

Up and Running Guide

 **NOVELL**®

for WINDOWS

USING ENVOY

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PerfectOffice™

THE PERFECTLY INTEGRATED OFFICE SUITE V3.0

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HELP FILES are files that explain how to use the AppWare development environment or ALMs.

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Getting Started

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Introduction

Welcome to PerfectOffice 3.0—the first software suite that delivers on its promise to fully integrate people, tasks, and software tools.

PerfectOffice is easy to learn and even easier to use. You'll find the software you need, open network integration, the flexibility to pick and choose your own integrated applications, and a convenient way to build custom applications and add them to your suite.

PerfectOffice offers new intelligent automation that goes beyond the simple features found in most suite packages. The result? You're free to focus on your work instead of on the applications necessary to get it done. PerfectOffice will revolutionize the way you look at software suites—and will let you effectively utilize your computer's capabilities.

What's In PerfectOffice 3.0?

PerfectOffice 3.0 is available in three different suite packages.

PerfectOffice Standard

The PerfectOffice Standard package features the following products:

- WordPerfect 6.1 for Windows, the world-renowned word processor unparalleled for its versatility and functionality. WordPerfect integrates text, data, and graphics in a single, easy-to-use program that you can completely customize to personalize the way you work.
- Quattro Pro 6.0 for Windows, the perfect combination of spreadsheet power and graphics. Quattro Pro simplifies your analysis, doing most of your work for you. It helps you visualize numbers with graphics, and is easier to use than 1-2-3 or Excel. Quattro Pro delivers spreadsheet power to PerfectOffice.
- Presentations 3.0 for Windows, an all-in-one solution to presentation graphics that includes drawing tools, charting capabilities, and multimedia support. Use the Outliner, Master Gallery, and Slide Sorter to create and organize your slide show, then customize it with powerful drawing and painting tools. You can enhance your slide show by adding video and animation clips, or inserting images from the Presentations collection of more than 1,000 QuickArt clips.
- InfoCentral 1.1 for Windows, a revolutionary personal information manager that lets you quickly organize and access information. You can create intelligent connections between people, places, and things; organize your personal address book; store vital information about business contacts; list upcoming events; keep track of school notes; manage your home video collection; or complete other tasks that interest you.
- Envoy 1.0a for Windows, a workgroup publishing tool that lets you electronically view, annotate, and distribute documents, complete with color and graphics, across the network. You can view the document, copy text and graphics, search for text, make annotations, rearrange pages, and route and print documents—all in files that are half the size of those in competing technologies.
- GroupWise QuickLook for Windows, a demonstration version of GroupWise Client, Novell's electronic messaging software. The QuickLook version is intended to help you evaluate the GroupWise client software, which integrates e-mail, calendaring, group scheduling, and task management into PerfectOffice. See *Sharing Information Using PerfectOffice* for information about installing GroupWise QuickLook.

PerfectOffice Professional

In addition to all the components offered in the Standard package, PerfectOffice Professional gives you the following products:

- Paradox 5.0 for Windows, a relational database that serves as both an OLE client and server for full database integration. New functionality and enhancements have been added to this program to make Paradox easier to use and understand.
- AppWare for Windows, a visual application development program that lets you create everything from simple tasks to complex applications. AppWare provides a 5th generation visual development environment for custom applications.

PerfectOffice Select CD-ROM

The Select CD-ROM lets you create your own suite solution by choosing from among any of the applications and consumer products included on the CD. All the applications in the Standard and Professional packages are included on CD-ROM, along with various Novell GroupWare™ applications, WordPerfect Main Street™ applications, and third-party applications technologically integrated for this suite.

How Does It All Work Together?

PerfectOffice is the only suite on the market to feature PerfectFit™ technology, a common code base shared by all the suite components. What this means to you is unparalleled program integration. You'll see the same interface, use the same tools, and easily automate tasks for all applications in the suite.

Common User Interface

All of the applications in PerfectOffice share consistent toolbars, pull-down menus, and common dialog boxes. Once you know one application, you can be productive in all of them. Also, because each PerfectOffice program looks and feels the same, you'll find it easy to switch among any of the applications in your package.

Common Tools

The code base shared by all PerfectOffice applications provides the most extensive set of common suite tools in the industry. Most of the applications in the suite share a file manager, drawing module, and thesaurus, as well as the following:

- QuickCorrect, which automatically corrects spelling as you type.
- Find and Replace, which features PerfectSense™ technology, the first linguistic technology that actually understands the meaning of words and their different forms. If you want to replace the word *purchase* with the word *buy*, for example, PerfectSense automatically replaces *purchased* with *bought*.
- Grammatik™ 6.0, which features an intelligent find-and-replace function and the ability to rewrite entire sentences.
- Coaches and Experts, which provide electronic hands-on help and interactive instruction for the most common tasks, both in individual applications and across applications.
- DragonDictate® Talk-To™ PerfectOffice speech-recognition system, which lets you operate PerfectOffice applications by speaking into a microphone. This system is included only in the CD-ROM version of PerfectOffice. A sound card and a DragonDictate microphone are required. See the online Help or contact Direct Sales (*Appendix A: Customer Services*) for more information.

Common Suite Manager

The Desktop Application Director (DAD) is a toolbar that lets you easily switch among all the suite applications. You can customize DAD in a variety of ways. You can also place non-suite applications on DAD for quick access. You can configure DAD as either a toolbar or a palette, and can place it anywhere you want on the screen—wherever you find it most convenient. You can even hide DAD until you need to use it. See *Using the Desktop Application Director (DAD)* for a complete overview of the suite manager.

Support for OLE 2.0

PerfectOffice offers Object Linking and Embedding (OLE) 2.0 functionality in more applications than any competing suite, which makes sharing information between programs simple. With OLE 2.0, you can drag and drop data and edit objects in place among the PerfectOffice programs. Placing a Quattro Pro chart in a WordPerfect document, for example, is as easy as dragging the chart directly from one program window to the other. Then, by double-clicking on the embedded spreadsheet, all of the functions of Quattro Pro are available from the WordPerfect pull-down menus and toolbars, so you never have to leave your WordPerfect document to edit the spreadsheet.

OLE functionality is also found in the PerfectOffice database Paradox, which serves as both an OLE container and server, providing full database integration.

OBEX Technology

Object Exchange (OBEX) lets you easily share information among the people in your workgroup. You simply “publish” information you want to share, and members of your workgroup “subscribe” to that information with the capability of incorporating it directly into their documents. Every time you update your data, their subscriptions are automatically updated to reflect your latest information. For more information about OBEX, see *Sharing Information Using PerfectOffice*.

Automated Computing Tasks

PerfectScript™ technology offers the first scripting language in a suite that lets you record a task involving more than one application and play it back. In other words, PerfectOffice gives you the ability to automate computing tasks across all PerfectOffice applications.

QuickTasks™ • Accessible from DAD, QuickTasks™ automatically perform both simple and complex tasks directly from the desktop—without requiring that you open individual applications. With QuickTasks, you can concentrate on what you’re doing instead of worrying about which application you’re in.

You can automatically create letters, faxes, spreadsheets, and slide shows; update PIM records; schedule meetings; open e-mail; generate mail merges; and perform other common tasks right from the PerfectOffice desktop. You can even perform tasks that use multiple applications in a sequence.

PerfectOffice ships with a variety of pre-defined QuickTasks ready for you to use (see *Appendix C: QuickTasks* for a list of QuickTasks included with the suite). In addition, you can add your own QuickTasks to DAD to customize the suite to fit your needs.

QuickTools • PerfectOffice contains a variety of automation tools to help you quickly accomplish common tasks. For example, QuickCorrect automatically corrects misspelled words as you type. QuickCorrect is available in several PerfectOffice applications—not just in WordPerfect. Other Quick Tools available throughout the suite include QuickFormat, QuickList, QuickFinder, QuickMenus, and QuickHelp. For more information about QuickTools, see online Help.

Installing PerfectOffice

System Requirements

- Personal computer using a 386 or higher processor (a 486 system is recommended)
- 8Mb RAM
- Hard disk with 45Mb (minimum) to 98Mb (maximum) of available disk space for the PerfectOffice Standard package, or 68Mb (minimum) to 138Mb (maximum) of available disk space for the Professional package
- An additional 6Mb to 10Mb of hard disk space for temporary files (this space becomes available again after installation)
- VGA or other high-resolution display supported by Microsoft Windows
- Windows 3.1 or higher, or Microsoft Windows for Workgroups
- Mouse or other Windows pointing device

IMPORTANT: The amount of hard disk space you need depends on the number of applications and optional features you install.

Installing PerfectOffice on a Hard Disk

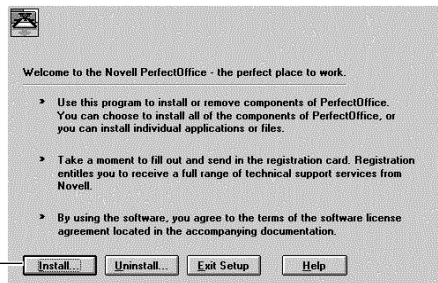
The PerfectOffice files are compressed on disks. To install PerfectOffice, you must use the setup program. This applies whether you're installing PerfectOffice for the first time or as an upgrade to Borland Office 2.0 for Windows.

IMPORTANT: When installing PerfectOffice, you should ignore the installation instructions contained in the individual product manuals.

If you have questions before you install, refer to *Questions and Answers about Installing* later in this section.

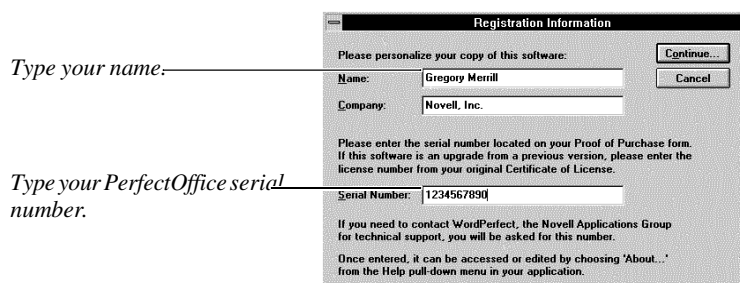
To install PerfectOffice on your hard disk,

- 1 Start Windows if you have not already done so.
- 2 Insert the **Setup** disk into drive A (or drive B).
- 3 Choose **Run** from the **File** menu in the Windows Program Manager.
- 4 Type **a:setup** (or **b:setup**), then choose **OK**.



Install button.

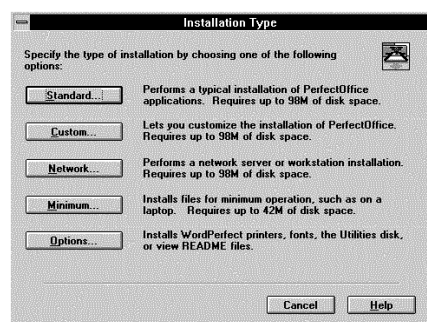
5 Choose **Install**.



Type your name.

Type your PerfectOffice serial number.

6 Type your name and PerfectOffice serial number, then choose **Continue**.



7 Select an installation type, then follow the on-screen prompts to finish installing PerfectOffice. (You will be able to install to any drive you want.)

We recommend a Standard installation for most users.

For information about the installation options, refer to the table under *Questions and Answers about Installing* later in this section. If you have additional questions about installing, use the online Help system included with the setup program by choosing Help in any of the Install windows.

IMPORTANT: When you have finished installing the program on your hard disk, put the original disks in a safe place. Avoid exposing them to sunlight, dust, and magnetic fields (even televisions, telephones, and stereo speakers contain magnets).

Installing PerfectOffice on a Network

For information about installing PerfectOffice on a network, see *Appendix B: Networking PerfectOffice*.

Questions and Answers about Installing

I'm already using some of the programs included in PerfectOffice. Do I need to delete these programs before installing PerfectOffice?

It depends on the application version you are currently using. If you are already using the *same* version of a program included with the suite, you do not have to delete it before installing PerfectOffice. For example, if WordPerfect 6.1 is already installed, you do not have to delete it before installing the suite. During installation, the setup program replaces any existing copies of PerfectOffice applications on your hard disk. While the preferences you made to those programs might be lost, existing documents, graphics, and macros will remain intact.

If you are using an *earlier* version of an application included in the suite, such as WordPerfect 6.0, you may choose to delete it to save disk space. During a standard installation, the setup program detects any earlier application versions you are currently using, such as WordPerfect 6.0, and asks you if you want to replace them with

PerfectOffice versions. If you want to keep the version you are currently using, you can do so by choosing a Custom installation and specifying an alternative directory structure.

Which installation option should I choose?

The standard installation is the recommended installation type for most users. The following table describes each installation type.

| Installation Type | Use |
|--------------------------|--|
| Standard | To install PerfectOffice for the first time or to replace Borland Office 2.0 for Windows |
| Custom | To customize your installation by installing only part of the program or sets of files to directories you specify |
| Network | To install PerfectOffice for use by users on a network server or workstation |
| Minimum | To install the minimum files necessary to run PerfectOffice (The setup program omits files needed for optional features.) |
| Options | To install printer drivers, fonts, the Utilities disk, or to view README files |

When I install PerfectOffice, a prompt tells me that I don't have enough room to install all files. What should I do?

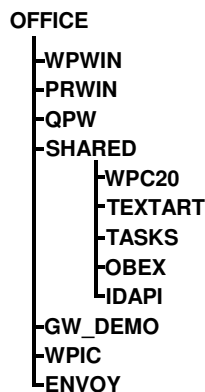
Exit the setup program and delete unnecessary files from your hard disk to make more disk space available. You can also use the *Custom* or *Minimum* installation options. *Custom* lets you install individual files. (Use this option only if you know exactly which files you need.) *Minimum* omits the files needed for optional features and installs only those files necessary to run individual programs.

How can I conserve disk space?

Choose Minimum installation to install only the files necessary for running PerfectOffice. This option requires a minimum of 45Mb of free disk space, and does not install optional features such as predefined toolbars, the QuickLook version of GroupWise, or any Help files.

Which directories were installed?

PerfectOffice files are organized into subdirectories under the root directory \OFFICE. The recommended directory structure for PerfectOffice is shown in the diagram below. This is the directory structure used for a standard installation. If one of these directories already exists on your hard disk, all duplicate files in that directory except for those you have created or modified will be copied over during installation.



| Subdirectory | What it contains |
|---------------------|--|
| WPWIN | WordPerfect 6.1 program files and subdirectories |
| PRWIN | Presentations 3.0 program files and subdirectories |
| QPW | Quattro Pro 6.0 program files and subdirectories |
| SHARED | Subdirectories \WPC20 (PerfectFit files for shared components such as the Speller, Thesaurus, and so on), \TEXTART (TextArt program files), \TASKS (DAD QuickTask files) \OBEX (files for Object Exchange technology), and \IDAPI (cross-application, database-conversion support files) |
| GW_DEMO | GroupWise QuickLook program files |
| WPIC | InfoCentral 1.1 program files and subdirectories |
| ENVOY | Envoy 1.0a program files and subdirectories |

I accidentally deleted some PerfectOffice program files. Can I reinstall only part of PerfectOffice?

Yes. Start the PerfectOffice setup program, choose Custom installation, then select the files you want to reinstall. (You cannot recover lost personal files or documents using the setup program.)

How can I remove PerfectOffice 3.0 from my computer?

The setup program includes an Uninstall option that allows you to remove some or all of the PerfectOffice applications from your computer. From the Program Manager in Windows, double-click the PerfectOffice Setup icon. Choose Uninstall, then select the applications want removed. Files you created or modified will not be removed.

Getting Help

Each application in PerfectOffice comes with an advanced online Help system. When you need information, online Help is your best solution. Help appears in a separate window on your screen. For quick access, you can keep the Help window displayed on top of the application you're working in. It's convenient, sensibly organized, and structured in a way that makes finding the information you need quick and enjoyable.

If you need assistance beyond what the online Help system and printed manuals provide, you can call Customer Support or use one of the other customer support services provided by Novell (see *Appendix A: Customer Services*).

Using Context-Sensitive Help

Help is context sensitive, which means you can access Help wherever you are in the program, including menus and dialog boxes.

- 1 Place the pointer on the item you want information about, then press **F1**.

Using Online Help

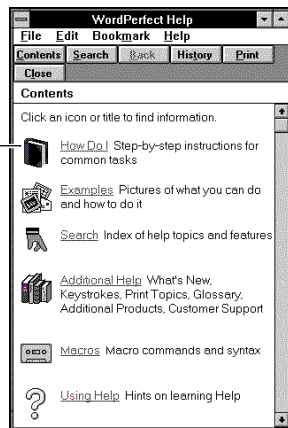
This section introduces you to the basic components of online Help.

IMPORTANT: While most of the Help components described in this section are available in all PerfectOffice applications, a few are not. Components may also differ slightly depending on the Help system. For information about a specific online Help system, see the *Getting Help* section in the documentation included with that product.

Use Contents to access the main components of Help. You can think of it as the *table of contents* of Help.

- 1 Choose **Contents** from the **Help** menu.

Icons help distinguish the components of Help.

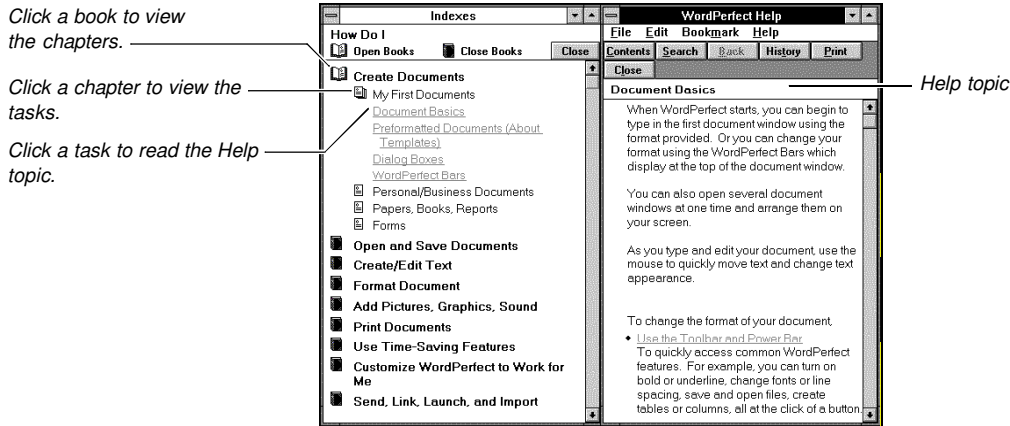


- 2 Click the Help icon you want.

Each Help icon is explained below.

How Do I

When you need information about performing a specific task, use How Do I. The information in How Do I is organized into books, chapters, and pages and is displayed in an expandable outline.



To find steps for performing a specific task, start at the book level. Each book listed in How Do I represents a category of tasks.

- 1 Click a book to open it.

Chapters contain specific tasks, or pages. (Some books contain only pages.)

- 2 Click a chapter to see the list of pages.

The pages represent individual Help topics.

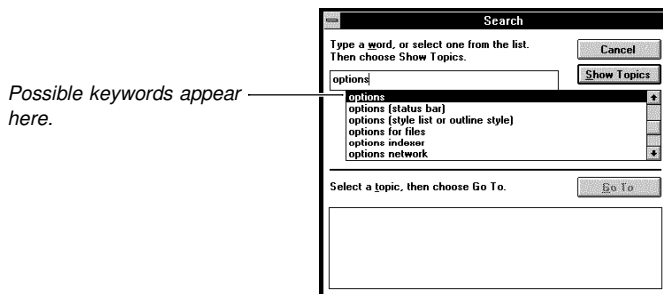
- 3 Click a page to see the corresponding Help topic.

Clicking an open book or chapter closes it. Clicking Open Books at the top of the How Do I window displays all levels of How Do I (books, chapters, pages). Clicking Close Books closes all books, leaving only book titles displayed.

Search for Help on

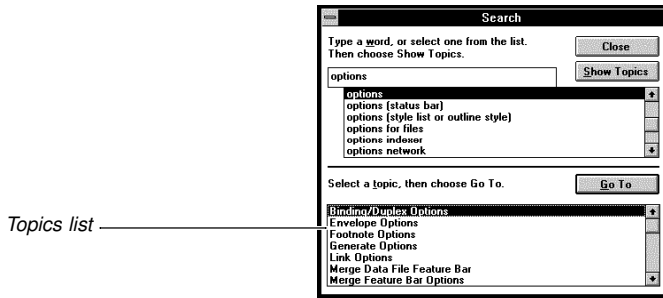
Use Search for Help on to find information by typing in a feature name, a keyword, a synonym, or a phrase. If you are using Quattro Pro, click the Search button at the top of any Help window.

- 1 Type a keyword or phrase for the subject that interests you.



- 2 Select a keyword from the keywords list, then choose **Show Topics**.

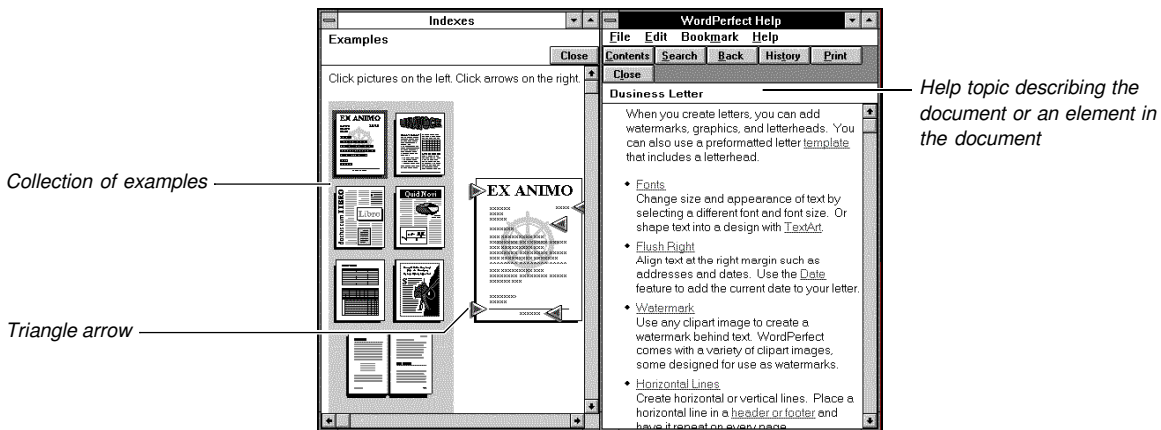
A list of related Help topics appears in the lower part of the dialog box.



3 Select a topic from the topics list, then choose **Go To**.

Examples

Examples is a collection of sample documents that illustrates some of the capabilities of the program. It's also a powerful Help tool that lets you search for and locate information *visually* instead of textually. You can find information about a specific feature or task without knowing the correct terminology.



1 Click an example from the collection.

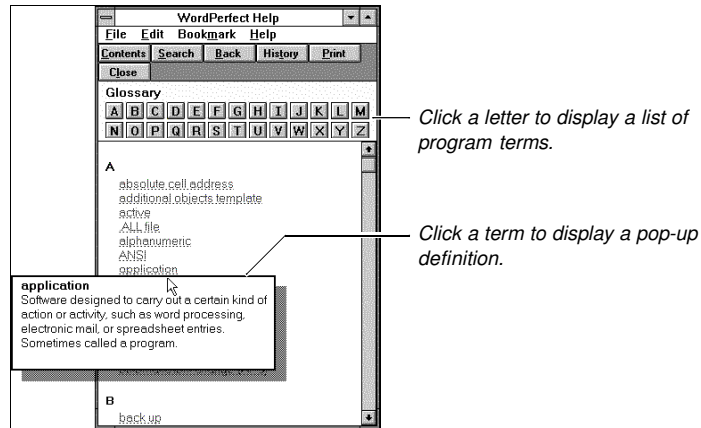
Triangle arrows label and define the various elements in the document.

2 Click a triangle arrow pointing to the element that interests you.

A Help topic appears on the right side of your screen describing that element of the document.

Additional Help

Additional Help contains supplementary information such as Tips and Tricks, Customer Support, Glossary, Keystrokes, Common Questions, What's New, Available Products, and other useful information.

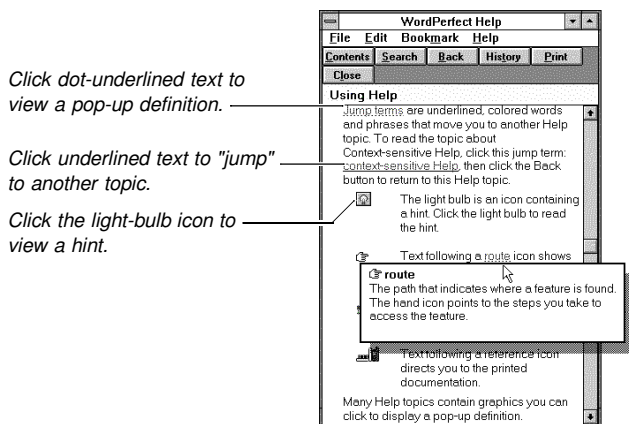


Macros

Macros contains a comprehensive list of macro commands with a description of how to use them. It also includes information about recording and playing your own macros.

Using Help

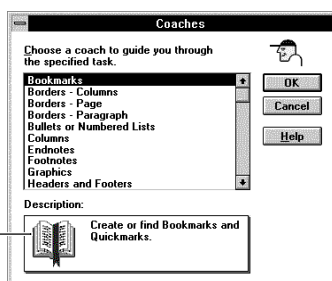
This section describes the elements of a Help topic (jump terms, pop-up definitions, icons), and shows you how to use them.



Coaches

Use Coaches to learn how to perform specific tasks. The Coach guides you through a task one step at a time.

- 1 Choose **Coaches** from the **Help** menu.



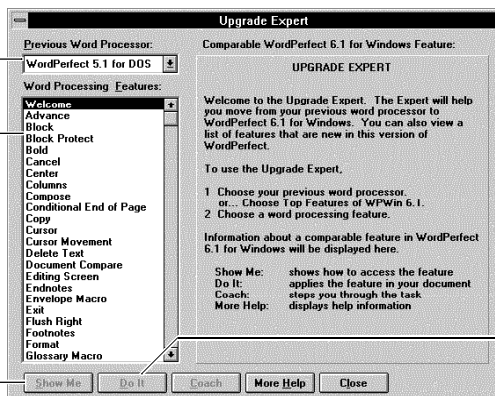
A description of the highlighted Coach appears here.

- 2 Select a Coach, then choose **OK**.
- 3 Follow the on-screen prompts to complete the task.

Upgrade Expert

Use Upgrade Expert to compare feature names with those used in competitors' products, or to compare terms in the current version of your program with those used in a previous version. In addition, Upgrade Expert can show you how to access features from pull-down menus. You can also use it to apply features to your current document.

- 1 Choose **Upgrade Expert** from the **Help** menu.



Drop-down list containing other applications

Feature names

Click Show Me to see the feature displayed.

Click Do It to see the feature used in your document.

- 2 Select an application from the drop-down list.
- 3 Select a feature.

The function of each button at the bottom of the screen is explained below.

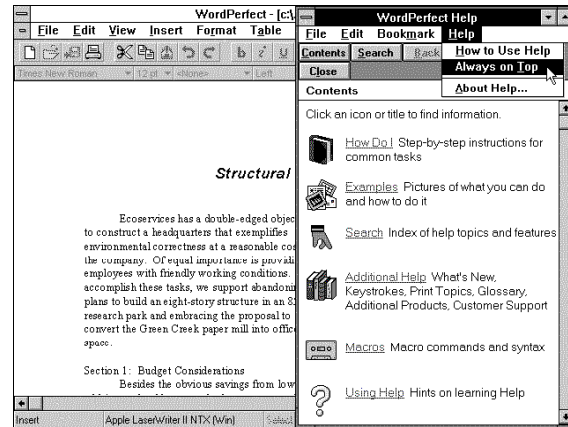
| Button | Description |
|-----------|--|
| Show Me | Demonstrates the selected feature |
| Do It | Applies the feature to your current document |
| Coach | Leads you step-by-step through the task |
| More Help | Displays a Help topic about the feature |

Displaying Help Always on Top

For quick access, you can keep the Help window open on top of the application you're working in until you exit.

- 1 Choose **Always on Top** from the **Help** menu in the Help window.

When you click the document window, the document becomes active, but the Help window remains on top.



HINT: You can size and drag the Help window to see the area of the document you are working on.

Printing Help Topics

- 1 Choose **Print Topic** from the **File** menu in the Help window.

or

Click the **Print** button in the Help window.

HINT: Depending on the program you are using, you may be able to print multiple Help topics through Additional Help. If you are using Quattro Pro, you can print multiple Help topics by choosing Print Group of Functions or Print Group of Macros from the File menu in the Help window.

Customer Support

For information about Customer Support, see *Appendix A: Customer Services*.

Using PerfectOffice

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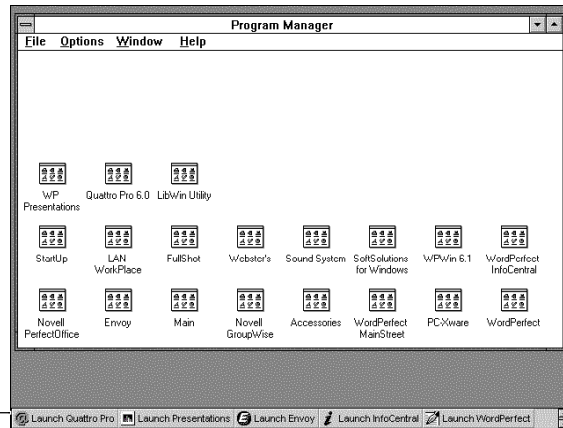
Using the Desktop Application Director (DAD)

The Desktop Application Director (DAD) is a toolbar that functions as the suite manager. Use DAD buttons to launch applications and perform simple and complex tasks right from the PerfectOffice desktop. You can play keyboard scripts and macros in any of the suite applications, manage and run files, and even exit Windows. You can customize DAD in a variety of ways to fit your needs.

In short, DAD provides you with powerful integration tools to help you use and take full advantage of the programs in the suite.

Starting DAD

During installation, a DAD icon is created and placed in the Startup program group. Unless you move the icon, DAD will start automatically each time you start Windows.



Desktop Application Director (DAD) with buttons displayed as picture and text

To start DAD if it is not currently running,

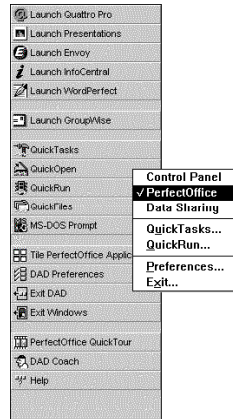
- 1 Double-click the Desktop Application Director icon.

Selecting a DAD Bar

PerfectOffice includes three DAD bars to enhance your productivity when using the suite. The *PerfectOffice* DAD bar provides you with the basic tools you need to run the suite and integrate the applications; the tools on the *Data Sharing* DAD bar simplify the process of sharing information between applications; and the *Control Panel* DAD bar gives you direct access to the settings that control your Windows system configuration.

You can select one of the DAD bars included with PerfectOffice, or you can create your own. (For information about creating DAD bars, see *Creating Your Own DAD Bar* later in this section.)

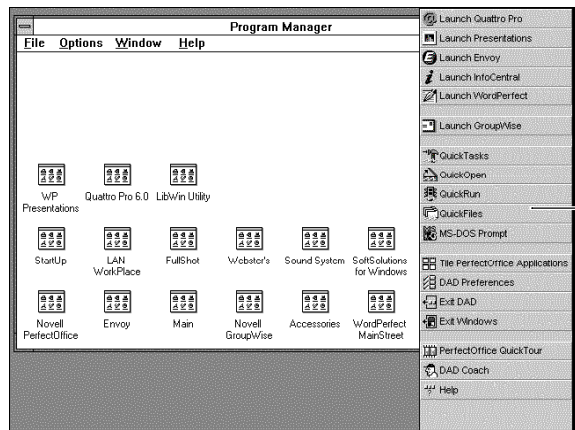
1 Right-click DAD, then choose the DAD bar you want.



The DAD bar you choose remains selected until you choose another one.

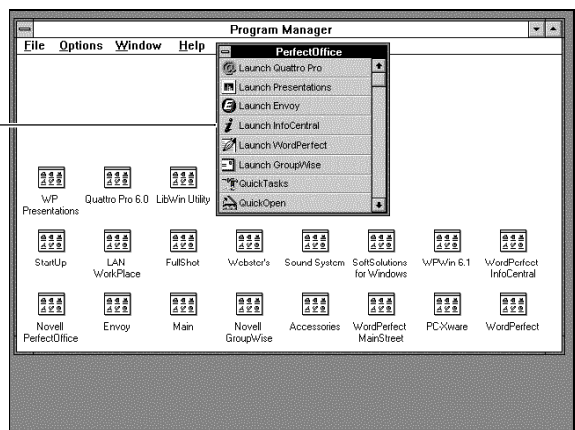
Moving DAD on Your Screen

You can display DAD as a toolbar or palette and place it anywhere on your screen.



DAD bar positioned on the right side of the screen

DAD bar displayed as a palette



1 Place the pointer on a blank area of the DAD bar.

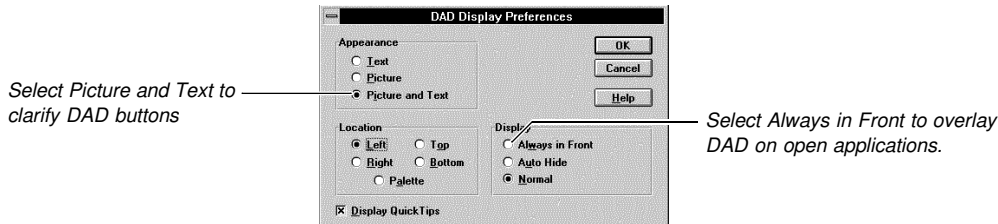
When the shape of the pointer changes to a hand,

- 2 Drag the bar anywhere on the screen.

Choosing Display Options

You can specify the position, appearance, and characteristics of DAD to fit your needs. You can even hide DAD until you need it in order to save screen space.

- 1 Right-click DAD, then choose **Preferences**.
- 2 Choose **Display**.



- 3 Select the appearance and location options you want.
- 4 Select a display option. Each option is explained below.

| Option | Description |
|-----------------|---|
| Always in Front | Overlays DAD on top of open applications |
| Auto Hide | Also called “DAD on demand,” this option hides DAD when you are not using it. To redisplay DAD when it is hidden, move the pointer to the edge of the screen where DAD is positioned. Auto Hide will not hide DAD when it is configured as a palette. |
| Normal | Lets other applications overlay DAD |

- 5 Choose **OK**.

Using the PerfectOffice DAD Bar

The buttons on the PerfectOffice DAD bar provide you with the basic tools you need to launch and integrate the applications in the suite.



The PerfectOffice DAD bar also lets you perform basic display operations, set DAD preferences, display an MS-DOS Prompt, exit DAD, and even exit Windows. In addition, the bar gives you quick access to various Help sources such as the PerfectOffice QuickTour, the DAD Coach, and the DAD online Help system. But perhaps the most valuable buttons on the PerfectOffice DAD bar are those which access some of the suite’s automation features—QuickTasks, QuickFiles, QuickRun, and QuickOpen.