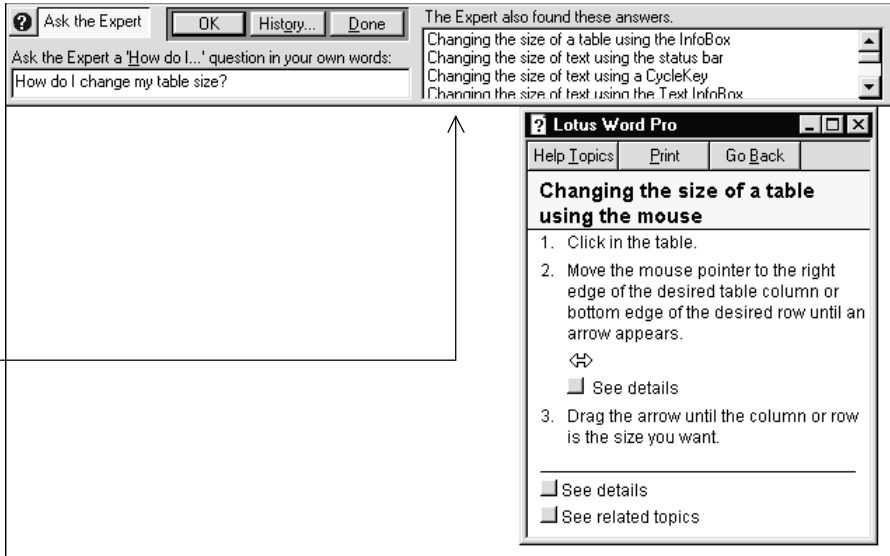
Sometimes Help doesn't use your language. Now you can type in your own question and get the answer you need.

Choose Help and click Ask the Expert



Then type your question and click OK

When you click OK, you see Help on the topic you chose.

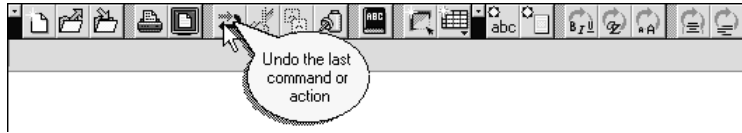


The Expert gives you the most apparent answer to your question...

and provides you with a list of backup topics

Bubble help: each icon's action

All you have to do to find out what an icon does is move your cursor over it.

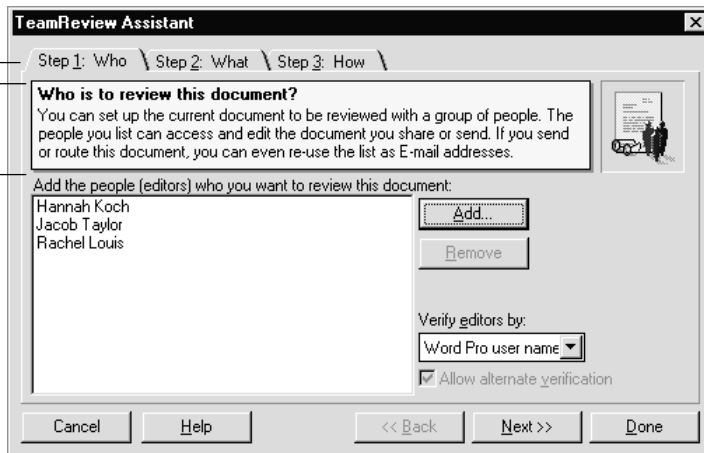


Assistants: help with complex procedures

Word Pro Assistants appear when you select commands that require you to complete complex procedures, such as merging mail, setting up a document review process (TeamReview), creating a table of contents, or creating an index.

Tabs show which step you are on

Each tabbed panel has its own instructions



You can move backward and forward in the tabs without losing track of where you are.

Chapter 2

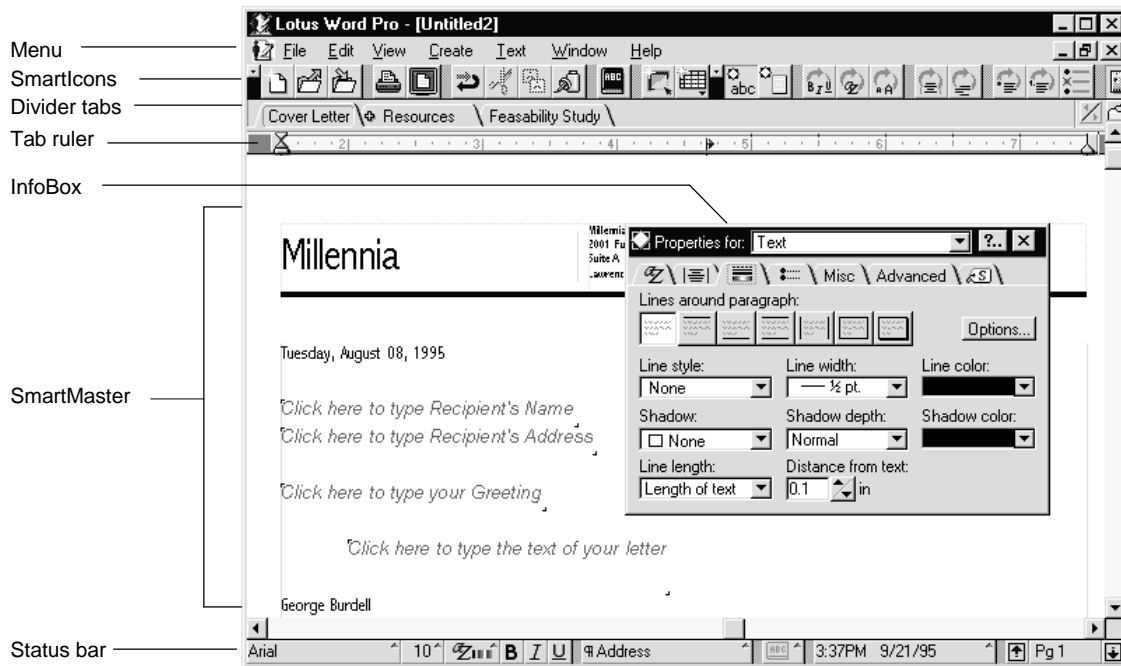
Word Pro tools

Helping you be a self-reliant user

The goal of this chapter is to show you where to find useful tools in Word Pro and how to use them. Once you know where to go and what to do, you'll be a more self-reliant user.

What the tools are

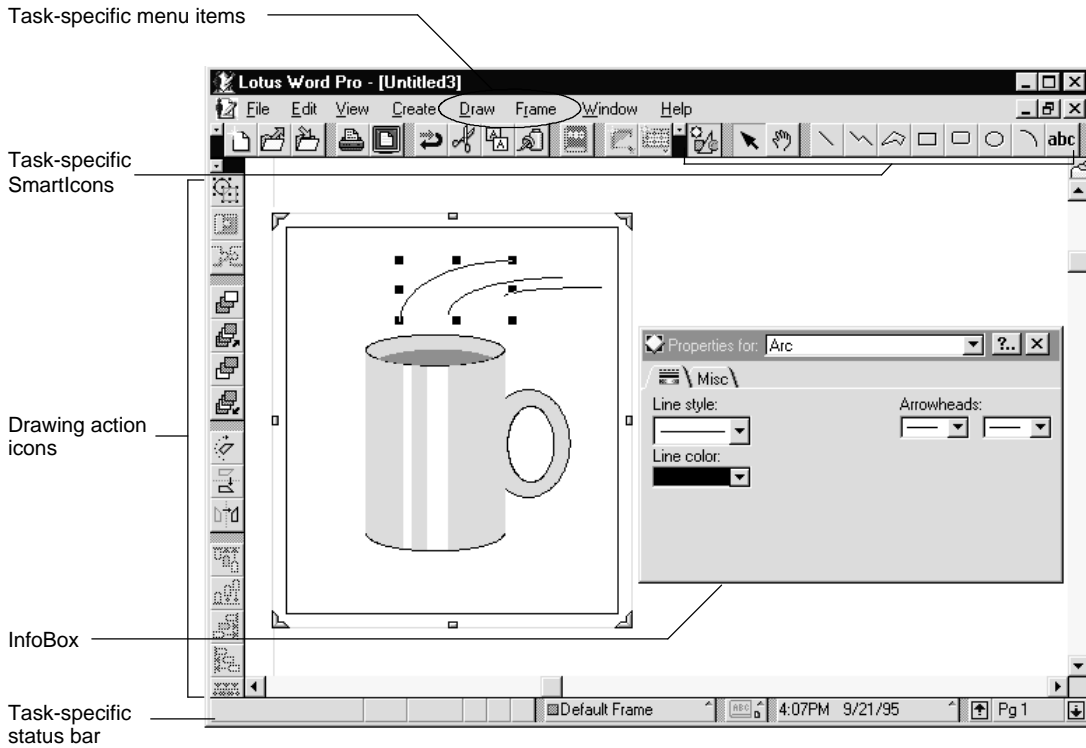
Here, in a desktop view, are most of the tools this chapter deals with:



Word Pro tools are task-sensitive

Tools in Word Pro appear when you need them. For example, if you are working in a frame for drawn objects as in the example below, the menu, SmartIcons, InfoBox, and status bar reflect specific options for drawn objects. When you click outside the drawing frame, the options for drawn objects disappear.

Compare this desktop with the one on the previous page, where the tools reflect options for typing in text.



The task-sensitive screen

Menus, SmartIcons, and the status bar are task-sensitive parts of every Word Pro screen.

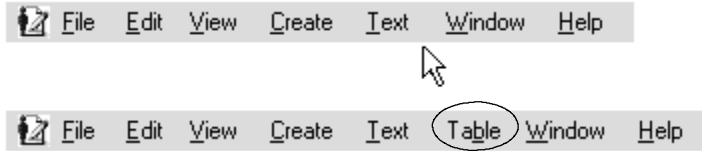
2-2 Exploring Word Pro

The menu: predictable and task-sensitive

Here is the standard Word Pro menu. The broken area indicates where new task-sensitive menu options always appear.



When you use the Create menu to create a table, the table menu appears as you see below.

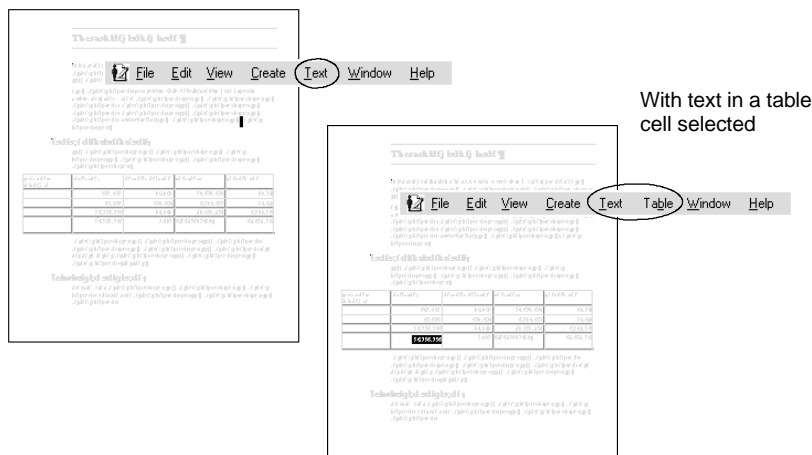


What to do if you can't find the menu you want

You may not be able to find the menu you want for one of two reasons:

- You must create the object (using the Create menu) before you can work on a task related to the object. For example, you must create a table before Table appears in the menu.
- You must click the object to select it. Remember, you must be working in the object you want to change before its menu appears.

Cursor in text

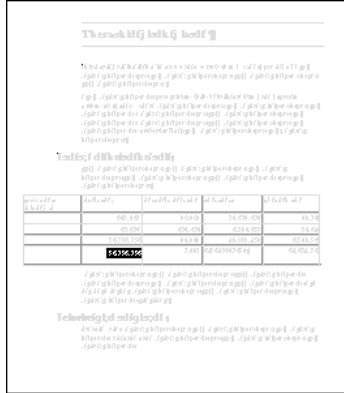


If the options you want don't appear in the menu, reposition your cursor and click.

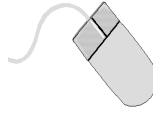
Shortcut menus

When you are working on text or an object such as a table or a drawing, click the right mouse button to see a task-sensitive menu for the text or object.

When text in a table cell is selected...



click the right mouse button...



to display the table shortcut menu on your screen.

Text Properties...	Alt+Enter
Cell Properties...	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Normal	Ctrl+N
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Named Styles	▶
Insert a Row	Ctrl++
Insert a Column	
Delete Row/Column...	
Select	▶

SmartIcons: action at the click of a mouse

SmartIcons are the small pictures that appear just beneath your menu when you first start Word Pro—though they can be moved anywhere on your screen. Click an icon to perform an action—without going through the menus. SmartIcons provide quick access to features you use most often.

SmartIcons: universal and task-specific

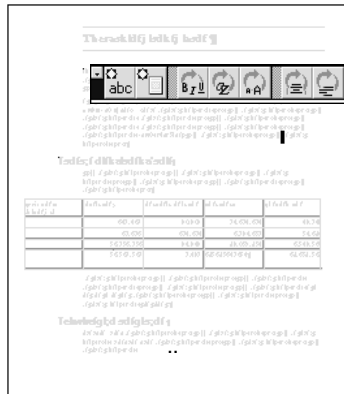
If you've used SmartIcons before, you'll notice that Word Pro SmartIcons are now task-sensitive. The sets below are divided into the universal icon bar, which displays no matter what task you are performing, and the task-specific icon bar, which displays SmartIcons appropriate to your task.

Universal icon bar

Task specific icon bar

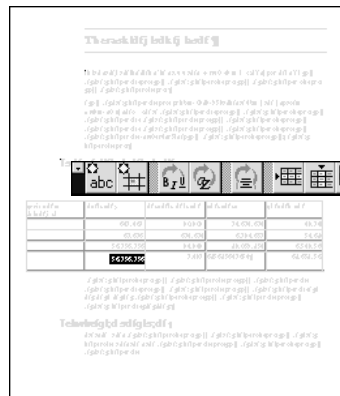


When the cursor is in text...



you get these task specific icons

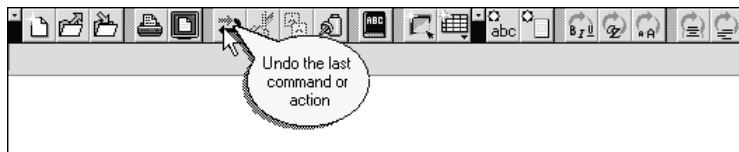
When the text in a table cell is selected...



you get these

Finding out what an icon does

Pass the cursor over an icon, and bubble help tells you what the icon does.



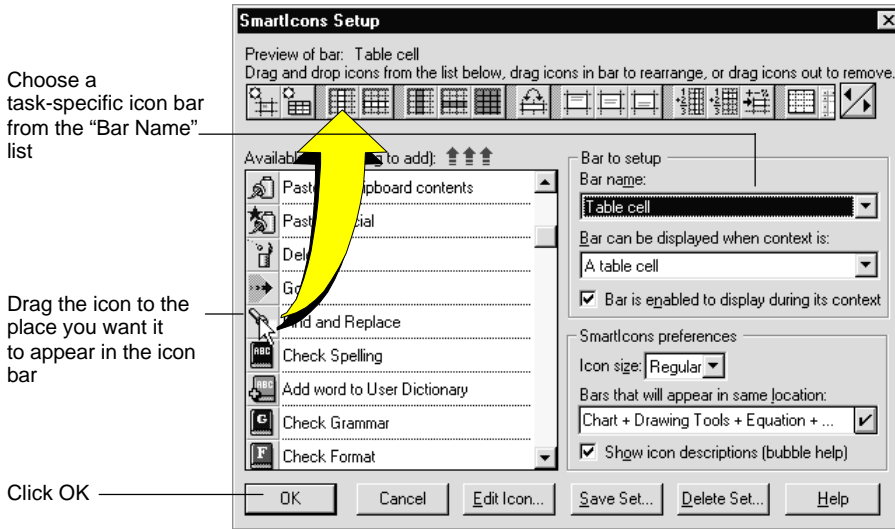
How to customize your icon bars

Using the dialog box for SmartIcons Setup, you can add and remove icons so that the icon bar reflects your own pattern of use. For example, suppose when you work in tables you often want to find and replace every instance of a number you typed. You'd like to have the Find and Replace icon in the icon bar that appears with table cells.

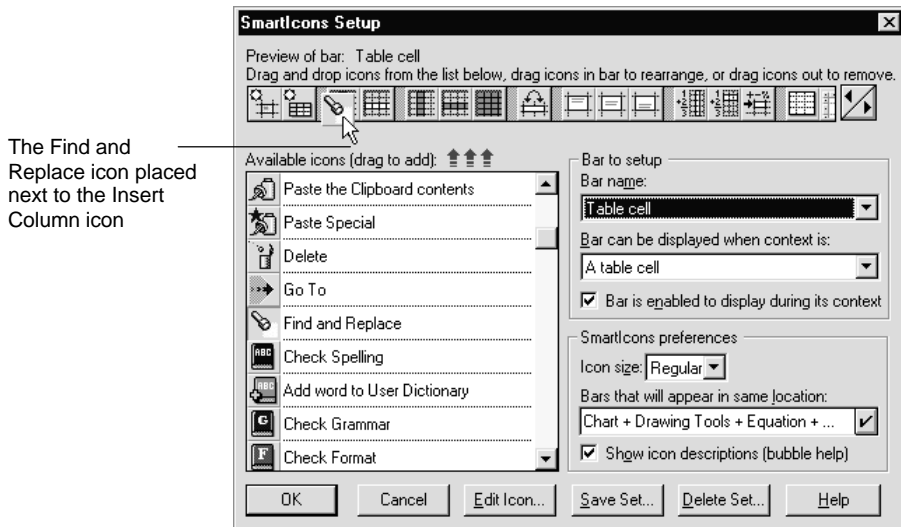
An example of adding an icon

First choose File - User Setup, and then choose SmartIcons Setup.

The SmartIcons Setup dialog box appears.



Result



For more information

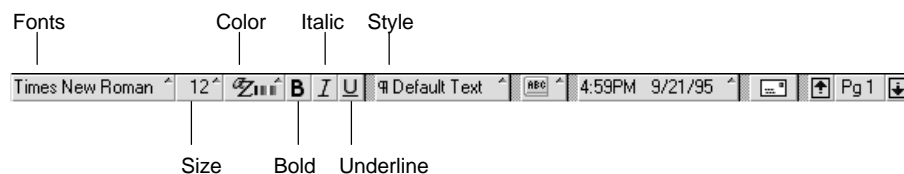
1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
SmartIcons, overview
3. Click the index entry you want, then click Display.

The status bar: for quick changes

The status bar always appears at the bottom of your Word Pro screen, providing you with current information on your documents and letting you quickly change such settings as text fonts, sizes, and attributes.

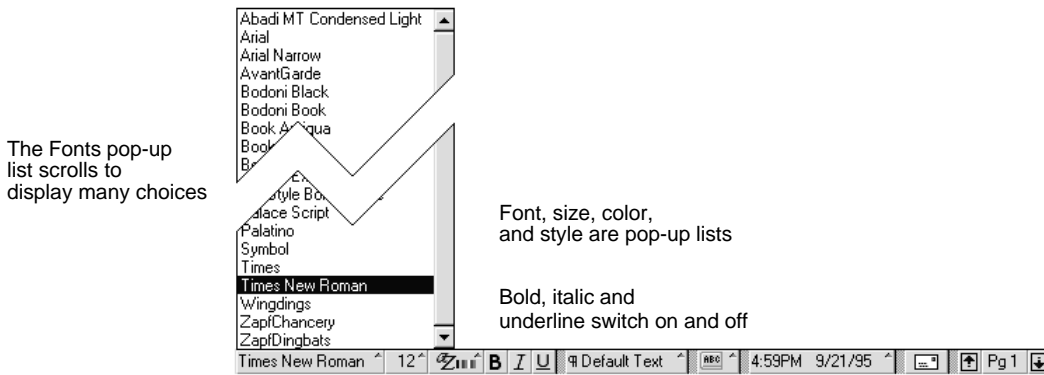
Text attribute options

You can change the following text characteristics using the status bar.



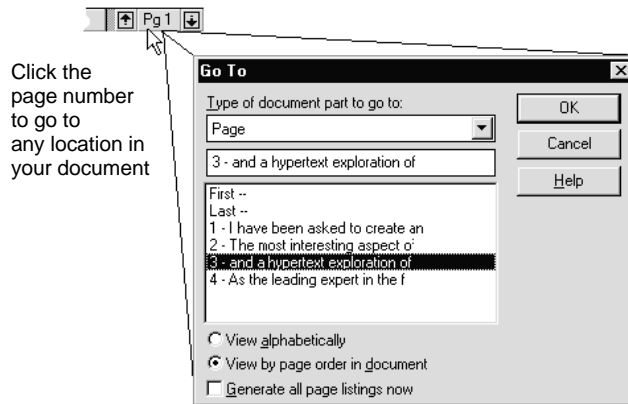
Text format changes

To format text, select it and click one of the pop-up lists to select an option. Options that don't display a pop-up list toggle between two types of information.



Navigating to a specific place in the document

Click the arrows to go forward or back one page.



The SmartMaster: more than just a stylish format

A SmartMaster is a professionally designed template that allows you to create documents such as memos, letters, reports, and newsletters without worrying about setting up a format. You can see one of the templates on the first page of this chapter. Using the SmartMaster, all you have to do is type—with the confidence that the document will look attractive.

But what makes a SmartMaster really different is that it can actually help you with the thinking process.

A SmartMaster helps you think through what you write

What takes you longer in the writing process, the actual writing, or thinking through the scope and organization of your words? For most people, it's the thinking through that is difficult and takes time.

The SmartMaster below helps you with the difficult part. It is a page of a business plan template in Full Page View.

Business plan tabs
pre-organize your
information into
sections

Some text is already
created for you

Click Here Blocks
tell you what to write

Cover Letter \ Table of Contents \ Executive Summary \ Target Market Overview \ Competition \ Business Strategies

Company Name Click to type Co. Name, Phone Number,
Click to type Address 1, Fax Number,
Click to type Address 2, Internet/E-Mail Address,

July 11, 1995

Recipient's Name,
Recipient's Address 1,
Recipient's Address 2,

Dear Name,

Click here to type Letter,

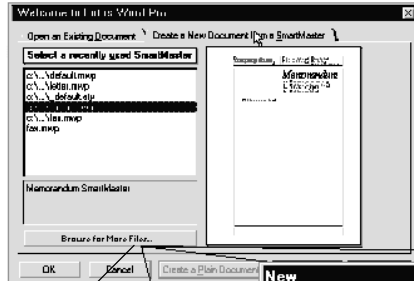
Sincerely,

Selecting a SmartMaster

When you start Word Pro, the first dialog box asks whether you want to open an existing document or create a new document from a SmartMaster.

To select a SmartMaster

Highlight a SmartMaster from the list that appears on the left side of the dialog box.



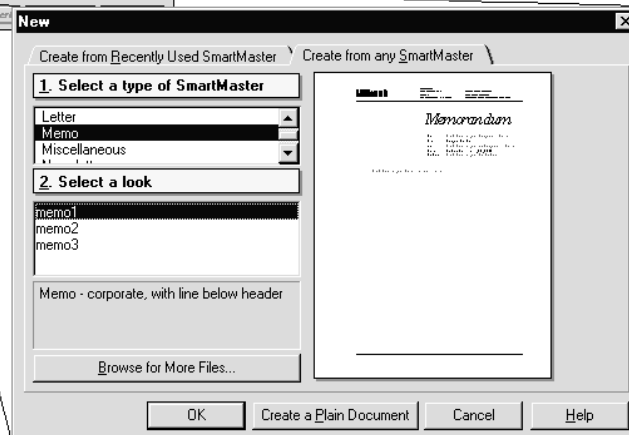
A preview of the highlighted SmartMaster appears on the right

Click OK to use the highlighted SmartMaster or...

Click this button to see more available SmartMaster templates

Continue highlighting looks until you find one you like

Click OK



To change a SmartMaster

If after beginning with one SmartMaster you want to choose another, it's a simple matter to change:

Choose File - Choose Another SmartMaster.

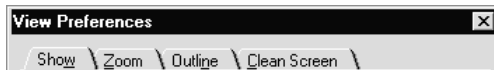
For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
Click Here Blocks, overview
SmartMaster, overview
3. Click the index entry you want, then click Display.

Tabs: for a clean and organized desktop

Tabs help you navigate quickly. Tabs give you a clean desktop without eliminating a rich array of options. Here are some of the places you see tabs.

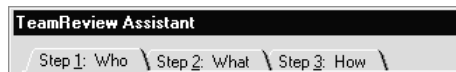
Dialog box tabs—display a new panel of options.



InfoBox tabs—also display a new panel of options. In the picture below, the tabs organize your options for formatting text.



Assistant tabs—lead you through the steps of a procedure.

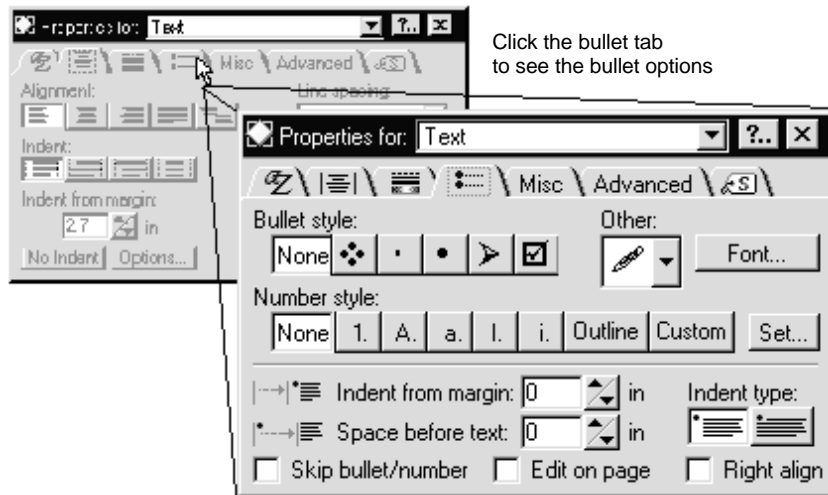


Divider tabs for your Word Pro documents—let you keep all your related documents together.



To see a new set of choices

Clicking a tab brings you to a new set of choices.



Controlling tabs in your documents

You can control—by a simple click of the tabs icon—whether you see the tabs for divisions or sections in a document.



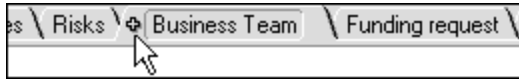
Click to hide tabs



Click again to display tabs

Each tab in your document represents a **division or section** of your document. You can subdivide divisions and sections. Both divisions and sections are easily hidden and expanded.

Click the plus mark to see the tab expand with tabbed sections.



Click the minus sign to hide the section tabs.

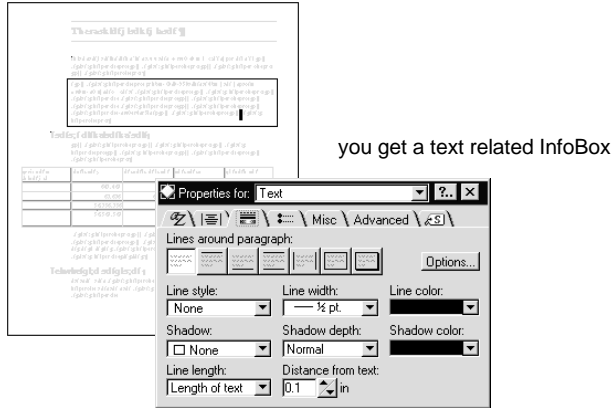
For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
 - Divider tabs, overview**
 - Divisions, overview**
 - Sections, overview**
3. Click the index entry you want, then click Display.

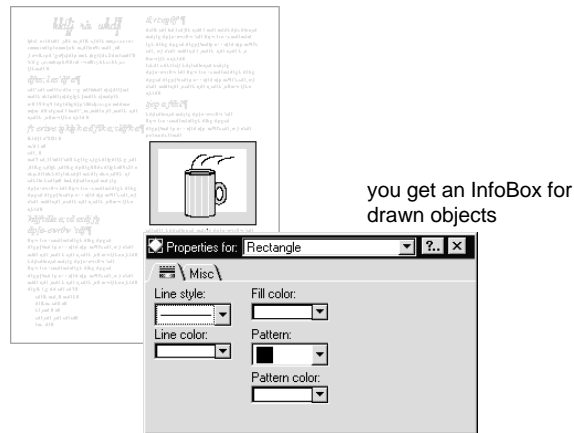
The InfoBox: one-stop shopping for formatting

If the status bar or icons can't do what you want, then think of the InfoBox when you want to change the look of text or an object, such as a table or frame. Like other Word Pro tools, the InfoBox is task-sensitive.

When you are working in text and you choose Text - Text Properties...



When you are working in a drawing frame and you choose Draw - Draw Properties...



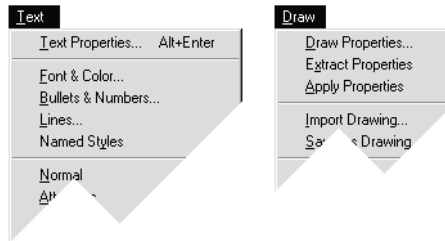
The InfoBox helps you get your work done in the following ways:

- It changes panels and options as you make your selection.
- It's geared to multiple changes. It stays open and on top so you don't have to open and close multiple dialog boxes when you are changing the look of text or an object.
- It works the same way, no matter what you are working on.

To get the InfoBox

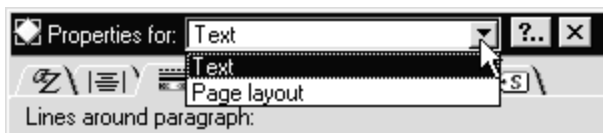
Select what you want to change.

Choose the menu option,
then choose Properties



To get a different InfoBox

You can click the “Properties for” box to see a list of related document parts. For example, if you selected text, the “Properties for” box will read “Text”. But you can click to see a list of document parts containing the selected text.



You can select another document part to display the InfoBox for that document part. For example, if you select Page layout, the text related InfoBox changes to an InfoBox for the page layout.

A close look at the InfoBox for text

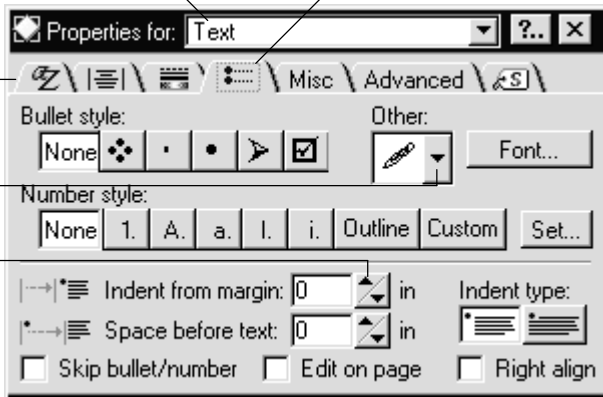
You get the InfoBox below when your cursor is in text. The Text InfoBox has all the tools you need to format text. For example, using the options on the Bullet panel of the InfoBox below, you can create bullets and numbers in text. Here is how the InfoBox works:

Here is what you have selected

Tabs let you see and choose any related set of options for text

Click the arrow to see other bullet styles

Change indent options by clicking the arrows up or down



Here is the current panel of options

An example of using the InfoBox

Suppose you have a newsletter that looks like the Before example below. In the bottom right corner you put an announcement about how to renew a subscription to the newsletter, but you want to highlight the announcement.

Before



After



Subscription information with lines around the text

Here's how you do it.

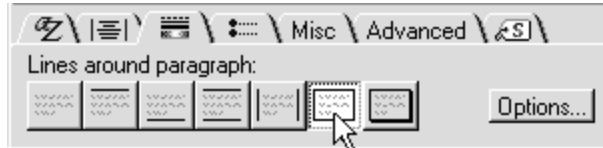
1. Select all the text in the announcement.
2. Click the Text InfoBox icon.



3. Click the Lines & Colors tab.



4. Click the option to draw lines around the paragraph.



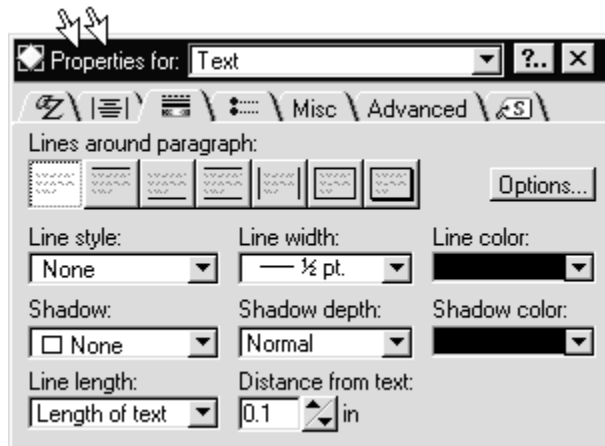
Experiment using the InfoBox

It's easy to experiment using the InfoBox. Click an option. The changes take place instantly. If you don't like the change, try another. In the InfoBox you don't have to click OK or Cancel to apply the options you selected. You can always use Edit - Undo to undo any changes you made using the InfoBox.

Collapsing the InfoBox

When you expect to make multiple changes to the look of a document, collapse the InfoBox to keep it handy without crowding your desktop.

1. To collapse the InfoBox, double-click the title bar.



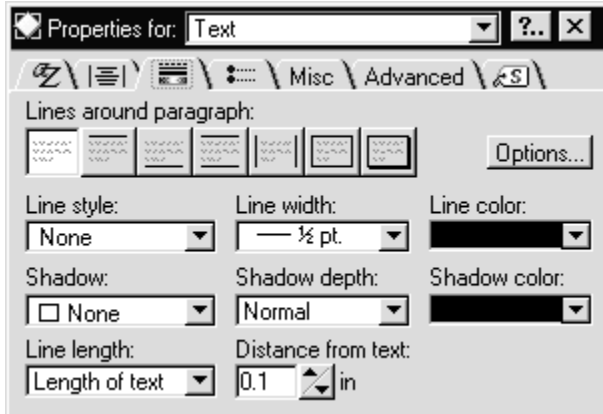
Result



2. To return the InfoBox to normal size, double-click the title bar.



Result



Closing the InfoBox

Click the Close button.



Moving the InfoBox

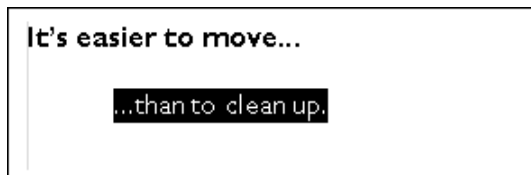
Click the title bar and drag the box to a different part of the screen.



The Drag & Drop hand

Moving is much more direct than cutting and pasting, and Word Pro gives you a special hand for doing it.

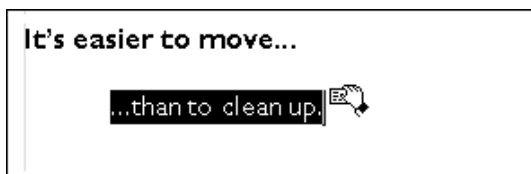
1. Select the text you want to move.



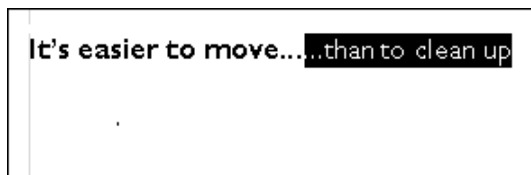
2. Let the cursor hover at the edge of the selected text. The cursor becomes a hand.



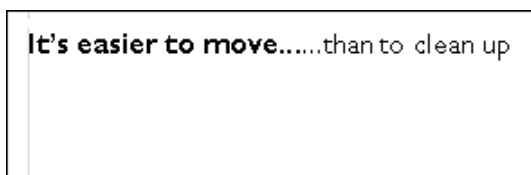
3. Press and hold down the mouse button as you move the cursor. The text does not move until you release the mouse button.



4. Release the mouse button to drop the text.



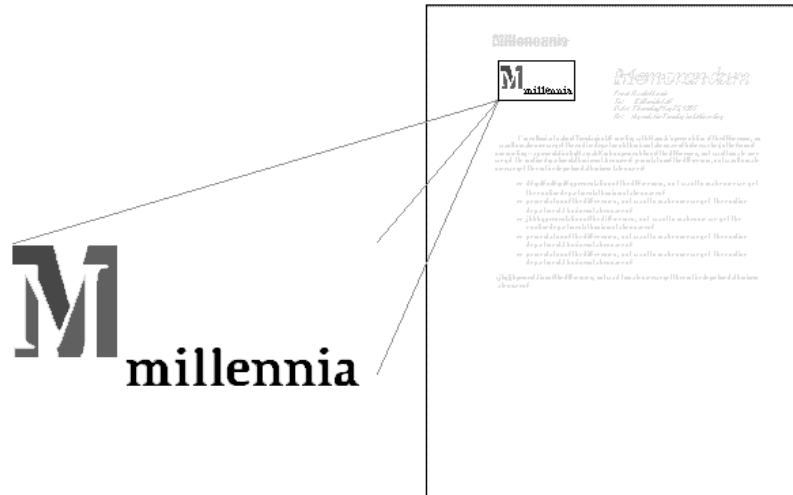
Result



Illustrating your message: frame and draw tools

Add pizzazz to your documents by importing an illustration or by creating your own simple drawing.

Suppose you want to add the company logo to an interdepartmental memo you are writing.



With your document open to the page where you want to add a picture and your cursor at the desired point in the document, choose File - Import Picture.

Your picture appears inside a **frame**.



Using the InfoBox, you can place the frame on the page, scale its size, set its margins, or change the lines around the frame.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
 - Frames, overview**
 - Pictures, overview**

3. Click the index entry you want, then click Display.

It's simpler to draw than you may think

Suppose you want to draw attention to an annual breakfast meeting you are announcing in a newsletter. You think a friendly steaming coffee mug would get the point across.



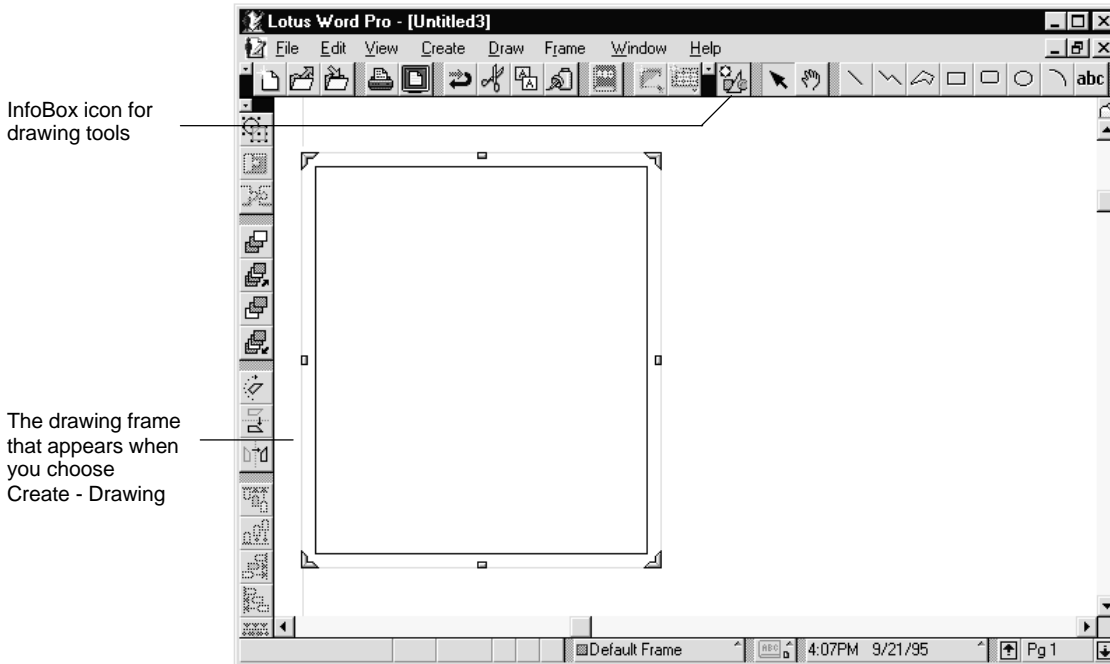
The drawing of the mug took 10 minutes to do. It's made up of one rectangle, five ovals, some curved and straight lines, and curved text. If you draw this mug as we show you how in the next few pages, you'll find you can do much more than draw a straight line with draw tools.

The draw tools: your easel, paints, and brushes

Remember: if you want to see the tools for something, you must create it first. To create a drawing:

Choose Create - Drawing.

The drawing tools below appear. In addition to the drawing tools shown on the second page of this chapter, here are some other tools you use to draw.



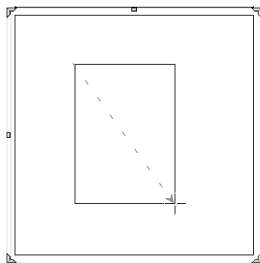
Drawing on the computer screen

After you choose Create - Drawing, you always draw inside the frame that appears. Begin the mug with a rectangle.

1. Click the drawing tool you want to use, in this case the rectangle tool.



2. Click inside the frame.
3. Drag diagonally and release the mouse when the icon is sized correctly.



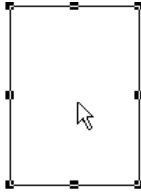
Now add color

The InfoBox lets you change the drawn objects.

1. Click the select icon.



2. Select the rectangle.



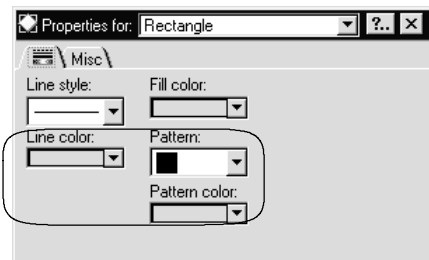
Tip Selection handles appear around a selected item.

3. Click the Draw InfoBox icon.

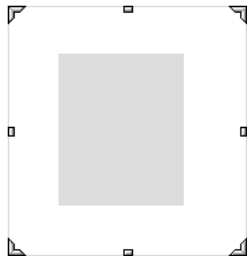


4. Click the Lines & Colors tab.
5. Set the InfoBox options for:

- Line color - light gray
- Solid Pattern - as you see below
- Pattern color - light gray (same as the line color)



Result



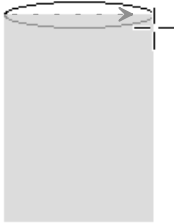
Group and send to the back

Now you're ready to draw the curved top and bottom.

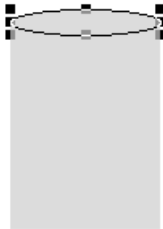
1. Click the oval drawing tool.



2. Draw an oval and use the InfoBox to color the line black.



3. To make another oval for the bottom of the cup, select the oval (using the Select icon) and copy and paste the oval by selecting Edit - Copy and then Edit - Paste.



The pasted oval appears on top of the original oval.

4. Drag this oval to the base of the rectangle.



5. With the oval still selected, send it to the back with this icon.



6. Select all three objects by choosing the select-all icon.



7. Click the group icon.

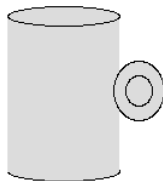


Grouping turns several drawn objects into one object.

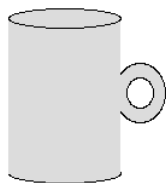
Finishing touches

Now to add the handles, the coffee, the steam, and the decoration.

1. Using the oval draw tool, draw two more ovals like these for the handle:



2. Using Pattern color in the InfoBox, make the pattern color for the center oval white.

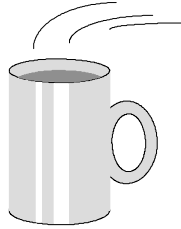


3. Group the two ovals and send both to the back.

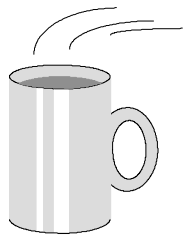
4. Draw another oval for coffee, and color the pattern dark gray. Use the curved arc tool for steam.



5. Use the straight line tool for decoration. Choose a line style and color using the InfoBox.

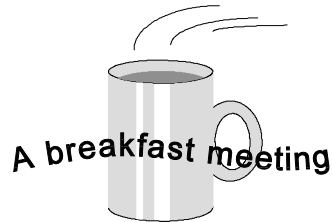


6. Click the text tool and type "A breakfast meeting."



A breakfast meeting

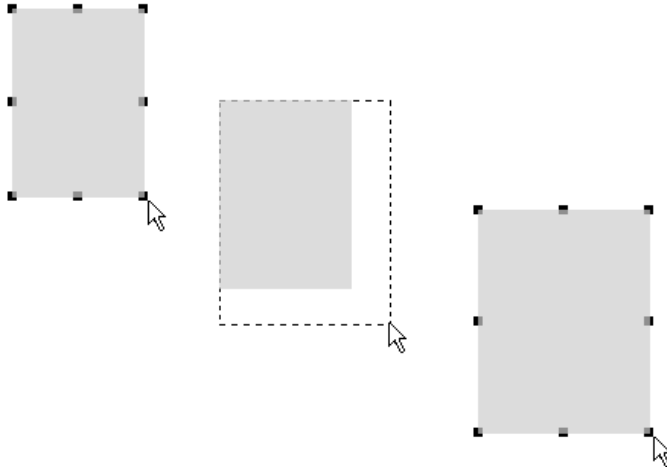
7. Select the text and choose Draw - Curved Text. Select the desired curved text option. Choose OK. Place it over the mug.



Tips for drawing

Here are a few handy tips for when you are using draw tools:

- When you are drawing several shapes, place them as you want them, and position them back or front. Then group them. Grouping assures you that the objects remain in the correct relationship. If you are drawing a complex picture, you may want to group the pieces often.
- To edit text you have drawn, select the text icon, then place the cursor in the text to start your changes.
- Here's how you resize an object:
 - Select the object.
 - Click one of the 8 selection handles and drag it.



- Remember, you can move an object two different ways:
 - One object at a time, using this icon:



- All the objects in the frame, using this icon:



Chapter 3 Getting Started

What is Lotus Word Pro?

Lotus Word Pro is:

- A WYSIWYG (What You See Is What You Get) word processor—you see on the screen how a document will appear when it prints.
- A team word processor that allows you and your co-workers to better collaborate on and share documents.
- A smart word processor that provides automated tools such as SmartMaster templates, SmartCorrect, Assistants, the InfoBox, and Divider Tabs to use to create business documents.
- A word processor that is integrated with other products through LotusScript™, importing and exporting of files, the Internet®, OLE 2, and the Lotus User Interface.



Starting Word Pro

1. On the Windows desktop, click the Start button.
2. Point to the Programs folder.
3. Point to the folder that contains Lotus Word Pro.
4. Click the Lotus Word Pro icon.



Each time you start Word Pro, you see the Lotus Word Pro Welcome Screen. From this Welcome Screen, you can open an existing document or create a new document.

Note The Welcome Screen will not appear if it is disabled in User Setup - Word Pro Preferences.



For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Welcome Screen, overview
3. Click the index entry you want, then click Display.

3-2 Exploring Word Pro

Chapter 4 What's New?

Lotus Word Pro has a new name, a new look, and new tools that:

- Completely change the process of producing team documents
- Automate many of the more time-consuming word processing tasks
- Integrate with other Lotus products including Lotus Notes®

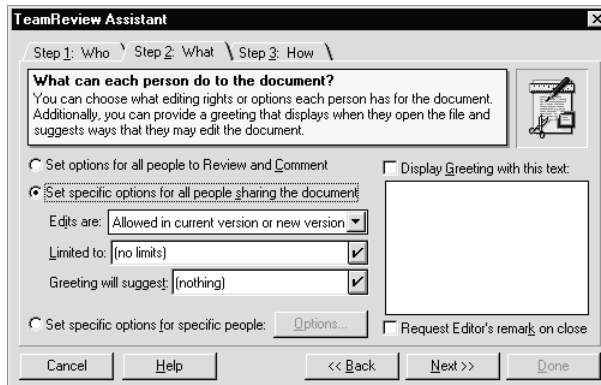
Work together with Team Computing tools



The best work is usually done in teams. But when it comes to producing documents, the logistics can be a nightmare. Word Pro includes tools that let you concentrate on the information itself instead of worrying about how to setup, distribute, manage, edit, review, and produce team documents.

You can:

- Use a quick step-by-step method to set up the Who, What, and How of sharing a document. Specify the team members, the editing rights and markup tools (including electronic sticky notes and highlighter pens) for each member, and the method of distribution.



- Distribute an entire document to your team members using your electronic mail system and include a message with editing instructions.

- Combine the input from several reviewers into one file. You can review the edits of all the reviewers in one place and then select from different edits to create the best document.
- Keep track of shared documents by storing edited versions of a document in a single file.

For more information, see Chapter 8: Team Computing.

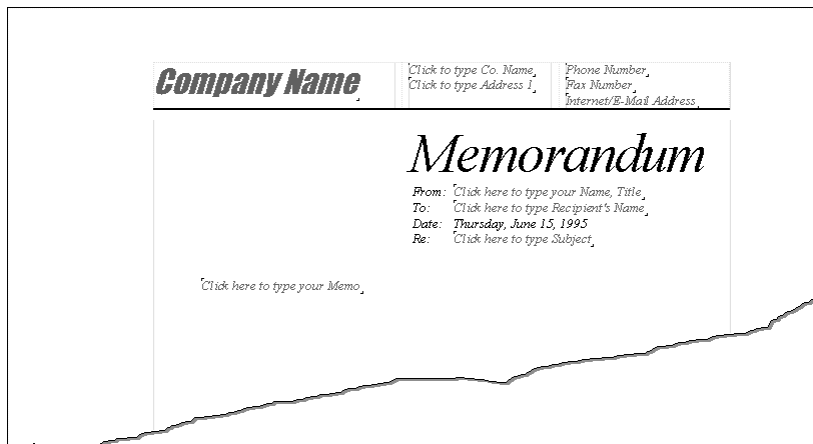
Work *Smart* with productivity tools

Word Pro is *Smart* word processing. Word Pro provides you with SmartMaster templates, SmartControls, SmartSense, and Smart Assistance—automated tools you can use to produce all your documents faster and easier than ever before.

Work with SmartMaster templates

SmartMaster templates are like document blueprints you use to automatically create professional looking documents. Many of the Word Pro SmartMaster templates use Click Here Blocks which guide you through inserting information in the document.

For more information, see “The SmartMaster: more than just a stylish format” in Chapter 2: Word Pro tools.

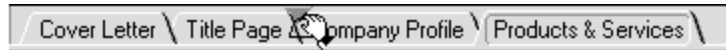


Work with SmartControls

SmartControls enable you to easily view, organize, rearrange, and move through a document. You can:

- Organize your document into divisions with divider tabs, then quickly rearrange and move through a document using the divider tabs.

Drag and drop divider tabs to quickly rearrange information



- Display your document in groups of miniature pages which you can edit. You can reorganize the document by dragging a group of pages to a new location.
- Display the current division name, section, and page number as part of the scroll bar.
- View and edit your document using several different views at once. You can show different parts of your document in each view, and you can drag and drop data between the views. You can also split the document windows and manually customize the view.

For more information, see Chapter 7: Getting Productive: Organizing a Document.

Work with SmartSense

SmartSense technology provides you with the tools you need when you need them and removes unnecessary tools, thus freeing your screen from clutter. You can:

- Use a special dialog box (called an InfoBox) to change the properties of your document and instantly see the results of your changes in your document without exiting the InfoBox.
- Spell check and edit your document at the same time. Word Pro highlights all the misspelled words at once, so you can easily skip past highlighted words you want to ignore (for example, names and addresses).
- Let Word Pro's SmartCorrect feature automatically correct common typing mistakes as you type. For example, Word Pro replaces *teh* with *the*.
- Quickly format and move text using Smart Editing features. For example, you can bold an entire word by placing the insertion point anywhere inside the word and clicking the Bold icon.
- Let Word Pro automatically clean up common formatting mistakes and inconsistencies in your documents. For example, Word Pro ensures consistent use of spaces between sentences and removes double spaces between words.

- Let Word Pro automatically add sequences of data in a table. For example, type Monday, and Word Pro automatically adds the remaining days of the week.
- Select text and cycle through a predefined or custom list of attributes by pressing a key or clicking an icon. For example, the Alignment CycleKey cycles through the left, center, right, and full alignment settings.

Work with Smart Assistance

Smart Assistance helps you complete your work in whatever way is most useful to you. You can see online demonstrations, examples, procedures, or details. You can also:

- Ask for help by typing a question using your own words and the Word Pro Expert displays the steps you need to complete the task.
- Use special dialog boxes that walk you step-by-step through a complex task.
- Quickly get online help from anywhere in Word Pro. Word Pro online help is organized by task and provides step-by-step instructions rather than long descriptions.

For more information, see Chapter 1: The Right Help at the Right Time.

Work in harmony with integration tools

Why spend all your time learning how to use software? If you know how to draw lines around text in Word Pro, not only can you draw lines around a frame, but you can change line settings for a field in Lotus Approach® and set properties throughout the entire Lotus SmartSuite. When you work with products in the Lotus SmartSuite, you use common tools and see a common look. You can also:

- Use files from other word processors in Word Pro or use Word Pro files in other word processors.
- Customize Word Pro for your specific needs using an object-oriented BASIC scripting language that is common across the Lotus products.
- Import and export files through the Internet.
- Link data from other products into Word Pro. Word Pro fully supports OLE 2.0 automation for cross-application scripting.

4-4 Exploring Word Pro

Chapter 5

Working with Word Pro

You can use Word Pro tools to quickly create any document. First, you can select from several templates (each template is called a SmartMaster) and choose one that fits the desired type of document. Every SmartMaster already contains a layout, format, and styles.

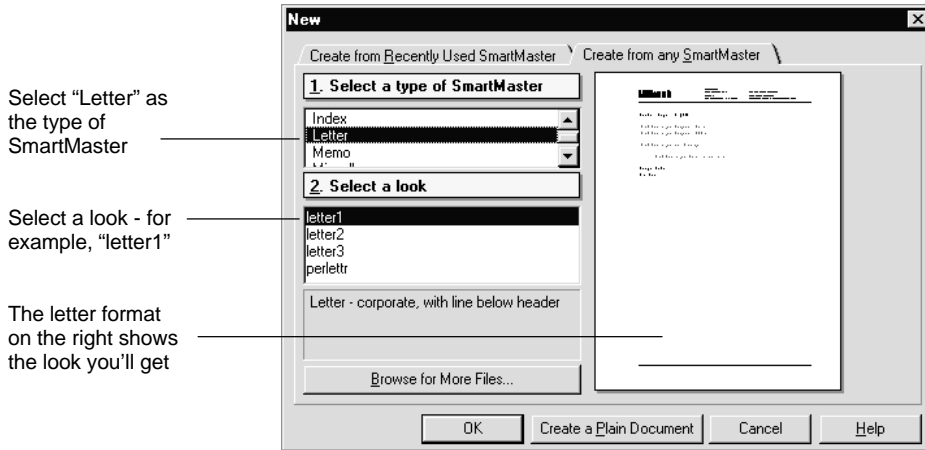
Once you choose a SmartMaster, you can edit the document, import graphics or other files into it, set attributes, create frames and tables, copy material, change text direction, use grids, and do all types of formatting. You can even create your own SmartMaster templates so you always have your commonly-used layouts, formats, and styles readily available.

Writing a letter using Word Pro

Start with a SmartMaster

Let's start by writing a letter, using a SmartMaster and other Word Pro tools.

1. Choose File - New Document.
Word Pro lets you select from a list of available SmartMaster templates.
2. Click the Create from any SmartMaster tab.



3. Click OK.

A blank document appears in the letter format. Now you can start writing, using another Word Pro tool called Click Here Blocks.

Use the Click Here Blocks

Click Here Blocks are placeholders that prompt you where to type and what to enter.

The screenshot shows a letter template with several Click Here Blocks. At the top left, there is a block for the company name, labeled "Company Name". To its right are three blocks for contact information: "Phone Number", "Fax Number", and "Internet/E-Mail Address". Below these is a date block: "Tuesday, June 13, 1995". On the left side, there are three blocks for the recipient's address: "Recipient's Name", "Recipient's Address 1", and "Recipient's Address 2". Below these are blocks for the salutation: "Dear Name," and "Click here to type Letter". At the bottom left, there are two blocks for the sender's signature: "Click here to type Your Name," and "Click here to type your Title, Company Name,".

1. Click inside the first Click Here Block and type the requested information.

Tip You can press TAB to move from one Click Here Block to another, or click directly into the next block.

Click inside the blocks for the company address and other heading information and type the information

Click inside the blocks for the recipient's name and address and type the information

The screenshot shows the same letter template as above, but with the Click Here Blocks filled with example text. The company name block contains "Millennia". The contact information blocks contain "Millennia Corporation", "1050 Main Street", "Atlanta, GA 30339", "404.555.1212", "404.555.1234 - FAX", and "michael_evanston@erd.millennia.com". The date block contains "Tuesday, June 13, 1995". The recipient's address blocks contain "Elaine Williams", "Software Clearing House", and "Recipient's Address 2". The salutation block contains "Dear Name,". The "Click here to type Letter" block is empty. The sender's signature blocks contain "Click here to type Your Name," and "Click here to type your Title, Company Name,".

2. Type the body of the letter where it says, "Click here to type letter".
3. Click in the last Click Here Blocks and type the requested information.

5-2 Exploring Word Pro

Note If you don't fill in all the Click Here Blocks, don't worry. The prompt text will not appear when you print the letter unless you specifically select to print it.

Editing the letter

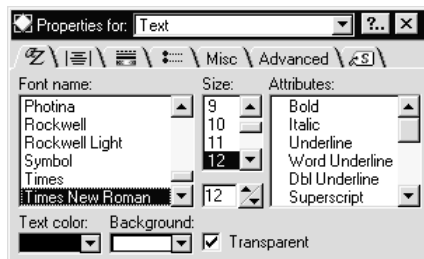
As you reread your letter, you decide that you want to vary its look by highlighting one paragraph, changing a font size, and adding a table for statistics. You can do all of this using another Word Pro tool called the InfoBox.

Make changes to text

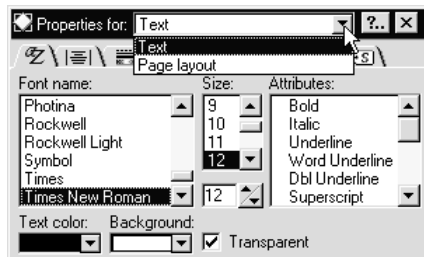
First, you decide to make changes in the body of the letter.

1. Click the right mouse button anywhere in the letter.
2. Choose Text Properties.

Word Pro displays the Text InfoBox



Tip You can choose the “Properties for” list at the top of the InfoBox and choose “Page layout” to display the Page layout InfoBox.



Using the Page layout InfoBox, you can take advantage of the following features:

- Left, right, top, and bottom margin options
- Left, right, center, numeric, and leader tab options
- Page size and orientation (landscape or portrait)
- Placement and style of lines around a page and lines between columns

- Columns and varying space between columns (gutter width)
- Margins and page settings for headers and footers
- Tab settings, grid settings, alignment, and text direction on a page
- Page styles

Each SmartMaster already contains a default page layout which determines the way the pages initially appear. You can modify the page layout for the entire document or for a specific area.

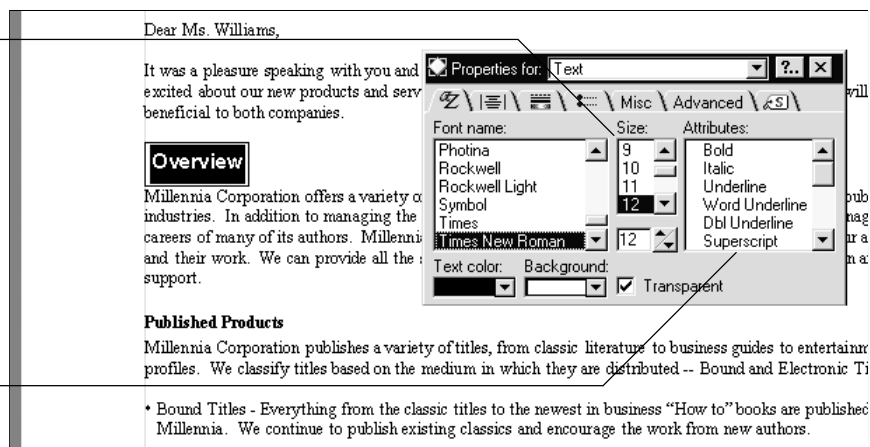
You can insert a new page layout anywhere in a document. If you insert a new page layout, Word Pro uses the new layout for the pages after the insertion.

Change a font size

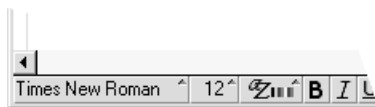
1. Click the Font tab on the Text InfoBox to bring the panel forward.
2. Select the desired text in the letter.

Select the desired font size from the "Size" box on the Font panel

Select any other desired option in the "Attributes" box, such as "Bold"



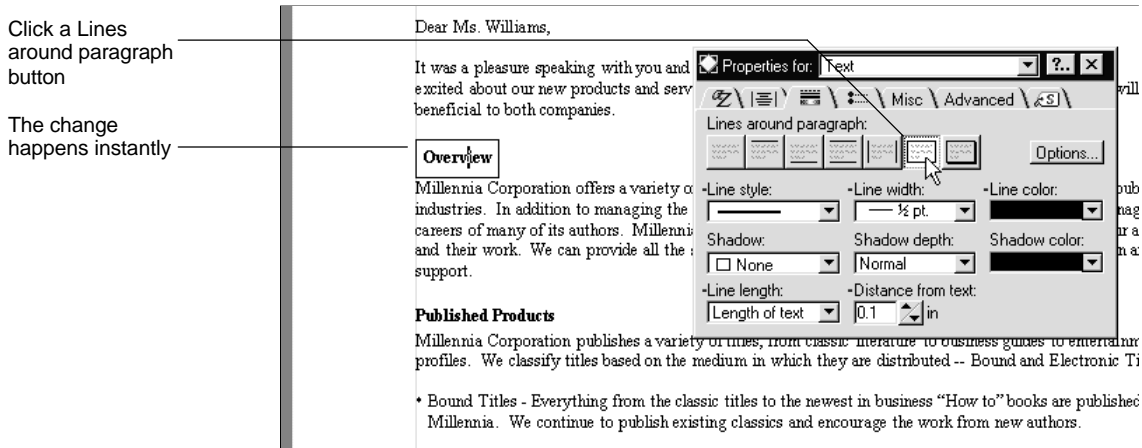
You can also change the font, font size, text color, and attributes of the selected text by clicking on the status bar at the bottom of the screen.



Emphasize a paragraph

1. Click the Lines & Colors tab on the Text InfoBox to bring the panel forward.
2. Select the desired paragraph in the body of the letter.

Note You can select the text in the letter while leaving the InfoBox up in the workspace.



If you don't like the result, click another Lines around paragraph button. You can also choose a different line style from the "Line style" box.

Tip To intensify the highlight, choose a shadow color that contrasts with the paragraph line color.

Using a table in the letter

You can change the appearance of the letter by putting text in a table. You can also change the size and appearance of the table itself.

You can create a table in document text, in a frame, in columns, in headers and footers, and so on. Word Pro lets you adjust table size, depending on where you want the table to appear.

Let's assume the letter you are writing contains statistics that are best in table form.

1. Place the insertion point in the letter where you want the table.
2. Choose Create - Table.

Select the desired number of columns and rows for the table

Tip You can also use the Table Grid icon to create a table.



3. Click OK.

Word Pro places the table at the location of the insertion point and anchors it to any text immediately above it.

Tip You can also click Size & Place Table Manually and draw the table to the desired size.

4. Type the statistics in the table.

You can use the mouse to shrink, enlarge, or move the table cells to accommodate the information

Millennia Corporation publishes a variety of titles, from classic literature to business guides to entertainment profiles. We classify titles based on the medium in which they are distributed -- Bound and Electronic Title

Publications	Description
Bound Titles	Everything from the classic titles to the newest in business "How to" books are published by Millennia. We continue to publish existing classics and encourage the work from new authors.
Electronic Titles	Manufactured on CD ROM, our electronic publications include the traditional titles but also include world newspapers, magazines and multimedia information. Our sales of multimedia CD-ROM reference works is forecasted to bring in healthy revenues for Millennia in 1995. With a recovering and increasingly technology-enabled global economy, we predict that sales will continue to experience growth throughout the next five years.

Manufacturing & Distribution Services
Our manufacturing plant, located in London serves as the production and clearing house for not only our titles but other companies as well. Our equipment is the most technologically advanced and most

5-6 Exploring Word Pro

Emphasize the table headings

You now decide that you want to put lines around the heading information at the top of the table.

1. Click the right mouse button inside one of the table cells.
2. Choose Cell Properties.

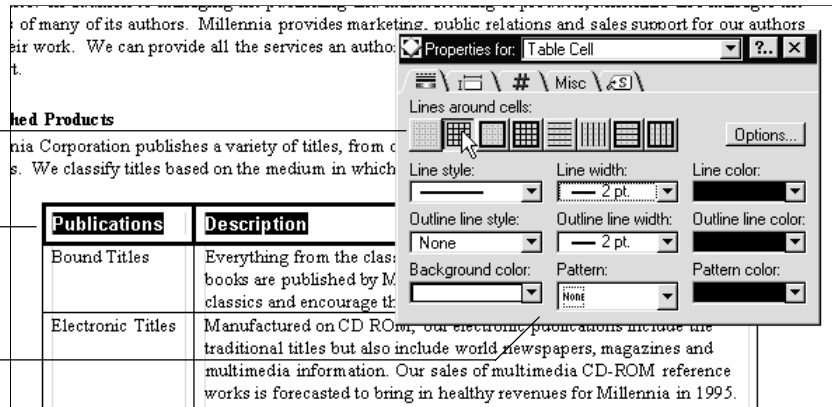
Word Pro displays the Table Cell InfoBox.

3. Click the Lines & Colors tab on the Table Cell InfoBox to bring the panel options forward (if it does not display).
4. Select the table cells that you want to emphasize.

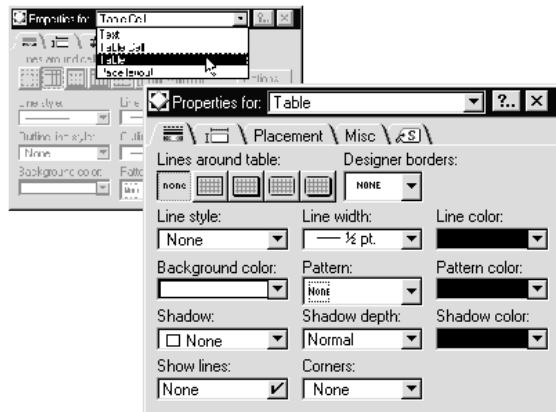
Click one of the Lines around cells buttons

The change happens instantly

You can select options for: line style, width, and color; background color, pattern, and pattern color



You can also choose Table from the drop down list at the top of the InfoBox to bring up the Table InfoBox where you can set options relating to the entire table, not just cells. For example, you can put a shadow around the entire table.



Proofing and editing the letter

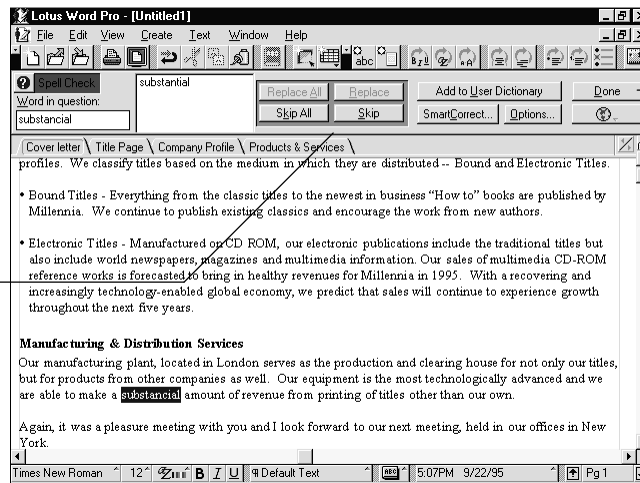
When you finish adding information to the letter, you can check it for misspellings and errors.

1. Choose Edit - Check Spelling.

The Spell Check bar appears over the document and, because it is modeless, lets you make corrections right in the letter during the Spell Check process.

When you open the Spell Check bar, all questionable words in the letter will highlight. You can skip over the highlighted words, replace errors using the Spell Check command buttons, or edit words right in the letter while leaving the bar active.

2. Review the misspellings in the “Word in question” box.



Click Done to remove the Spell Check bar from the screen

Click Replace, Replace All, Skip, or Skip All, as necessary

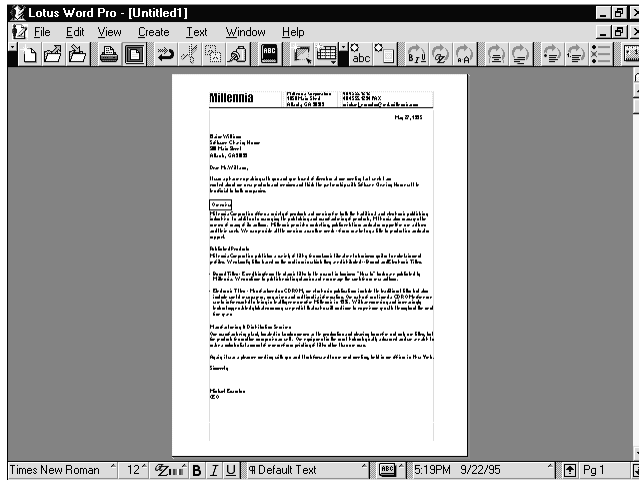
Another Word Pro tool—SmartCorrect—instantly corrects errors as you type them, when you hit the spacebar. For more information, see Chapter 6, “Getting Productive: Working with Modeless Bars.”

Tip If you still want to add text to the letter (and SmartCorrect is turned on in File - User Setup - Word Pro Preferences), common typing errors will be automatically corrected as you type.

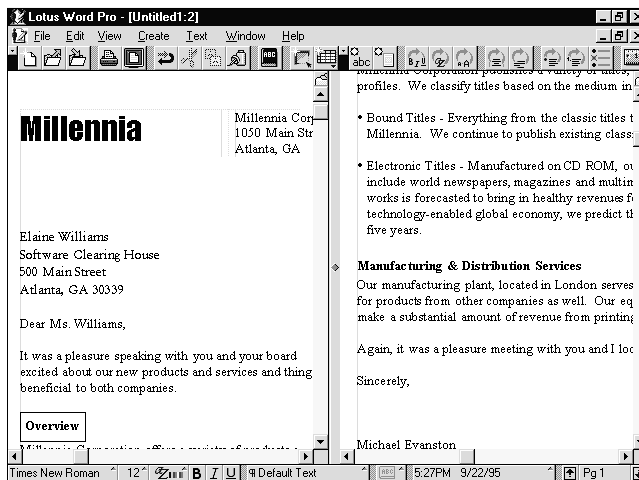
Viewing your letter

You can use different views to look at the letter before printing it. You can also edit in any Word Pro view.

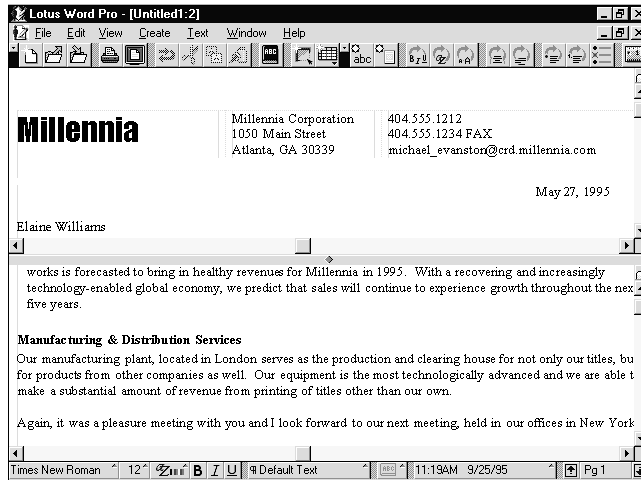
Choose View - Zoom to Full Page.



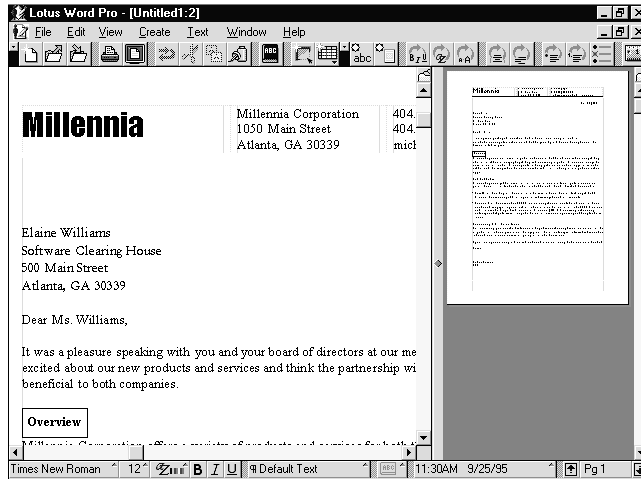
Choose View - Zoom to 100%. Then choose View - Split Left-Right.



Choose View - Clear All Splits. Then choose View - Split Top-Bottom.



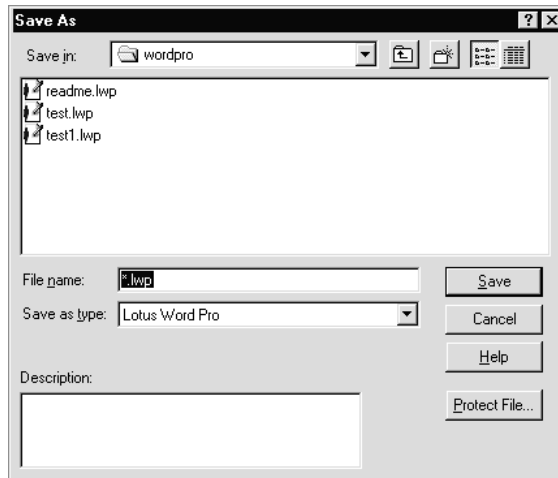
Choose View - Special Views, select "PageWalker," and click OK.



Choose View - Special Views, select "Clear all splits and Special Views," and click OK.

Saving the letter

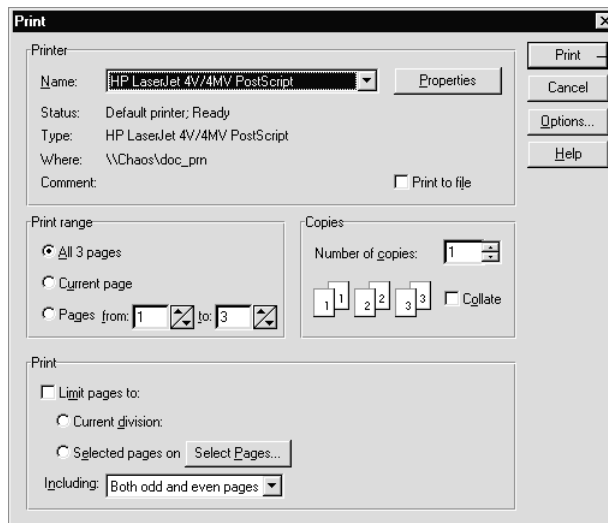
1. Choose File - Save As.



2. Type an easily identified name for the letter in the "File name" box. You can also add a description in the "Description" box.
3. Click Save to save the letter.

Printing the letter

Choose File - Print.



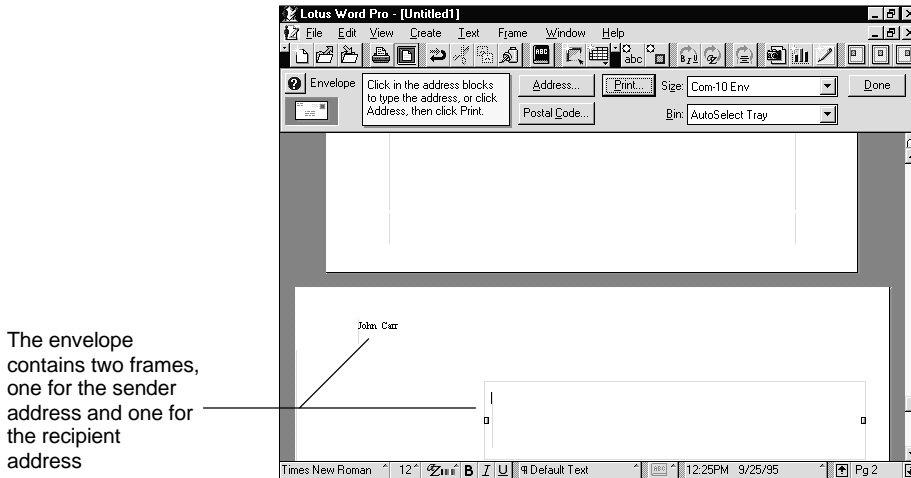
Select the desired print settings and click Print

Creating an envelope

You can create an envelope from inside the letter. Word Pro places the envelope in a separate division with its own divider tab.

1. From inside the letter, choose Create - Envelope.

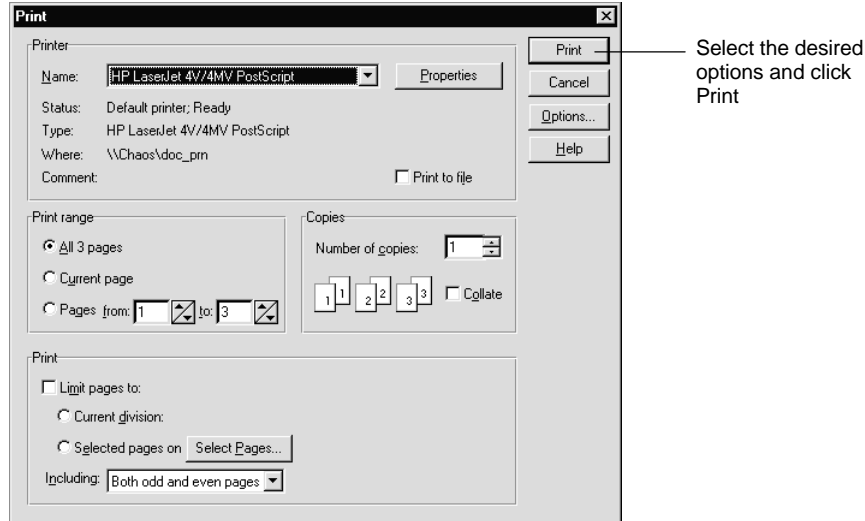
Word Pro displays an envelope at the end of the letter in a new division.



2. If you already typed the recipient name and address in the letter, it will display in the recipient frame. Otherwise, click the frame and type the desired name and address, or make any necessary corrections.
3. The name and address (if any) that is already in File - User Setup - Word Pro Preferences, appears in the sender frame. If it does not, or is in error, click the frame and make any necessary corrections.
4. Select the desired envelope size from the "Size" box on the Envelope bar.

Print the envelope

1. Select the paper source in the “Bin” box on the Envelope bar.
2. Click Print to display the Print dialog box.



Tip When you print an envelope using the Envelope bar, you print only the envelope. To print other parts of the document, use the Print icon or the File menu.

Merging files

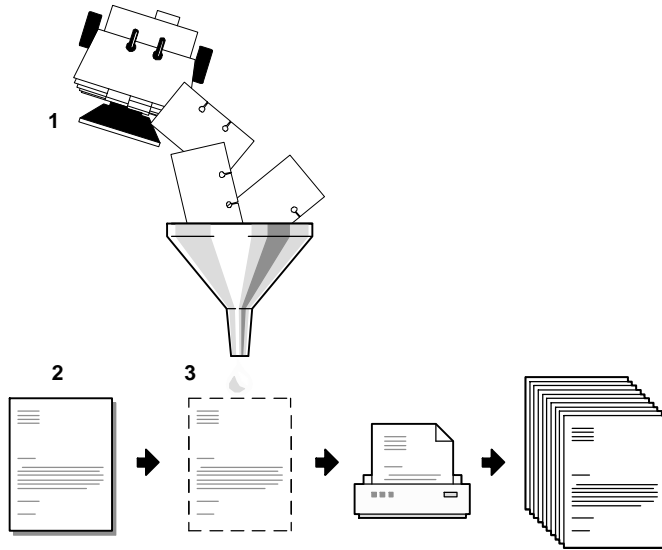
If you want to send the same letter to many people, you can create a file containing the names and addresses of the people you want to send the letter to, and then you can merge your letter with the file to automatically produce a personalized copy of the letter for each person in the name and address file (called the data file).

Word Pro’s Merge feature lets you combine information in one file (such as names and addresses) with text in your letter file. Most preparation for a merge occurs prior to activating and using the Merge bar, since you must first set up a data file with field names and records.

You can complete a merge using three steps:

1. Select or create a data file. This file will contain field names (such as first name and last name) and field data (such as specific first and last names).
2. Select a merge document. This file contains data that stays the same (such as the body of a letter).

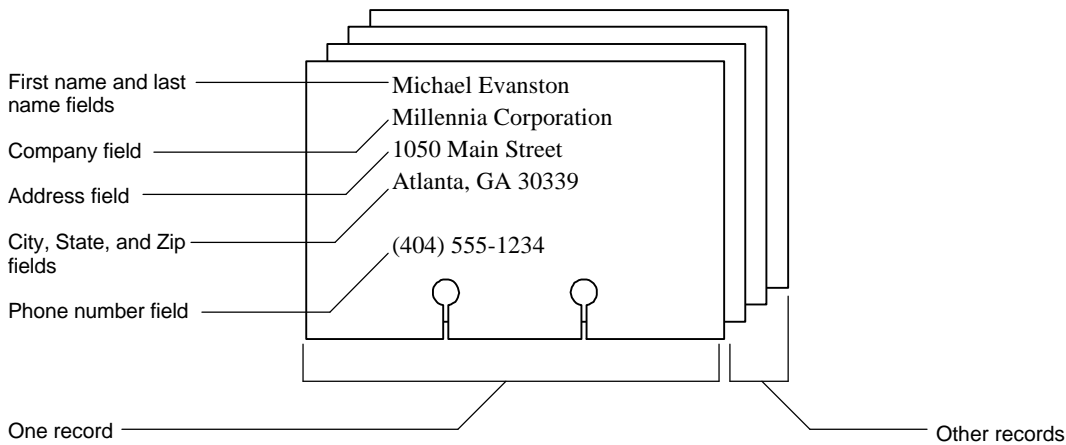
3. Merge the data file and merge document together.



Create a data file

Before you use the Merge bar, you must first create or select a data file. You can create a data file in Word Pro format. You can also use data stored in another application as a data file, but you cannot edit the data. A data file lists the types of information you want to include (such as last name, first name, and address) and the information itself (such as specific names and addresses).

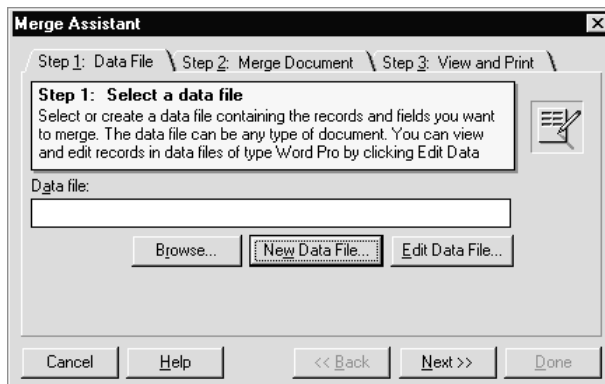
The data in a data file is arranged into records. A record contains the complete data for a single item, subject, or person. A record is similar to one card in an index card file.



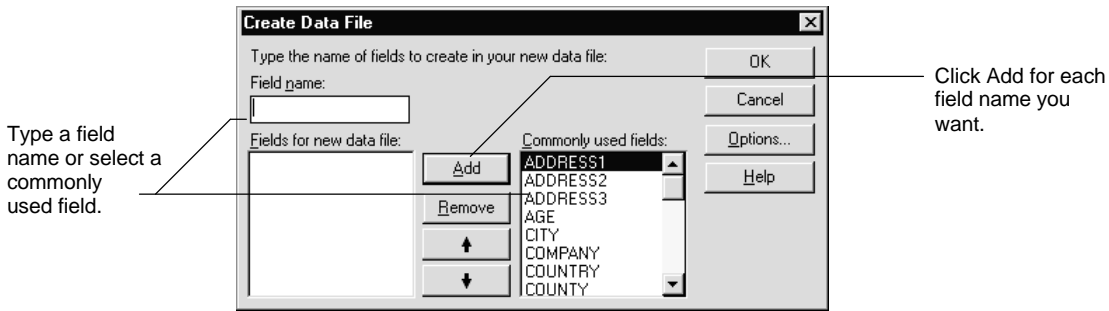
Each record is divided into fields. Each field contains one type of data corresponding to a field name. For example, if you specify company, first name, last name, and address as field names, each record contains company, first name, last name, and address data for one person.

Merge Assistant dialog box

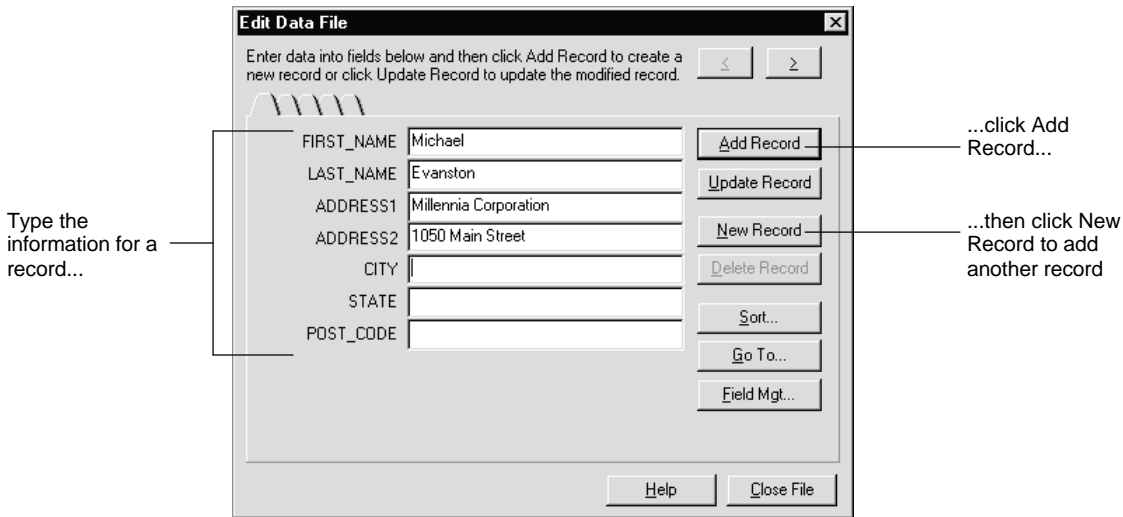
First, use the Merge Assistant dialog box to create the data file. To reach this dialog box, choose Text - Merge.



To create a data file, click New Data File on the Step 1: Data File panel.

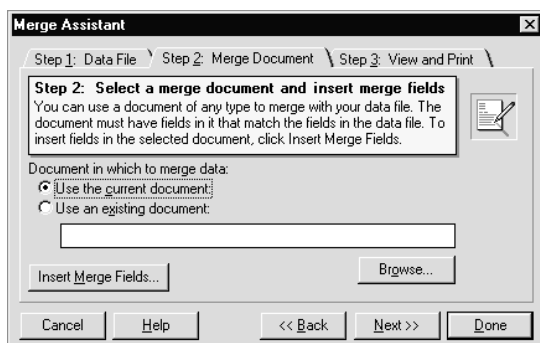


When you click OK in the Create Data File dialog box, the Edit Data File dialog box displays. You use the Edit Data File dialog box to enter the information for each record that you want to add.



When you finish adding records, click Close File and save the file.

Select a merge document



To perform the second step of a merge, click Next to specify the document that you want to merge with your data file (for example, your letter that you created). You can delete the current specific name and address information in your letter, and then use the Merge bar to insert fields into the document that match the data file fields.

Tip If you want to use your letter as the merge document, you can insert a merge field into your letter so that the salutation reads:

Dear <FIRST_NAME>.

Note Word Pro does not recognize regular information typed into the document as merge information. For example, typing “<FIRST_NAME>” is not the same as inserting a merge field.

Click Insert Merge Fields on the Merge Assistant dialog box to display the Merge bar.

The Merge bar



The Merge bar lets you insert the fields from your data file into your merge document. For example, use the Merge bar to insert fields so that the beginning of your letter resembles the following:

<FIRST_NAME> <LAST_NAME>
<ADDRESS1>
<CITY>, <STATE> <ZIP>

Dear <FIRST_NAME>:

Place the insertion point at the desired location and select the desired field name in the Merge bar list box. Then click Insert Field.

Repeat for each field you want to insert.

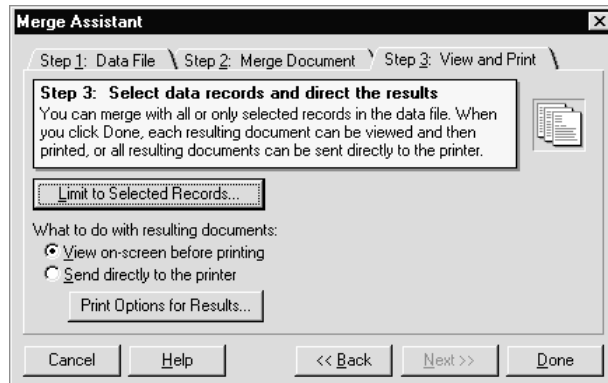
Inserting and formatting field names

You can insert spaces and punctuation between field names and insert one or more field names on a line. For example, insert the City field name, type a comma and a space, and then insert the State field name.

You can insert the same field name in more than one location.

Merging together

To perform the final step of a merge, click Done on the Merge bar, then click Next on the Merge Assistant dialog box to select the desired viewing and printing options.



You can include or exclude specific records in the data file by specifying conditions. For example, you can send a letter to people who live only in Georgia and exclude anyone who lives in other southern states from the mailing.

You can merge all the records, or only specific records, or only records that meet certain conditions. You can also select desired print options.

You can use multiple sets of conditions to more precisely specify the records you want to merge.

After selecting the desired options, click Done to view and or print the finished documents.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Merge, documents
3. Click the index entry you want, then click Display.

When to create a custom SmartMaster

If you are frequently creating a certain type of document, you may want to create a custom SmartMaster.

For example, every month you create and publish a 4-page newsletter. Standards for the newsletter include:

- Article titles must use the Arial font in 14 points
- Regular text must use the Times New Roman font in 10 points
- The page layout must have 3 columns
- The first page must contain, in the bottom right corner, a 2" x 4" table of what to find inside
- The newsletter title, publishing information, and logo must remain constant from issue to issue

You can customize the styles, contents, and scripts so that the document is a model for each newsletter. By setting up styles, you can determine the page layout for the newsletter as well as the formatting information for paragraphs, characters, frames, tables, and so on. In addition, you can specify any contents you want included in each newsletter document, such as text, graphics, OLE objects, tables, frames, and Click Here Blocks. You can also create scripts that you want to run each time you begin a new newsletter.

After you customize the look of the newsletter, you can save the document as a SmartMaster by choosing File - Save As, selecting "Lotus Word Pro SmartMaster" in the "Save as type" box, and typing the file name. All SmartMaster templates use the file extension .MWP.

Each time you want to publish a new issue of the newsletter, simply create a new document using this SmartMaster and start writing. Customized SmartMasters are also great for proposals, contracts, expense reports, annual reports, meeting agendas and minutes, and so on.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
 - Click here blocks**
 - SmartMaster, overview**
 - Styles, defined**
3. Click the index entry you want, then click Display.

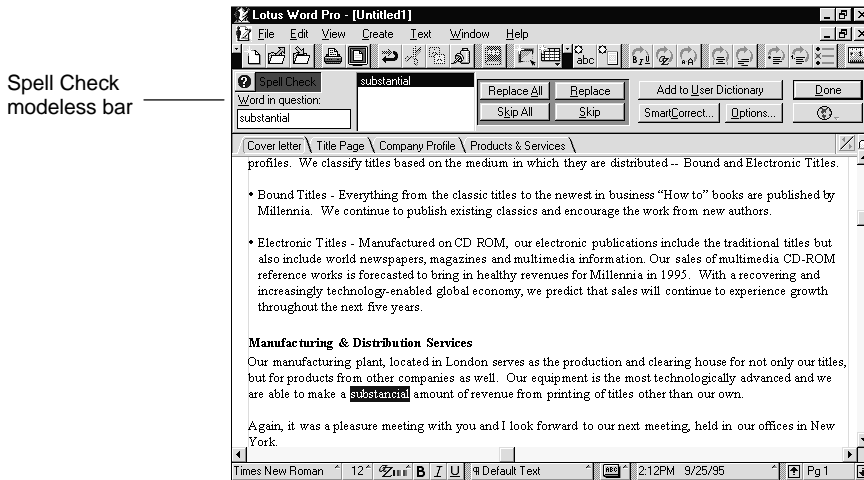
Chapter 6

Getting Productive: Working with Modeless Bars

One of Word Pro's new features is the *modeless bar* which you can use to perform tasks such as checking your spelling, merging a document, or inserting index entries.

A modeless bar is a tool that lets you go back and forth between a function and a document without opening and closing a dialog box. The modeless bar contains the same components as a dialog box: list boxes, text boxes, command buttons, and so on, while appearing at the top of the workspace in bar form.

The difference is that you can leave the bar active and use it while you are working.



For example, if you are checking spelling with the Spell Check bar displayed and want to edit text in the document, you can edit it, and then resume checking using the Spell Check command buttons. You don't have to close the Spell Check bar.

You can also display more than one modeless bar at a time. For example, you can have the Find & Replace and Index/TOC bars open on the workspace at the same time. That way, you can use the Find & Replace bar to find the text you want to mark and the Index/TOC bar to mark the entry.

You can also display the modeless bar in multiple windows. If you are working in two documents, you may want to run Spell Check on both at the same time. You can display the Spell Check bar in each window.

Note The exception to this type of display is the Expert bar which spans across the top of the workspace but is not document specific. Only one Expert bar can display at a time.

Each modeless bar has a set of command buttons that perform a specific Word Pro function when clicked.

Types of modeless bars

There are several modeless bars in Word Pro, each with its own set of command buttons. They are:

- The Envelope
- The Expert
- Find & Replace
- Format Check
- Grammar Check
- Index and Table of Contents
- Merge
- Review (Marked Edits)
- Spell Check

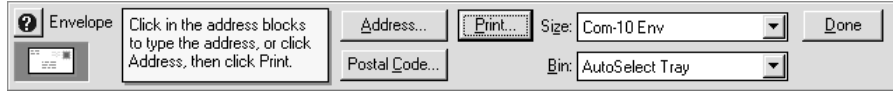
Each bar is pictured on the following pages with a brief explanation of its functionality.

Envelope

You can create and print an envelope from within any Word Pro document using the Envelope bar.

Note You can also print using the Print icon or the File menu.

Choose Create - Envelope to display the Envelope bar.



You can use the Envelope bar to:

- Create and print various size envelopes
- Automatically address envelopes using your own list of commonly used names and addresses
- Insert a bar code on an envelope
- Print multiple envelopes using merge

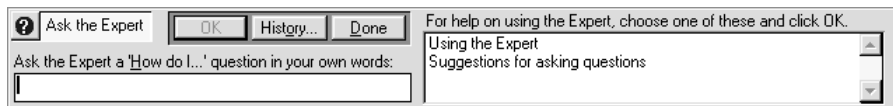
For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Envelope, overview
3. Click the index entry you want, then click Display.

Expert

The Expert is a tool that lets you ask questions in your own words about Word Pro functions and how to use them. You can “Ask the Expert” a question without worrying about using the right terminology. The Expert points you toward the right answer.

Choose Help - Ask the Expert to display the Expert bar.



You can leave the Expert bar up while you work in Word Pro. When you have a question, you can readily ask the Expert for help.

When the Expert finds the answer to your question, it displays the information in a Help window which can also be left up on the screen while you work in the document.

If the Expert cannot find the exact answer, it displays a list of possible answers to help you. You can select one of the answers and click OK to get to the Help topic, or you can rephrase the question.

How to Ask the Expert

Here are some helpful hints about what and how to ask the Expert:

- Ask task-oriented questions. (How do I...?)
- Make your questions direct and concise. The clearer the questions, the easier it is for the Expert to find the answer.
- Make your location in the document relevant to your question. For example, if you ask the Expert how to “draw a line around this” when you have the insertion point in a table cell, the Expert will recognize the cell as the object around which you want to draw a line.
- Ask only one question at a time.
- Type only necessary information. Extra information can cause the Expert to get confused and find the wrong answer or no answer.
- If the Expert cannot find an answer to your question, rephrase it or ask about a related task.
- Review the spelling in your question before asking.

For example:

<i>Instead of...</i>	<i>Type this...</i>	<i>Explanation...</i>
What is a cell?	How do I insert text into a table?	The first question is asking for a definition. Ask task-oriented questions about doing something.
How do I open a document and bold text?	How do I open a document? or How do I bold text?	When you ask two questions, the Expert tries to find answers to each part of the question, so the answers may be less accurate. Ask one question at a time.
How do I install a Windows driver?	How do I select a printer for Word Pro?	The Expert does not reference information about installing or using Microsoft Windows. Ask questions only about Word Pro.

<i>Instead of...</i>	<i>Type this...</i>	<i>Explanation...</i>
How do I change the color of this line of text in the cell of my table on the second page of my document?	How do I change the color of text?	The Expert knows you are trying to change the color, but it is not clear about what: the text, the cell, the table, the page, or the document? Ask clear and concise questions.
How do I create a tabel?	How do I create a table?	The Expert does not check the spelling of your question. You must check spelling yourself.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Expert
3. Click the index entry you want, then click Display.

Find & Replace

You can find information in a document quickly using the Find & Replace bar. You can also find and replace text, text properties, paragraph styles, or special characters.

Choose Edit - Find & Replace Text to display the Find & Replace bar.



You can use the Find & Replace bar to:

- Specify attributes, properties, and paragraph styles for text you want to find and replace
- Specify the direction for searching in the document
- Set options and parameters for finding and replacing
- Use special characters such as $\wedge p$ to find specific text in a paragraph

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Find and replace, overview
3. Click the index entry you want, then click Display.

Format Check

You can edit a document quickly using the Format Check bar. Format Check scrolls through your document and, using common typing conventions, quickly finds and corrects basic errors, common typing mistakes, and inconsistency in presentation.

You can check your document for consistent use of spacing between sentences, correct bulleted lists, and the appearance of acronyms in a paragraph. Format Check also replaces incorrect characters and common typing mistakes.

Choose Edit - Check Format to display the Format Check bar.



You can use the Format Check bar to:

- Remove double spaces between words
- Replace dashes and asterisks with true bullets
- Set proper indention for bulleted lists
- Replace characters such as (r) with the correct symbol ®

Format Check finds and highlights errors and inconsistencies in the document and provides suggestions for correcting each one. You decide whether or not you want to use each suggestion.

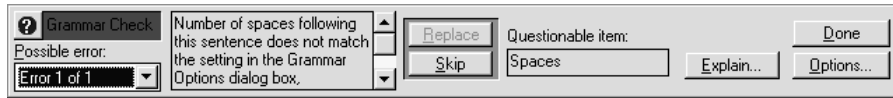
For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Format check, overview
3. Click the index entry you want, then click Display.

Grammar Check

Grammar Check is a grammatical proofing tool that displays as a bar at the top of the workspace. Grammar Check analyzes your document for possible errors and offers suggestions for replacing them. It also shows examples of incorrect sentences.

Choose Edit - Check Grammar to display the Grammar Check bar.



You can use the Grammar Check bar to:

- Proofread and edit a document for grammar, style, and mechanics
- Display document and readability statistics

Word Pro highlights and displays the number of errors associated with the current sentence. You can review each highlighted item and replace the item with Word Pro's suggestion, skip the item, or click in the document to edit the item yourself.

If there is more than one error associated with a sentence, you can select the error you want to correct in the "Possible error" box.

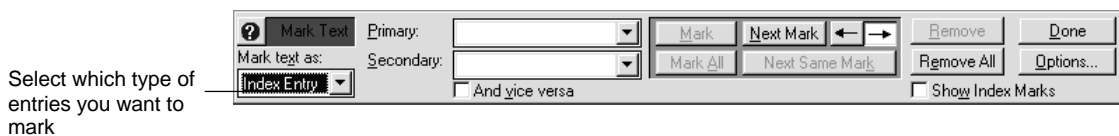
For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Checking, grammar
3. Click the index entry you want, then click Display.

Index and Table of Contents

The Mark Text bar is a Word Pro tool that lets you mark index and table of contents entries in a document. You must mark the entries before you can create the index or table of contents.

Choose Text - Mark Text As, and then choose Index Entry or TOC Entry to display the appropriate bar.



You can switch back and forth from the Table of Contents bar to the Index bar by selecting Index Entry or TOC Entry in the "Mark text as" box.

You can use the Mark Text bar to:

- Mark (identify) selected text as a primary or secondary index entry
- Create an index entry with primary and secondary text (for example, Dog, Poodle)
- Reverse an index entry (for example, Poodle, Dog)
- Display index and table of contents marks in the document
- Mark text and assign it a TOC level from level 1 (main headings) to level 9 (lowest headings)
- Remove TOC marks in the document

Tip If you want to mark TOC entries by paragraph style, choose Create - Other Document Part, and then choose Table of Contents. Refer to online Help for information.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
Index, creating
Table of contents, creating
3. Click the index entry you want, then click Display.

Merge

Word Pro's Merge feature lets you combine information in one file (such as names and addresses) with text in another file. Most preparation for a merge occurs prior to activating and using the Merge bar, since you must first set up a data file with field names and records.

The Merge bar allows you to insert the fields from your data file into your merge document. For example, if your data file contains names and addresses and your merge document is a letter, you can use the Merge bar to insert fields so that the beginning of your letter resembles the following:

```
<FIRST_NAME> <LAST_NAME>  
<ADDRESS1>  
<CITY>, <STATE> <ZIP>
```

Dear <FIRST_NAME>

Before you use the Merge bar, you must first choose or create a *data file*. A data file lists the types of information you want to include (such as last

name, first name, and address) and the information itself (such as specific names and addresses).

Choose Text - Insert Other and choose Merge Field to display the Merge bar.



You can use the Merge bar to insert the fields from your data file into your merge document.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Merge, create
3. Click the index entry you want, then click Display.

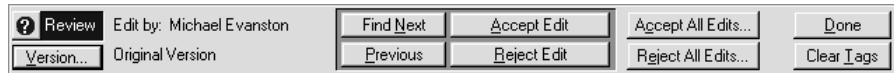
Review (Marked Edits)

One of Word Pro's features is marking up edits, which allows one or more editors to make revisions to a document that are marked as insertions or deletions for later review.

You can change how the marked edits will look. When you insert or delete text, a frame, or a table cell, Word Pro marks it as either an insertion or a deletion, using the markup options for the current editor.

Word Pro provides an editing tool called the Review (Marked Edits) bar from which you can find and review marked edits.

Choose Edit - Review Marked Edits to display the Review bar.



You can use the Review bar to:

- Accept or reject edits
- See who made edits
- Select a previous version of the document to view
- Create a new version of the document in which you accept or reject edits

For more information

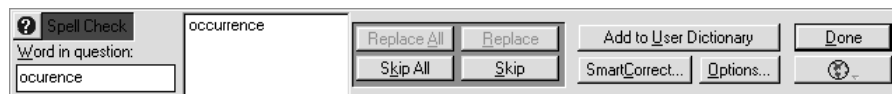
1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Review Marked Edits bar, overview
3. Click the index entry you want, then click Display.

Spell Check

Spell Check is a Word Pro proofing tool that checks a document for misspelled words and highlights them for correction.

You can activate Spell Check before you start typing text, while you are typing, or when you finish typing a document. If you activate Spell Check before or while you are typing, you can use a feature called SmartCorrect to highlight and correct errors as you go along. If you wait until you finish typing to activate Spell Check, Word Pro highlights errors all at once.

Choose Edit - Check Spelling to display the Spell Check bar.



You can use the Spell Check bar to:

- Select from a word list and replace a word in error.
- Edit your own errors.
- Establish one or more user dictionaries for a document.
- Add to a user dictionary as you go along.
- Choose a language in which to check for errors.
- Add words to SmartCorrect, the Word Pro feature that instantly corrects errors as you type.

One way to immediately highlight words in error without using the Spell Check bar is to choose View - Show/Hide, and then choose Misspelled Words.

Tip SmartCorrect instantly corrects errors as you type them. As long as error words and misspellings (and their replacements) are in the SmartCorrect dictionary, they correct themselves when you press the spacebar.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
Spell Check, overview
SmartCorrect
3. Click the index entry you want, then click Display.

Chapter 7

Getting Productive: Organizing a Document

This chapter explains Word Pro's features which you can immediately use to create dynamic, effective documents. There are several new features in Word Pro as well as some that will be familiar to current Ami Pro® 3.1 users.

Divider tabs, similar to file tabs, are a new feature that let you visibly organize a document into divisions and sections. You can instantly access a page, no matter how far down in the document. You can name the divider tabs, rearrange, move, and combine them, nest them within each other, and use them to structure your document.

Divisions and sections are parts of a document that you can use to manage documents. Divisions can contain text, external files, graphics, and so on; sections can be multiple, even on one page. Both divisions and sections can be represented by divider tabs.

You can use one or more page layouts to vary the look of your documents and mark each of them for easy reference. You can even use more than one page layout on a page.

Visible guides such as the page gauge and page sorter let you maneuver through documents and act as organizers for editing.

Word Pro provides several new features which you can use to structure, organize, and navigate through documents:

- Divider tabs
- Divisions
- Sections
- Page gauge
- Page sorter

Divider tabs

Divider tabs represent divisions and sections in a document. They can be used to structure a document and reveal its organization at a glance. Similar to Worksheet tabs in Lotus 1-2-3 for Windows, divider tabs can correspond to parts of a document, such as a Table of Contents, Chapter 1, Chapter 2, Index, and so on.




Some divider tabs are created automatically when you use Word Pro features such as a table of contents, an index, and an envelope. Each SmartMaster contains at least one default divider tab, named Body.



You can always create any number of divisions and sections, each with its own divider tab.

Divider tab features and how you can use them

You can display or hide divider tabs by clicking  in the upper right corner of the workspace, right above the scroll up arrow.

<i>Divider tab feature...</i>	<i>What it does...</i>
Dragging a divider tab	Reorganizes a document by moving divider tabs (with their corresponding text) anywhere you want.
Clicking a divider tab	Immediately brings that division or section forward, no matter how far down in the document.
Double-clicking a divider tab	Expands a divider tab so you can edit the name.
Clicking the right mouse button on a division divider tab	Brings up a shortcut menu for a division from which you can choose division functions.
Clicking the right mouse button on a section divider tab	Brings up a shortcut menu for a section from which you can choose section functions.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Divider tabs, overview
3. Click the index entry you want, then click Display.

Divisions

One of the best ways to understand and use divisions is to show their divider tabs. Divider tabs are an easy way to visually identify where divisions begin in a document.



Divisions are parts of a document and can contain:

- Text, frames, and tables
- Sections
- Other divisions having different properties from the original division (for example, formatting, styles, and layout)
- External files that are linked to the document
- OLE objects

Features such as page numbering, table of contents, and index can be specific to a division or span across all divisions.

Naming or renaming divisions

You can name or rename a division's divider tab to help in organizing and partitioning the document.



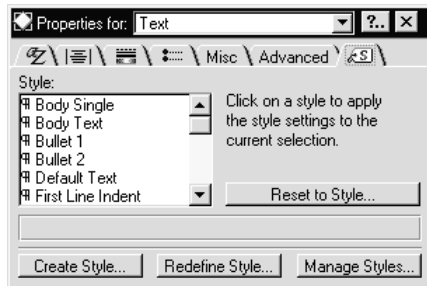
When you create page numbering, numbered lists, and bookmarks, you can reference the division name where they reside.

Using styles in a division

You can apply a SmartMaster template to one division, to an entire document, or to all divisions in a document.

If you use more than one type of division (SmartMaster category) in a document, each can use its own SmartMaster. For example, you use a "memo" SmartMaster for one division and a "letter" SmartMaster in another division.

Styles can be shared between divisions or limited to a particular division using the InfoBox Style panel and the Create/Redefine Style options.



You can separate styles (such as page layout, text attributes, table and table cell options, frames, headers, footers, new numbering) in one division from another. If you create or redefine a style in one division, Word Pro can apply it to all other divisions.

Divisions and external files

When you import or link an external file into a document, that file becomes a division in the original document (with its own SmartMaster), and, if you linked to an external file, the host document becomes a master document.

Word Pro automatically creates a division divider tab for the external file in the master document, on which the file name appears.



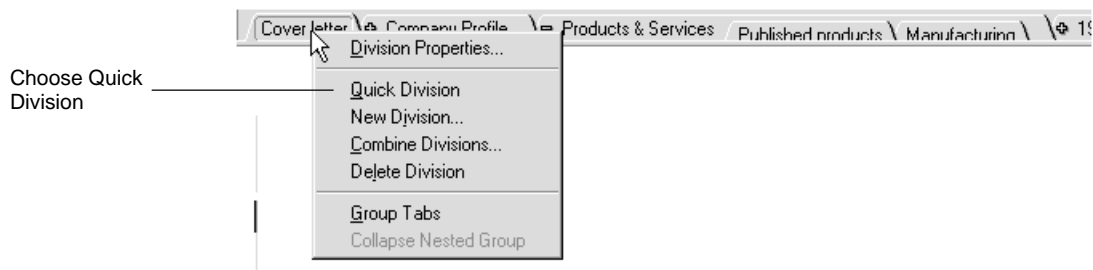
External division
divider tab

7-4 Exploring Word Pro

You can change the name of this divider tab (or any other divider tab).

Creating a division using a divider tab

The simplest way to create a division is to click the right mouse button on an existing division divider tab and choose Quick Division.

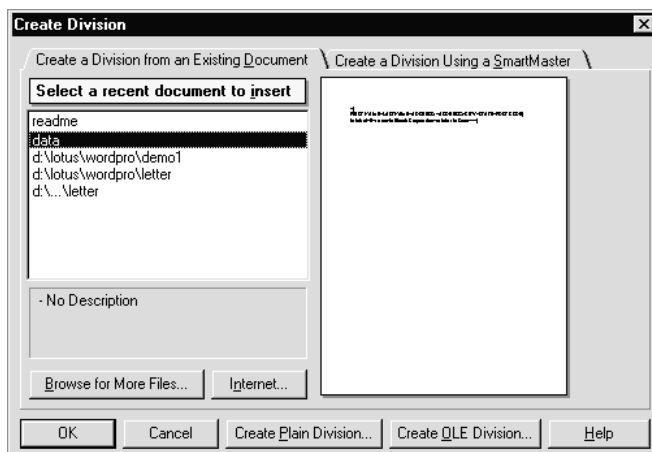


Word Pro creates the new division immediately to the right of the division on which you clicked, with properties copied from the division on which you clicked.



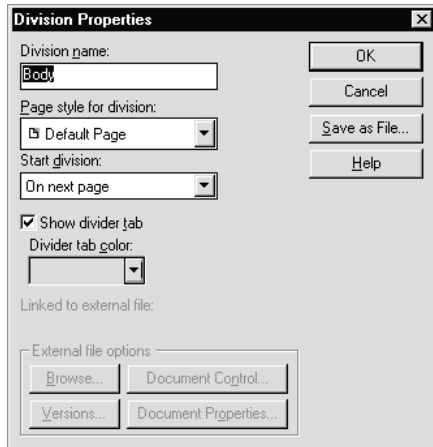
Using the Division divider tab shortcut menu

The shortcut menu expands your options when working with divisions. If you click the right mouse on a division divider tab and choose New Division, you can create the division from the Create Division dialog box, similar to the way you create a new document in Word Pro.



Tip You can also choose Create - Division.

Once you create a division, the shortcut menu lets you delete, combine, and group divisions, and set division properties using the Division Properties dialog box.



For more information, see “Differences Between Divisions and Sections” and “When To Use Divisions and Sections” in this chapter.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Documents, divisions
3. Click the index entry you want, then click Display.

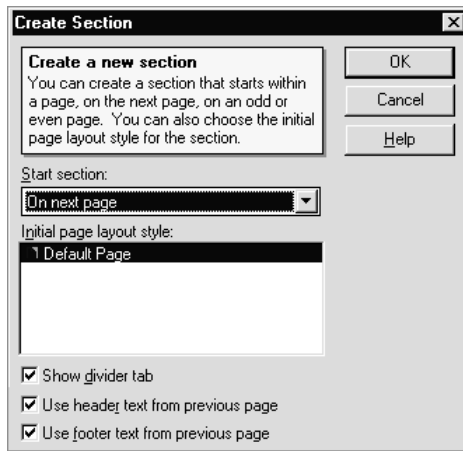
Sections

Sections are areas of a document that reside within divisions. Sections can start anywhere in a document, even in the middle of a page.

Sections have their own divider tabs. You can use a section to restart page numbering, use new headers and footers, and build a table of contents. Just as with divisions, it is recommended that you use divider tabs to represent sections for ease in organizing and structuring a document.

Creating a section

You can create a section by choosing Create - Section to display the Create Section dialog box.



Unlike creating a Division divider tab, you *must* use the Create menu when you first create a section.

Once a Section divider tab exists in the document, then you can click the right mouse button on it and choose Quick Section.

After you set the desired options and click OK, Word Pro inserts a section mark on the page (depending on the section placement option) and automatically creates a Section divider tab within the current division.



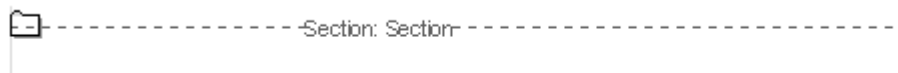
Section divider tab

You can always change the name of a section divider tab.

You can use sections to start a new page layout on the same page. For example, you can use two columns on a page and then return to a single column on the same page, or use a table in the upper half of a page and halfway down the page, begin columns.



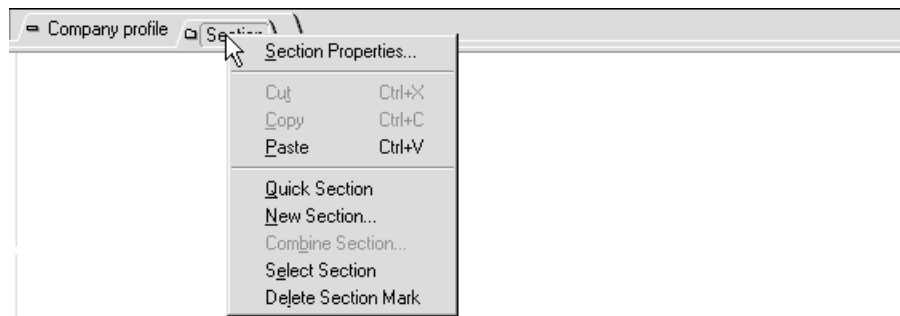
When you create a section, a section mark displays in the document (if “Section marks” is selected in the “Show marks” box in the View Preferences dialog box).



Using the Section divider tab shortcut menu

The shortcut menu expands your options when working with sections.

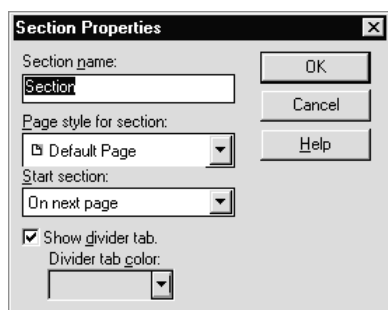
If you choose Quick Section, Word Pro automatically creates another section immediately to the right of the section on which you clicked and inserts another section mark in the document.



Remember that you must first have a Section divider tab in the document to choose Quick Section.

7-8 Exploring Word Pro

Once you create a section, the shortcut menu allows you to cut, copy, paste, delete, combine, and select sections, and set section properties using the Section Properties dialog box.



For more information, see “Differences Between Divisions and Sections and When To Use Divisions and Sections” in this chapter.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Sections, creating
3. Click the index entry you want, then click Display.

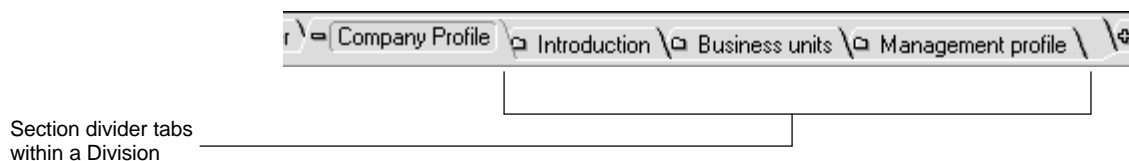
Grouping divider tabs

You can use the grouping feature for divider tabs as follows:

- When you click the right mouse button on a Division divider tab and choose Group Tabs, the divider tab on which you clicked becomes a child in the group.



- You can group sections, other divisions, or imported files under a parent Division divider tab.



- When you create sections, they always group under their parent division.
- When you drag a parent Division divider tab to a new location, all child division and section divider tabs move with it and group under it at their new location.
- When you drag a section, only that section moves to its new location. Word Pro places the section at the beginning of the division. After the section is in the desired division, you can position it before or after a specific section in that division.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Grouping, divider tabs
3. Click the index entry you want, then click Display.

Differences between divisions and sections

<i>Divisions...</i>	<i>Sections...</i>
Always start on a new page after a page break	Can start anywhere on a page, with more than one on a page
Are parts of a document with properties similar to a document	Are parts of a division
Are substantial areas of a document; use their own SmartMaster templates	Are areas of text whose page layout can change, even on the same page
Can contain other divisions or text including sections	Contain text and Word Pro objects, such as a frame, table, and so on.
Can use different SmartMaster templates	Allow a new page layout for the specific section but do not affect the document's overall SmartMaster
Can be other external files linked to a document, creating a master document out of the host document	Are always within a document, within a division

If your document contains external files, the editing rights for the external files can be different from the rights for the main document. For more information about setting access and editing rights, see "TeamSecurity" in Chapter 8.

When to use divisions or sections

<i>If you want to...</i>	<i>Why it's better to use divisions...</i>	<i>Why it's better to use sections...</i>
Add to a long, complex document	Divisions contain either internal text or use outside files. Each division retains its own properties.	
Change SmartMaster templates for various large areas of text	Each division retains its own SmartMaster and operates as a self-contained unit.	
Organize text into major areas	Divisions always start at a page break and truly divide a document.	
Customize a SmartMaster for text or another external file	Divisions retain the customized SmartMaster for the specific division and do not carry over properties to other divisions.	
Create a master document that links to other external files	Each external file becomes a division in the master document.	
Group different areas of text on a page		You can use different page layouts on one page.
Identify a small area of text on a page for a different format		You can use a different page layout for a small area without affecting other areas in the document.
Use divider tabs primarily for navigation rather than reorganization		Sections are usually smaller than divisions and cannot be nested.
Have more than one section on a page		Sections do not require page breaks.
Change to a different page layout or reset paragraph numbering, either on the same page or in the same area		You can use different page layouts on one page.

<i>If you want to...</i>	<i>Why it's better to use divisions...</i>	<i>Why it's better to use sections...</i>
Change the number of columns or page margins all on the same page		You can use different page layouts on one page.
Restart paragraph numbering, page numbering, and change headers and footers		You can use different page layouts on one page.

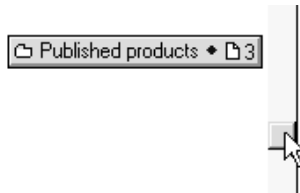
Page Gauge

Word Pro's page gauge is another tool that lets you move through a document quickly to find a desired location.

The page gauge appears when you drag the page indicator on the vertical scroll bar.



As you drag the page indicator, the page gauge displays the division or section and page number at the current location of the indicator. Release the mouse when you are at the desired location.



For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Moving, through documents
3. Click the index entry you want, then click Display.

Page Sorter

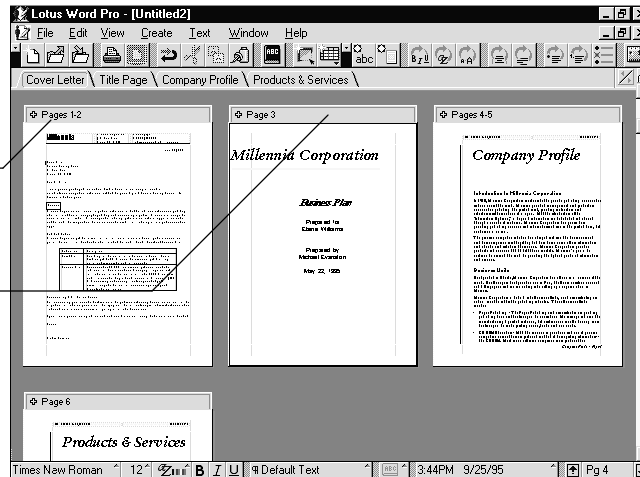
Page Sorter organizes your document into groups of pages, based on where the page breaks, divisions, or sections reside in the document. You can quickly see the organization of the entire document.

You can collapse and expand groups of pages to see more or less of your document. You can also rearrange the document by collapsing a group of pages and then dragging the group to a new location in the document.

Choose View - Page Sorter to see this view.

Each page displays a plus or minus sign and its page number at the top.

To move pages, click the page bar and drag it to the new location.



For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Viewing documents, page sorter
3. Click the index entry you want, then click Display.

Chapter 8 Team Computing

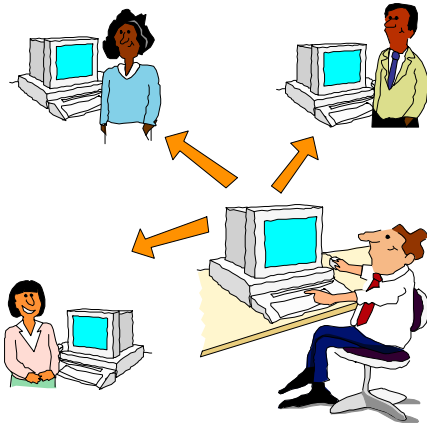
Word Pro can help you with the document sharing process. You can create, review, edit, and distribute collaborative documents using the Team Computing features:

- Versioning
- TeamReview
- TeamSecurity
- TeamConsolidate
- TeamMail
- Notes/FX™



Helping you with the shared document process

You have probably worked as part of a team or served on a committee where you were expected to write a report or some other type of document. However, working on a document as a group is not easy.



You most likely work on a document alone—writing and rewriting until you are ready to share it with your colleagues. You then make printed copies and pass them out to the other team members to review. However, reviewers don't always give back their comments in a timely manner, or they don't edit the document the way you would like. This process of

writing, distributing, editing, and consolidating repeats until time runs out, or until everyone on the team is satisfied. There just isn't an easy and efficient way to produce a collaborative document.

Word Pro makes sharing documents easier. Each member of the team can contribute to the group effort without the hassle. You can work online with all the editing tools readily available.

Even if you don't work as part of a team, Word Pro's team computing features can help you become more organized and more efficient.

How do editors fit into the shared document process?

Editors are authors and reviewers of Word Pro documents. Word Pro uses editors in every phase of the team computing process.

- As soon as you create a document, Word Pro recognizes you as an editor.
- If you give your document to someone else to review, you can quickly see his comments because they are clearly marked and attributed to him.
- You can assign editing and access rights to the editors of your document.
- If your team creates multiple versions of a document, each version includes the initials of the person who created that version, and the initials of all those who edited it.
- When you consolidate files, the comments of all the reviewers are tagged so you can incorporate their edits appropriately.

Knowing who an editor is and what changes he or she is making helps the team recognize the contributions of every team member.

You don't have to be on a network for Word Pro to identify the editor. As long as your computer is set up to use a unique Word Pro user name, Word Pro can identify who is opening and editing files. Word Pro can also identify the editor using an e-mail or Operating System login.

What are the benefits of using team computing?

Word Pro's team computing features make it easier to share documents and gather comments by automating the process.

You can set editing rights for specific people.

<i>How you use it...</i>	<i>Example of benefit...</i>	<i>Features used...</i>
You can set up the rights the same way for all reviewers, or set up different rights for specific reviewers.	For example, set up the document so John can copy and save the document as a new file, but Carol cannot. You also want all the reviewers to make their edits in a new version of the document, not the current version.	Versioning TeamSecurity TeamReview

You can assign markup options for each reviewer.

<i>How you use it...</i>	<i>Example of benefit...</i>	<i>Features used...</i>
You can assign a specific color to each reviewer, so his or her edits are distinctive. The author can also set up the document so the reviewer's initials are included with his or her comments.	For example, five people are reviewing your document. You can assign each reviewer his or her own color—red for Bryan, blue for Kathleen, green for John, yellow for Dawn, and pink for Kelli. When you get back all of the edits and consolidate them into one file, you can quickly see who made which edit. If three reviewers rewrote one paragraph, each version of the paragraph displays in the consolidated document. One paragraph might be in green, one in pink, and one yellow.	Versioning TeamSecurity TeamReview TeamConsolidate

You can save the team computing information in a SmartMaster.

<i>How you use it...</i>	<i>Example of benefit...</i>	<i>Features used...</i>
You only need to set up the editing rights and options one time.	For example, as the lead writer, you know you will send drafts of a document to the same reviewers during each phase of a project. You setup the editing rights and options for the document one time and then save the document as a SmartMaster. When you create a new document using that SmartMaster, Word Pro retains the information.	TeamSecurity TeamReview

You can display a greeting when a reviewer opens the document.

<i>How you use it...</i>	<i>Example of benefit...</i>	<i>Features used...</i>
You can let each reviewer know what his or her role is in the review process.	For example, you want your managers to check the data in some spreadsheets. You write the following greeting: "Please verify the expense figures for your department."	Versioning TeamSecurity TeamReview

You can display the tools the reviewer needs when he or she opens the document.

<i>How you use it...</i>	<i>Example of benefit...</i>	<i>Features used...</i>
You can set up the document so the reviewer's edits are marked or the Review & Comment Tools display when a reviewer opens the document.	For example, you want John to make corrections or add suggestions directly in the document. You can set up the document so that when he opens it, Word Pro displays the Marked Edits bar. That way, he can begin the review process immediately. He doesn't have to figure out how to display the bar.	TeamSecurity TeamReview

You can send or route the document through the network.

<i>How you use it...</i>	<i>Example of benefit...</i>	<i>Features used...</i>
You can distribute a document through the company's e-mail system. You can either send the document to everyone at one time, or route it to a list of reviewers.	For example, you want to send out a proposal to 12 reviewers. You can route it so it goes to John, and then John sends it to Carol, and so on. Word Pro prompts the reviewer to send it to the next person on the list.	TeamMail

You can track who made revisions and weigh the value of those contributions.

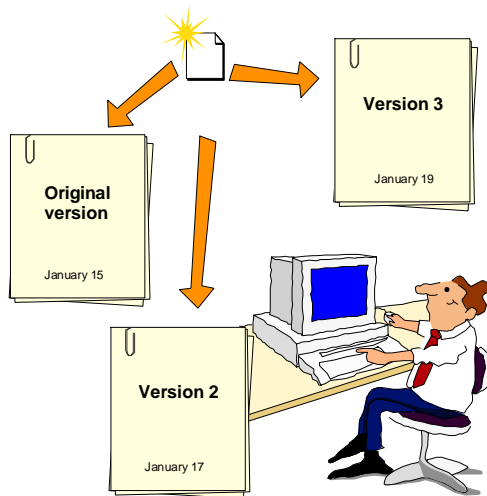
<i>How you use it...</i>	<i>Example of benefit...</i>	<i>Features used...</i>
You can assign a specific color to each reviewer, so his or her edits are distinctive. You can also set up the document so the reviewer's initials are included with his or her comments.	For example, the edits of two reviewers conflict. One of the reviewers is a technical support representative and the other is the president of the company. You might weigh the technical support representative's comments more heavily because he or she deals directly with the customer. Or, you might weigh the president's comments more heavily because he signs your paycheck.	Versioning TeamSecurity TeamReview TeamConsolidate

Versioning

Versioning lets you create several versions of a document without having to save multiple files.

How versioning works

You can create a single document that contains multiple versions. For example, letter.lwp can contain the Original Version, Version 2, Version 3, and so on.



For example, Tom is a branch manager at a local bank. The bank is instituting a new warranty program for NoName appliances. So, Tom writes a form letter to send out to customers who own these appliances. Below is an example of the review process this letter may go through before it is final.

<i>Task...</i>	<i>Letter.lwp contains...</i>
Tom creates a letter.lwp file. Tom forwards letter.lwp to Mary and asks for her input.	Original version
Mary creates a new version (Version 2) of letter.lwp and makes her edits in that version. Mary sends letter.lwp to Chris, who also needs to edit the document.	Original version Version 2
Chris creates a new version (Version 3) of the document. The version Chris creates contains Tom's original information, plus Mary's edits. Chris adds some new information to his new version and sends it to Tom.	Original version Version 2 Version 3
Tom reviews letter.lwp by viewing Chris and Mary's versions and saving them as separate files.	Original version Version 2 Version 3
Tom then uses TeamConsolidate to compare and consolidate the versions (separate files). Word Pro creates a new version (Markup version) of the document that contains the edits from Mary and Chris. Tom accepts or rejects their edits.	Original version Version 2 Version 3 Markup version
Tom creates a final version (Version 5) that incorporates the edits from Mary and Chris.	Original version Version 2 Version 3 Markup version Version 5

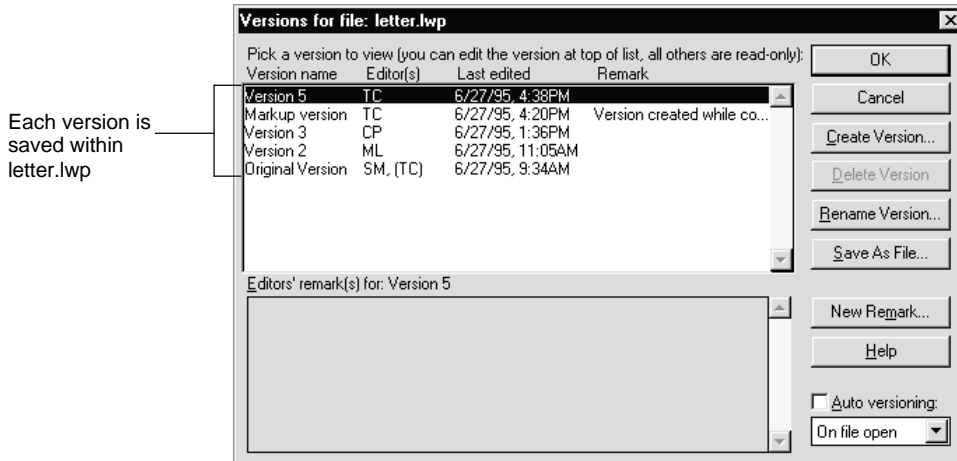
For information about comparing and consolidating documents, see "TeamConsolidate" in this chapter.

You save disk space because Word Pro saves the differences between versions, not an entire copy of the document. For example, if Mary creates a new version of letter.lwp and changes the text in one paragraph and adds a frame, Word Pro only saves the new text and the frame in the new version.

Versioning also lets you track the history of the document through the Versions for file dialog box. This dialog box displays the name of the version, the names of the people who edited the version, the date and time

8-6 Exploring Word Pro

the version was last edited, and any remarks entered about the version, including the date and time each version was created.



To display the Versions for file dialog box, choose File - Versions.

There are four main tasks you can perform from the Versions for file dialog box:

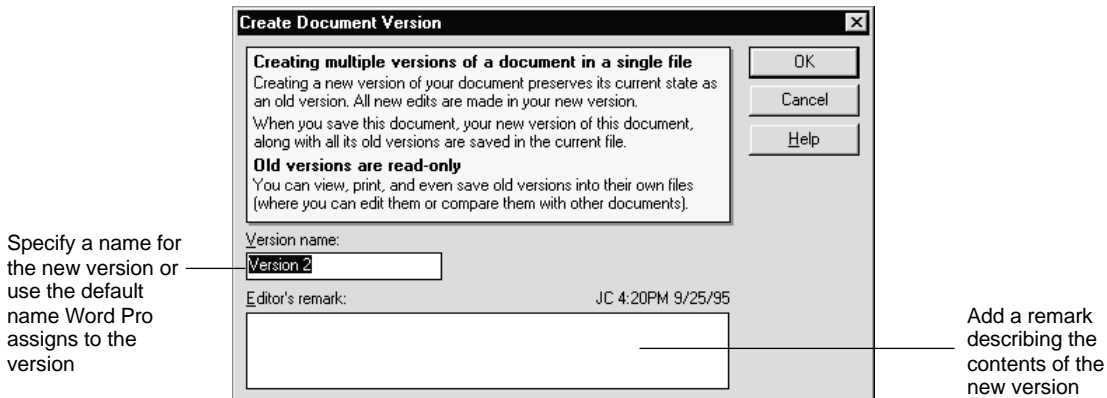
- Create a new version
- Delete a version
- Change a version's name
- Save a version as a separate file

Creating a new version

You can create a new version whenever you want to preserve the current document. For example, you can instruct reviewers to create a new version of the document before they make their edits. You can then compare the reviewer's versions to the original version (your version).

You can also specify that Word Pro create a new version at specified intervals such as every day or every week.

To create a new version, display the document for which you want to create a new version, choose File - Versions, and click Create Version.



Word Pro preserves the current document in its current state and creates a new version. You can only edit in the new version. When you save the file, the new version, along with the old versions, are saved in the current file.

Deleting a version

You can delete a version that you no longer need to keep with the document. For example, the letter.lwp document contains a Markup version. You have already consolidated the edits in another version, so you can delete this unnecessary version.

To delete a version, display the document containing the version you want to delete, choose File - Versions, select the version you want to delete, and click Delete Version.

Changing a version's name

You can rename a version. For example, you sent a document out for review and all the reviewers used the names Word Pro assigns to each version (Version 2, Version 3, and so on). However, you want to rename the versions so you can quickly tell which version belongs to which editor.

To change the version's name, display the document containing the version you want to rename, choose File - Versions, select the version you want to rename, and click Rename Version.



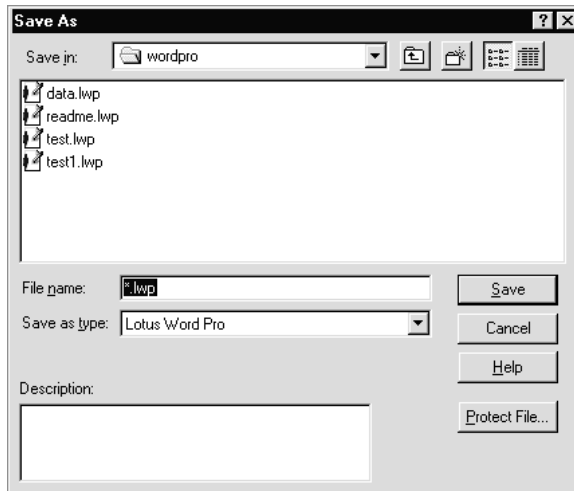
8-8 Exploring Word Pro

Saving a version as a separate file

You can save a version as a separate file so you can use TeamConsolidate to compare and consolidate the versions of a document.

To save a version as a file, display the document containing the version you want to save, choose File - Versions, select the version you want to save, and click Save As File.

Specify a name and folder for the file



Word Pro saves the version as a new file. All earlier versions are also copied to that file. For example, if you save Version 4 as a separate file, the original version and versions 2 and 3 are also saved as part of Version 4.

What are the benefits of versioning?

- Versioning tracks the lifecycle of a document.
- Versioning lets you easily manage and share documents because you store edited versions of a document in a single file, not in separate copies of the document.
- Versioning saves hard drive space by storing only the changes made to the document, not the entire document.
- Versioning protects the original document.
- Versioning saves paper because you don't have to print review copies.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Versions for file dialog box
3. Click the index entry you want, then click Display.

TeamReview

TeamReview lets you set up a document for editing and distribute it to the reviewers.

How TeamReview works

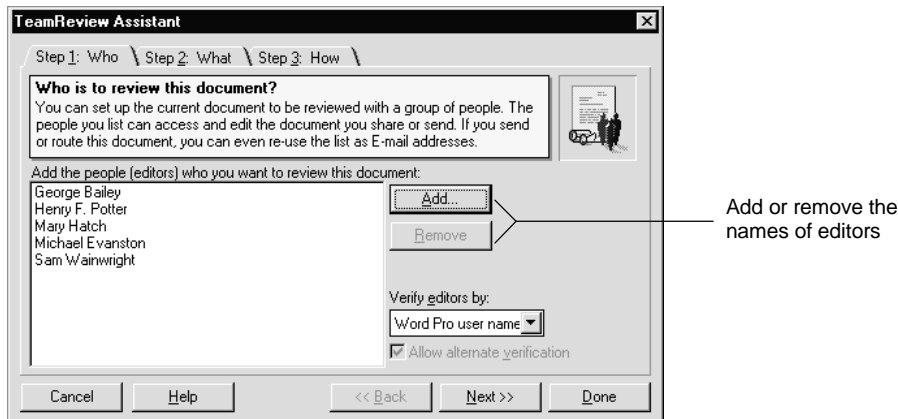
TeamReview provides a step-by-step method for assigning reviewers to a document, assigning editing rights to a reviewer, and distributing a document to reviewers.

There are three panels in the TeamReview Assistant dialog box:

- Step 1: Who
- Step 2: What
- Step 3: How

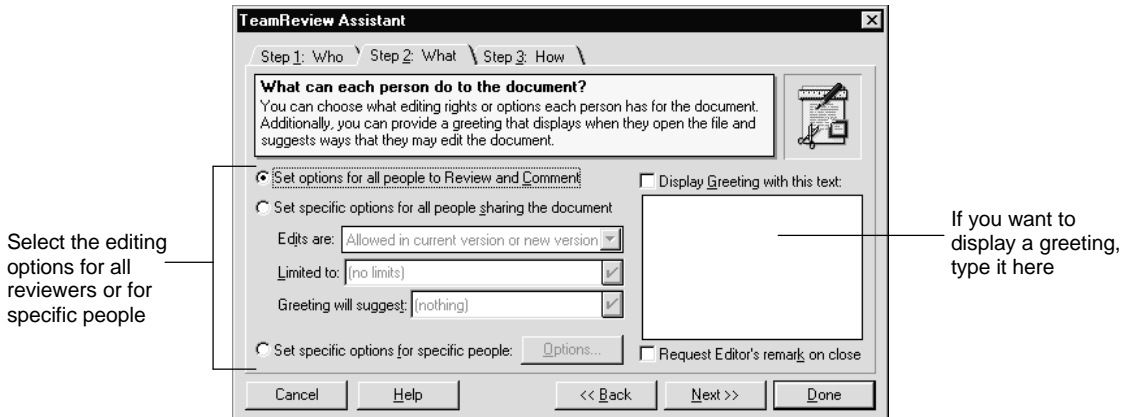
Who panel

You can assign who you want to review the current document. For example, if several people worked together on a proposal to a client, you can send a copy of the proposal to each person who worked on it.



What panel

You can set up what an editor can and cannot do in a document. You can set options for the editing rights for each reviewer, such as whether or not a reviewer can edit in the current version or in a new version.

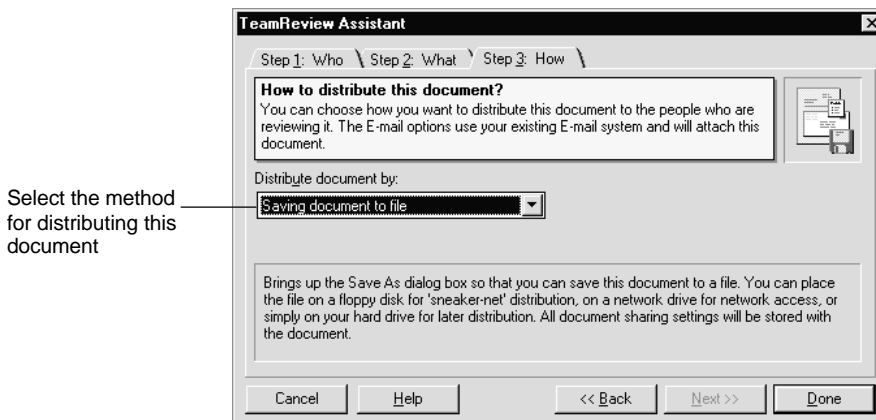


You can also type a greeting that Word Pro displays when the reviewer opens the shared document. The greeting can explain exactly what you want the reviewer to edit, for example, “Check the salary figures for your department.”

For more information about setting editing rights, see “TeamSecurity” in this chapter.

How panel

You can select how you want to distribute the document. You can save the document to a file, to an Internet file, or send it through e-mail.



If you distribute the document through e-mail, Word Pro displays the TeamMail dialog box. For more information, see “TeamMail” in this chapter.

What are the benefits of TeamReview?

- TeamReview lets you set editing rights for an individual reviewer or the entire team.
- TeamReview lets you setup the document so it displays with a greeting. The greeting can suggest a specific editing method.
- TeamReview lets you distribute the document in a variety of ways.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Preparing a document for TeamReview
3. Click the index entry you want, then click Display.

TeamSecurity

TeamSecurity lets you share a single Word Pro file with coworkers, writers, and editors who can enter and save their edits in one file.

How TeamSecurity works

You (the document author) can assign document access, editing rights, password protection, and colors that show the editor’s insertions and deletions. Private sections of a document can also be restricted and protected from edits.

There are three panels in the TeamSecurity dialog box:

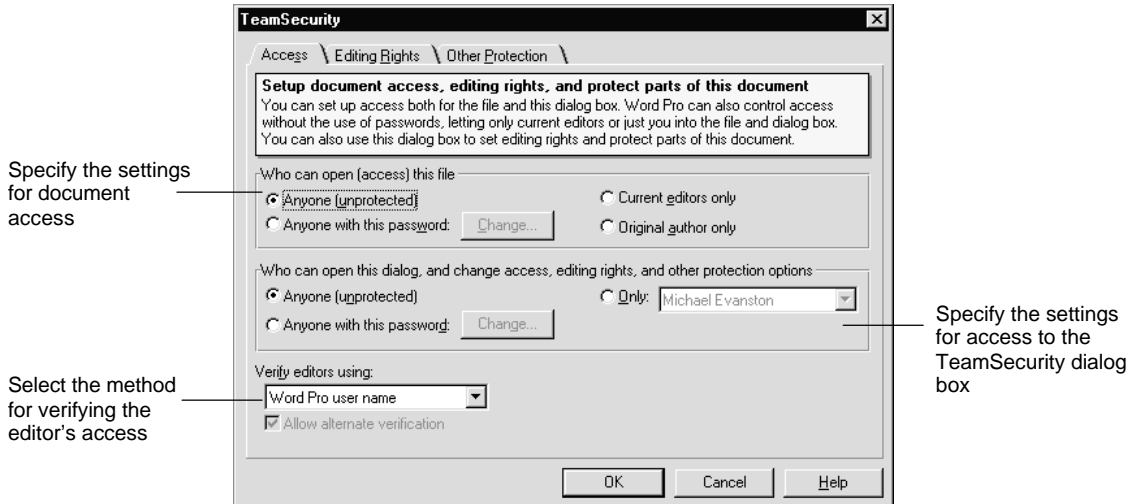
- Access
- Editing Rights
- Other Protection

Access panel

You can assign two types of access rights: access to the document itself and access to the TeamSecurity dialog box.

Document access provides another layer of security, in addition to security provided by your network or electronic mail systems.

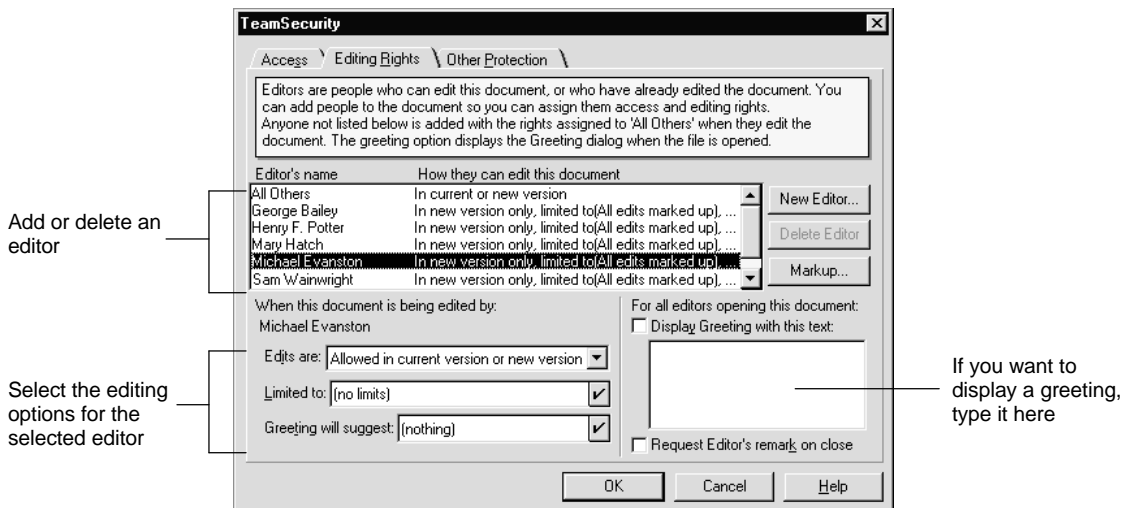
Access to the TeamSecurity dialog box allows control over which editors can alter the document protection settings.



You can select one of three ways to verify the editor's identity: e-mail login, operating system login, or Word Pro user name.

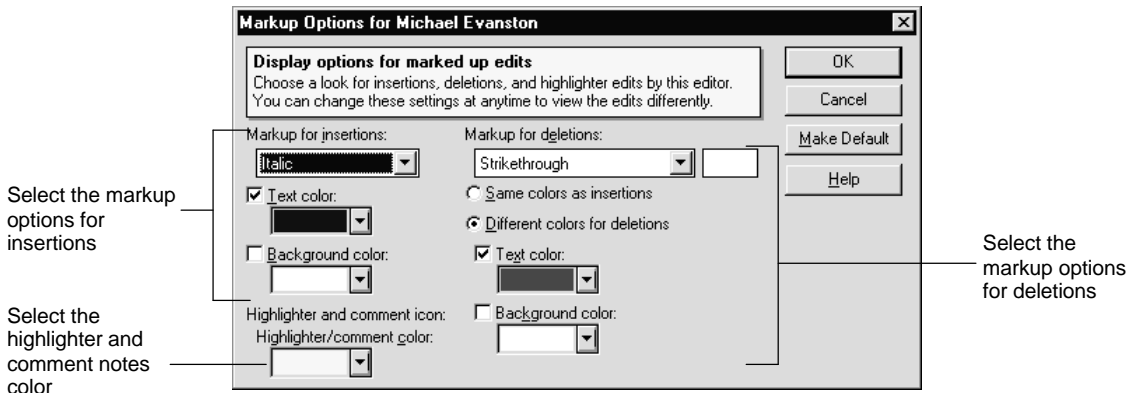
Editing Rights panel

You can assign editing rights using the Editing Rights panel in the TeamSecurity dialog box.



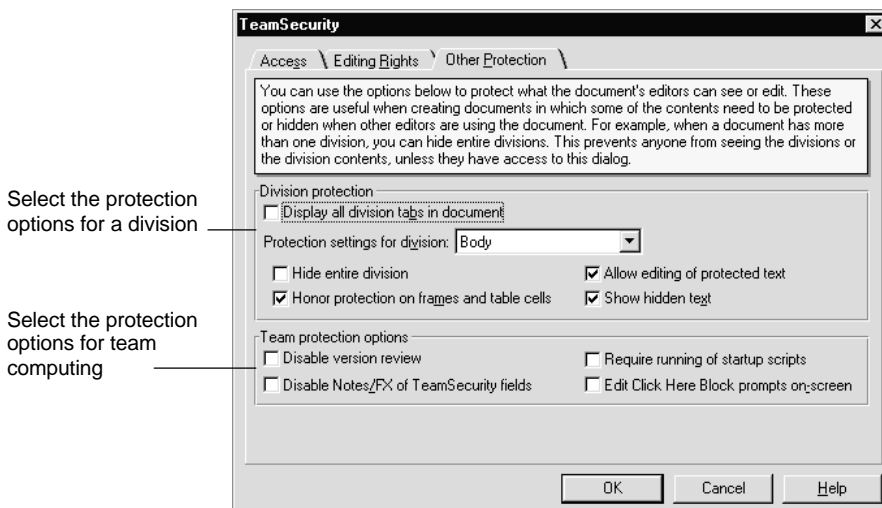
The editing options you can set include specifying where the editors are allowed to edit the document, the types of changes an editor can make, and what type of greeting appears every time the document is opened.

You can also set the markup options for an editor from this panel. You can set the attributes for insertions and deletions and the color for the highlighter and comment notes.



Other Protection panel

The TeamSecurity Other Protection panel lets you hide parts of the document from editors and protect parts of the document from edits.



You can set protection options for a division such as displaying *all* sections and divisions with divider tabs, hiding an entire division you don't want an editor to see, or preventing editors from making changes to certain Word Pro objects (protected frames and table cells) in a division.

You can also set protection options for a team such as preventing editors from seeing any version other than the current one or preventing Word Pro from exchanging data in TeamSecurity fields.

What are the benefits of TeamSecurity?

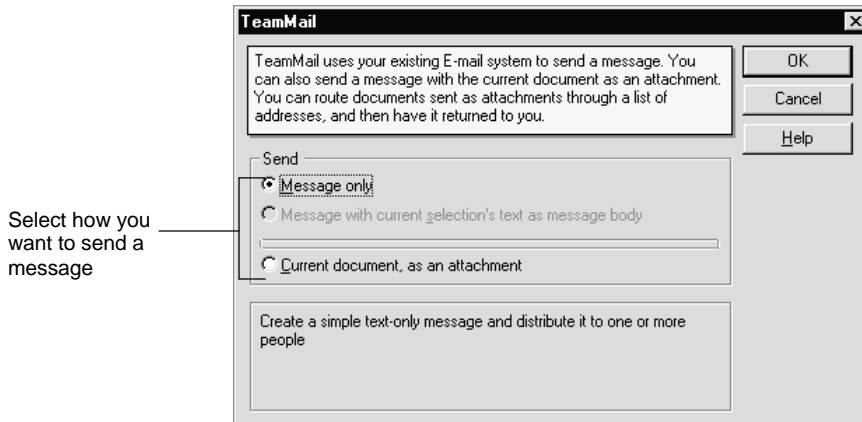
- TeamSecurity lets you control who has access to a document.
- TeamSecurity lets you control the editing rights for a document. You can specify where they can make the edits and what type of edits they can make.
- TeamSecurity lets you set the markup options for an editor. For example, if several people are reviewing your document, you can assign different colors to each—red to one, blue to another, and so on. That way, when you consolidate the edits, you can see which edits belong to which editor.

TeamMail

TeamMail lets you send a document to other team members or route it to a list of people.

How TeamMail works

You can use your company's e-mail system to send mail. The recipients will see the messages in their e-mail Inbox (not in Word Pro).



You can create a simple text message and send it by itself or with part of a document to one person or a group of people. You can also attach the current document to a message and send it to all recipients at the same time (broadcast) or route it from one recipient to the next.

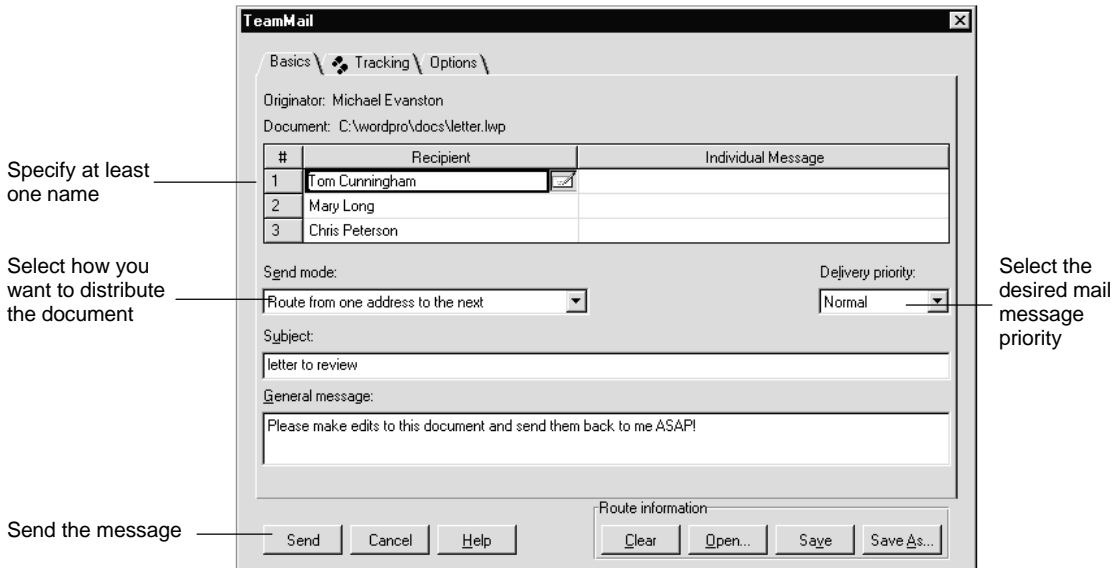
If you often route messages to the same people, you can save the information that you enter in the TeamMail Properties dialog box and later reuse it to quickly complete the dialog box fields. This is very useful if you often send messages to a long list of people.

There are three panels in the TeamMail properties dialog box:

- Basics
- Tracking
- Options

Basics panel

On this panel, you can specify the recipients of the document and how to distribute the document.



You can send a *routed* or *broadcast* message. When you send a routed message, Word Pro sends the message from one recipient to the next. When you send a broadcast message, Word Pro sends the message to all the recipients at the same time.

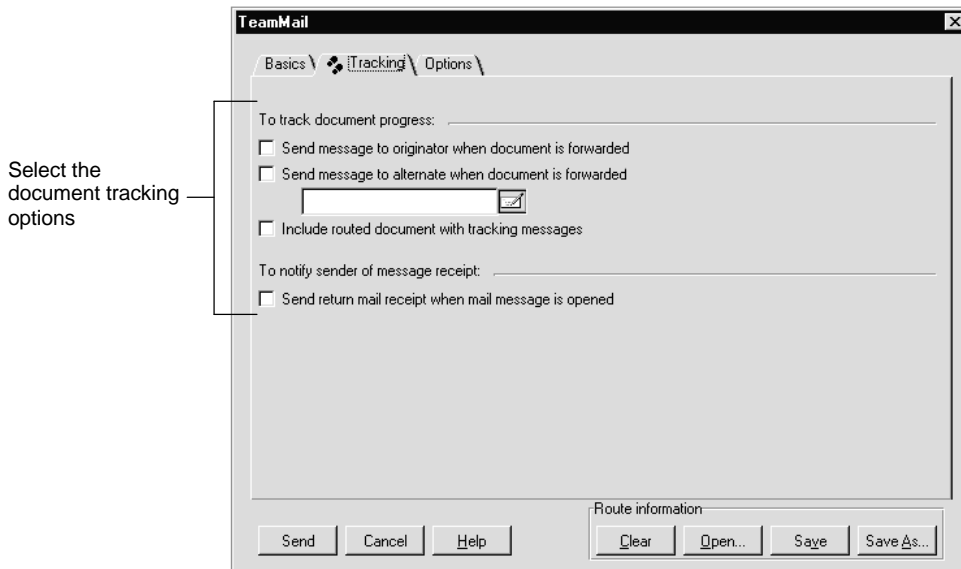
You can type an individual message for each recipient of the document. For example, if you want Mary to review the budget figures and Joe to review the job descriptions, you can type unique messages beside their names.

You can also include a message for all the recipients of your document. For example, "Please make your edits and send this document back to me ASAP."

If you are using TeamReview to distribute a document, some of the fields on the Basics panel are filled in for you. For example, all of the reviewers you list in the TeamReview dialog box display in the Recipient column. If you type a greeting in the TeamReview dialog box, Word Pro displays that message in the "General message" box.

Tracking panel

On this panel, you can choose a method for tracking the progress of your document.

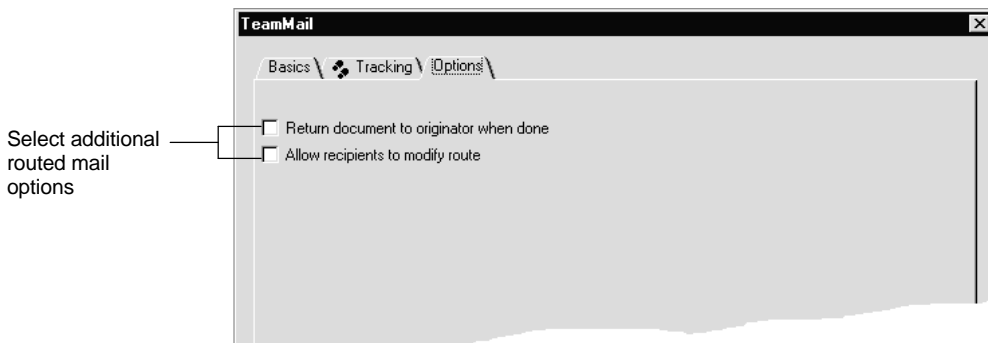


You can let your mail system notify you (or another team member) each time a recipient forwards the document. For example, if you are routing a list to 12 people, your mail system will notify you as the document moves from one person on the list to the next.

You can also let your mail system notify you when a recipient opens the forwarded mail message with the attached document.

Options panel

On this panel, you can specify whether you want the document returned and whether you want to allow recipients to modify the route.



You can specify that the document is returned to you after all the recipients have reviewed it. This provides an easy way for the last recipient to return the document without logging into the mail system.

You can also let recipients add, delete, or modify names for succeeding stops on a route. This lets you account for the unexpected situations that occur in a group environment. For example, you send a document to 12 people. Mary is the third person in the route. She knows that the next recipient, John, is out sick. If this option is selected, she can send the document to Chris instead of John so the progress of the document is not held up until John returns to the office.

What are the benefits of TeamMail?

- TeamMail distributes information quickly.
- TeamMail works with your current electronic mail system to allow you to send mail messages from within Word Pro.
- TeamMail lets you route a document to a list of reviewers and prompt each reviewer to send it to the next person on the list.
- TeamMail tracks the progress of a routed message by having a mail message sent to you each time a recipient forwards your document to the next recipient.
- TeamMail used in tandem with TeamReview lets you distribute an entire document to members of a workgroup.
- TeamMail lets you save a distribution route and use it to quickly send messages to commonly used names and addresses.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
TeamMail dialog box
TeamMail Properties dialog box
3. Click the index entry you want, then click Display.

TeamConsolidate

TeamConsolidate lets you combine the input from multiple reviewers into one file.

How TeamConsolidate works

There are three steps to consolidating a document:

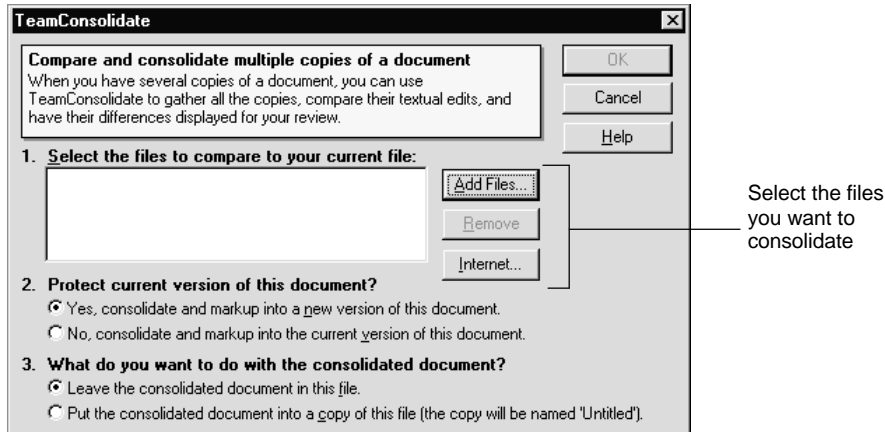
- Consolidating the files
- Reviewing the edits
- Creating the final document

Consolidating the files

TeamConsolidate combines several files into one markup file.

You can only consolidate files, not versions. If you have created multiple versions of a document, you must first save each version as a separate file.

You can then use TeamConsolidate to compare the versions.



To consolidate the files, display the file (original file) to which you want to compare the other files. Then select the files you want to compare to the displayed file. (If you select a file from the Internet, Word Pro copies the file to a local temporary file.)

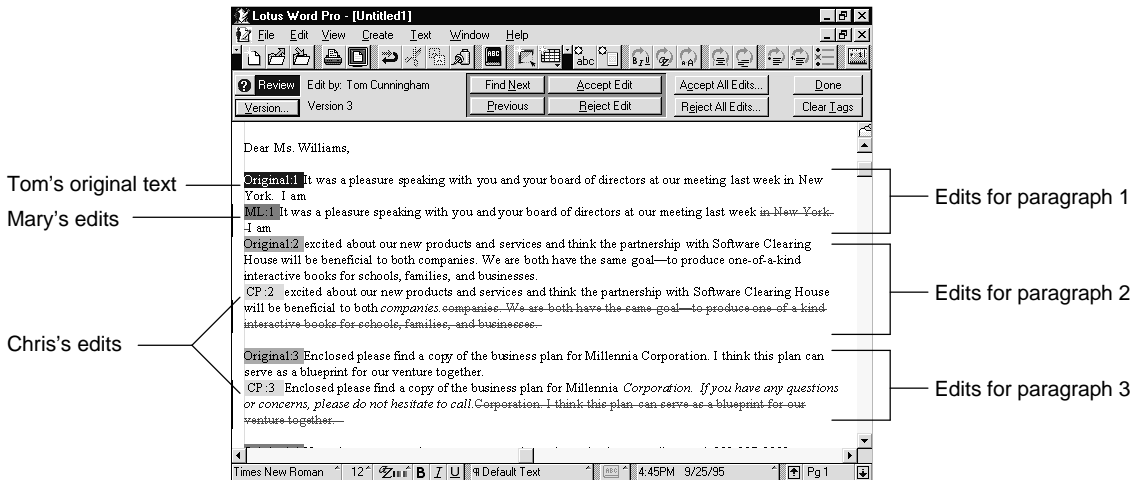
You can select whether or not you want to consolidate and markup the files in the current version of the displayed document or in a new version. You can also select whether to leave the consolidated document in the displayed file or copy it to a new file.

Reviewing the edits

You can edit a markup file. A markup file combines all text edits from all files used in Word Pro's TeamConsolidate process. The markup document is the result of comparing and consolidating the files.

When you compare more than two copies of a document, the paragraphs that contain edits are copied and display below the original paragraph. (See the picture on the following page.) The paragraphs are identified by *paragraph tags*. The paragraph tags contain initials that identify who made the edits in each paragraph.

For example:



This tag **Original:1** means this is the original paragraph with which the other revisions are compared.

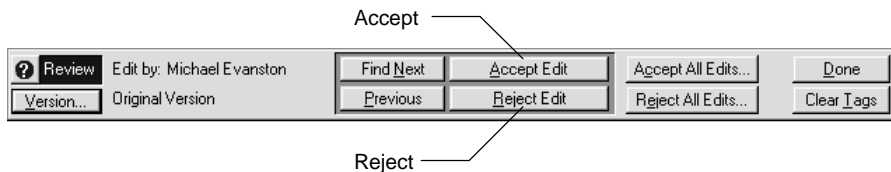
This tag **CP:2** represents the initials of the person who made the first edits to the paragraph.

Other insertions or deletions **San Francisco Los Angeles** in the paragraph might belong to other editors whose names display in the Marked Edits review bar. The way the edits appear are determined through markup options in TeamSecurity.

Note Paragraph tags do not appear when you compare only one copy to its original.

Creating the final document

You can use the review bar to consolidate the marked edits. You can accept or reject edits individually or all at once. If you accept them all at once, Word Pro can also delete the duplicate paragraphs.



You can also hide the Edit review bar and manually edit a file. A markup file is a normal text file that can be changed and saved just as any other Word Pro document. If you decide to edit the file at a later time, you can then open the file and make any edits to the document.

After you have reviewed all the edits, you can save the document as a new file or overwrite the current file.

What are the benefits of TeamConsolidate?

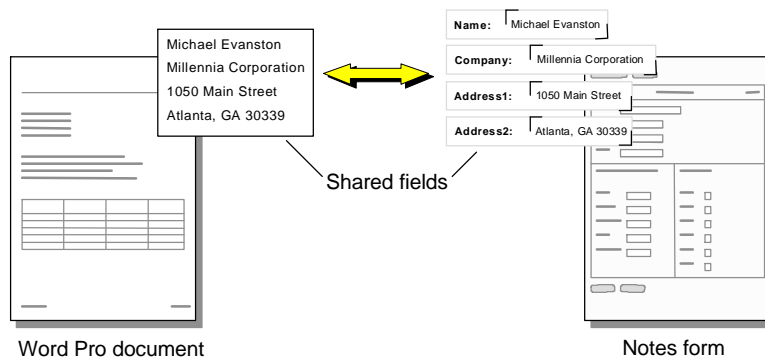
- TeamConsolidate marks differences in the compared documents so you can see what changed from the original document.
- TeamConsolidate eliminates paper trails and the errors commonly made when deciphering handwritten edits.
- TeamConsolidate lets you view all the edits on one screen instead of opening multiple documents.
- TeamConsolidate shortens the editing time of collaborative documents.

Notes/FX

When a Word Pro document is embedded into a Notes document, Notes Field Exchange (Notes/FX) lets you share data between Notes and Word Pro.

How Notes/FX works

You can export data fields such as text (bookmarks), document fields, Doc Info fields, Click Here Blocks, and Word Pro named objects (characters, paragraphs, pages, frames, tables, and table cells) to Notes documents. You can also import data from a Notes document into a Word Pro document.



For example, you can create a Notes form for contract agreements and embed a Word Pro document object in the form. When you compose a new contract, Notes inserts the contract information in the Word Pro document.

When you complete the contract and close Word Pro, you can update the document object embedded in the Notes form. Information from the contract agreement document, such as the name and address of the

company, now appears in the Notes document or in the Notes view. The contract agreement is centrally stored in a Notes database with other contract agreements.

To use Notes/FX with Word Pro, you:

- Define fields to exchange
- Embed a Word Pro object in a Notes document
- Create new Notes documents that exchange data with embedded Word Pro objects
- Update fields in a Notes document from Word Pro
- Update information in Word Pro from a Notes document

Defining fields to exchange

You can exchange the following types of data between Word Pro and Notes:

- *Bookmarked text*—You can select text and define a Word Pro bookmark as a Notes/FX field.
For example, you can select the text that sums a contract's total price and create a bookmark called "TotalPrice" as a Notes/FX field. You can then display the total price data in Notes and update the data in either direction.
- *Doc Info fields supplied by Word Pro*—Word Pro supplies Doc Info fields with predefined names that contain information about a document, such as its size and number of pages. You can use any of these fields for exchange with Notes.
- *Custom-defined Doc fields*—You can define your own Doc fields for storing information about a Word Pro document and use them for two-way exchange with Notes.
For example, you can include the sales manager's name in a custom-defined Doc field that lets you store the name with a contract document in Notes, but not display it in the Word Pro contract document itself.
- *Click Here Blocks*—You can name any Click Here Block in Word Pro as a Notes/FX field and exchange the text with Notes. You can have the embedded Word Pro document display the initial text for a named Click Here Block from the contents of the corresponding Notes field.
- *Named Word Pro object*—You can use any Word Pro object for Notes/FX, except named styles or named tables. Named objects you can use with Notes/FX include page layouts, frames, table cells, and parallel-column blocks.

- *Predefined LotusScript fields*—You can exchange the values of predefined LotusScript fields `__FXPARAM1` through `__FXPARAM5` between Word Pro and Notes. (Two underline characters precede the name.) For more information, see the Notes application developer's documentation.
- *Document-level LotusScript variables*—The LotusScript commands `SetDocVar` and `GetDocVar` allow you to work with document-level variables that begin with @ (at sign). You can define an unlimited number of document-level variables. Word Pro stores these variables with the document. For more information, see the Notes application developer's documentation.

Embedding a Word Pro object in a Notes document or Notes Form

You can embed a Word Pro object in any Rich Text field in an existing Notes document and update the Notes/FX fields from the Word Pro document.

By embedding a Word Pro object in an existing Notes document, you can:

- Use Notes to store Word Pro documents of different types
- Collect Doc Info data for a group of otherwise unrelated documents
- Use Notes mail routing to distribute Word Pro documents to members of your work group
- Use Notes dial-in features to allow remote users to work on Word Pro documents
- Use Notes to view and sort the Word Pro documents according to contents of Notes/FX fields

You can embed a Word Pro object anywhere in a Notes form. New documents composed with this form automatically include the embedded Word Pro document.

You can also set Notes to activate the embedded Word Pro object each time you open or edit the form in Notes.

By embedding a Word Pro object in a Notes form, you can:

- Use a common template for all documents
- Include a consistent set of fields in all documents
- Provide a consistent document style for a group of users who share the same Notes database
- Use Notes security features to protect Word Pro documents from unauthorized reading or editing

- Use Notes views to organize and categorize Word Pro documents for tracking and reporting. For example, you can see which documents were created in a particular month or on which projects each writer worked.
- Use Notes formulas to track a project's tasks. For example, you could track the number of days spent editing a group of Word Pro documents in a project.

Creating new Notes documents

You can create a new Notes document by choosing a Notes form that contains an embedded Word Pro object, launching Word Pro, entering the new text into the document, and updating Notes with the new information.

If a Notes form contains an embedded Word Pro object, Notes embeds a new copy of the object in each new document you compose.

Updating fields in a Notes document from Word Pro

You can update Notes with any changes in Word Pro fields you have defined for use with Notes/FX.

Updating information in Word Pro from a Notes document

When the Word Pro document contains editable fields defined for use with Notes/FX, you can update these fields from the Notes form.

What are the benefits of Notes/FX?

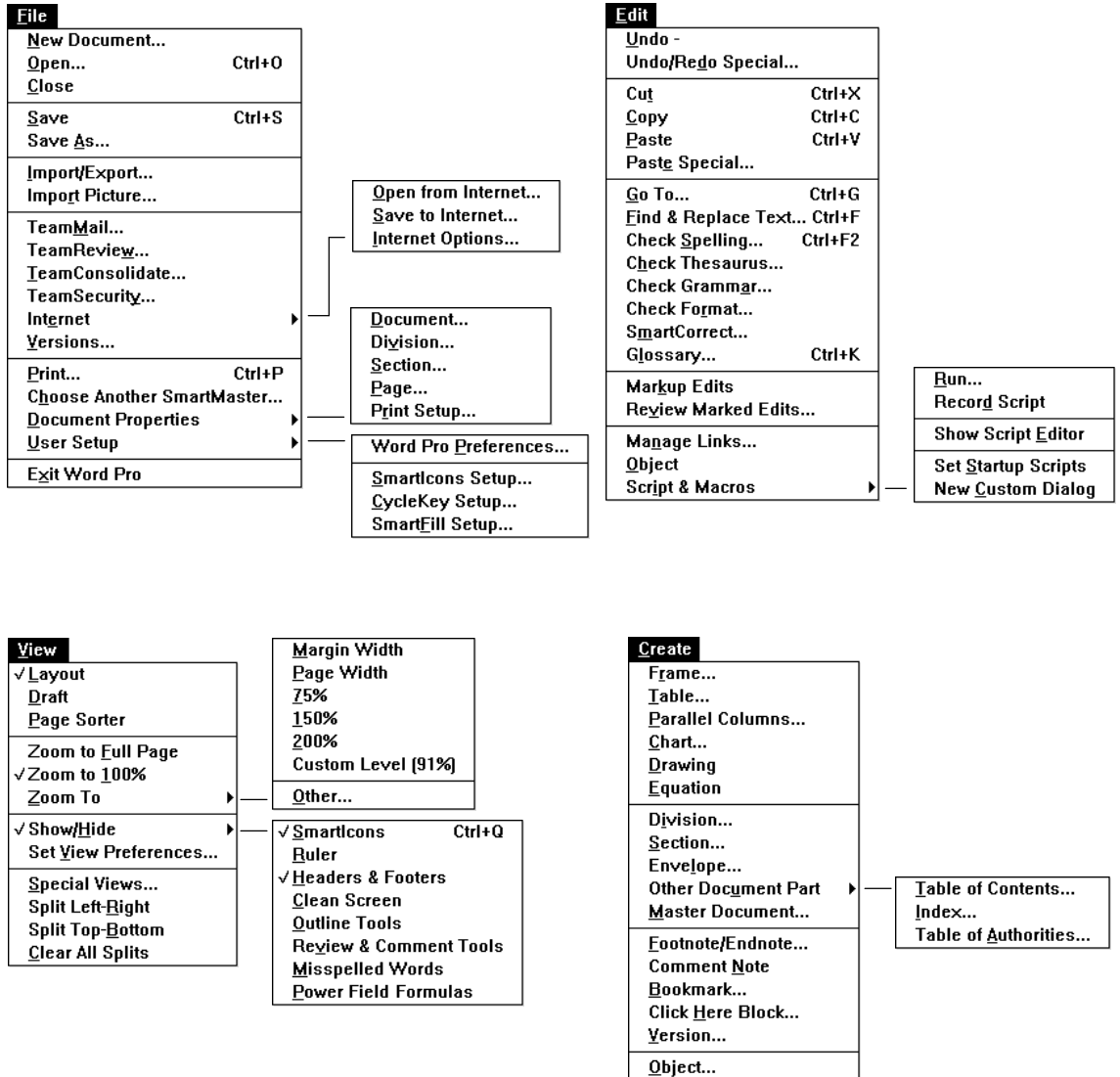
- Notes/FX lets you embed fields in Word Pro documents that are exported to Notes forms.
- You can combine Notes/FX with LotusScript to develop powerful business applications. For example, you can create business forms and status reports in Notes that launch Word Pro documents.
- You can easily remember where to complete custom tasks because the NotesFlow menu (Actions) is the menu for custom tasks in both Notes and Word Pro.
- NotesFlow lets you customize items on the Actions menu in Notes and Word Pro. For example, you could create a menu item called "Get data from 1-2-3 spreadsheet."

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Notes/FX
3. Click the index entry you want, then click Display.

Appendix Word Pro Menus

Main menus



Window

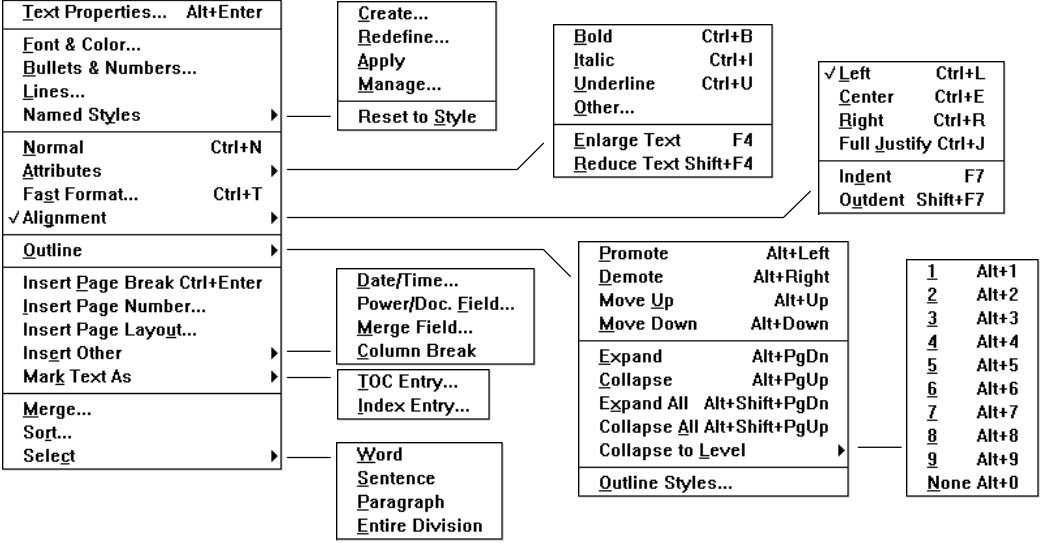
New Window
Close Window
Close All Windows
Tile Left-Right
Tile Top-Bottom
Cascade
✓ 1 Untitled1

Help

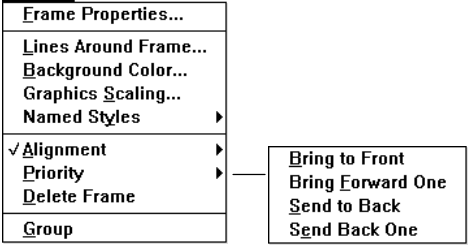
Help Topics...
Ask the Expert...
Tour...
About Word Pro...

Task Sensitive menus

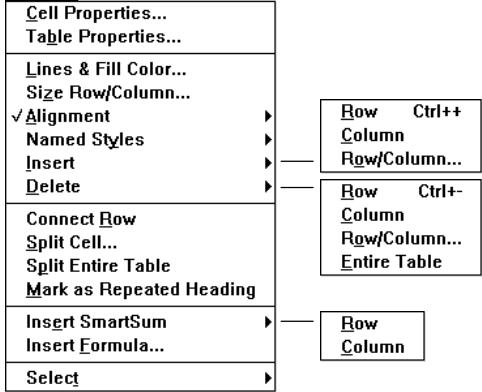
Text



Frame



Table



Columns	
Column Block Properties...	
Size Columns...	
Lines & Fill Color...	
Goto Next Column Block Ctrl+Enter	
Insert	▶
Delete	▶
Split Column Block	
Connect Across Row	
Mark as Repeated Heading	
Select	▶
Turn Off Columns	

Draw	
Draw Properties...	
Extract Properties	
Apply Properties	
Import Drawing...	
Save As Drawing...	
Rotate	
Align	▶
Flip	▶
Priority	▶
Group	
Ungroup	
Curved Text...	
Select All	

Top to bottom
 Side to side

Equation	
Insert Symbol	▶
Insert Math Form	▶
Import Equation...	
Save As Equation...	
Revise...	
Text Mode	^T
Greek Keyboard	^G
Symbol Keyboard	^Y
Global Settings...	
View Preferences	▶

Fraction ^1
 Radical ^2
 Superscript ^3
 Subscript ^4
 Big Operator...
 Brackets...
 Function...
 Decoration...
 Matrix...
 Space...
 Binomial...

Greek Character
 Binary Operator
 Binary Relation
 Negative Binary Relation
 Arrow
 Corner
 Accented Character
 Misc. Symbol

Hide Matrix Lines
 Hide Input Box Lines
 Show Marks

Image	
Image Properties...	
Revert	
Auto Contrast on Import	
Halftone Printing	▶

Fastest Printing
 Best Quality
 Automatic
 Use Printer Driver
 Posterize

Index

How to use this index

This index refers you to information in this book and in Online Help.

To find information in Help



1. Start Word Pro.
2. Choose Help - Help Topic.
3. Click the Index tab.
4. Type the entry as it appears in the index. The alphabetical list of online index entries scrolls as you type.
5. Select the word or phrase you want to know about in the lower list box.
6. Click Display.
7. In some cases, a Topics Found dialog box appears. Click the topic you want to know about, then click Display.

Help displays detailed information on the topic.

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*** From the Word Pro 96 menu, choose Help - Help Topics, click the Index tab, and type the index entry.**

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