
Lotus Word Pro

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To Load Lotus Word Pro **Note - This software is no longer supported on campus.

Double click the Lotus SmartSuite 97 folder on the Windows 95 Desktop and double click the Lotus Word Pro 97 icon from the folder window.

To Retrieve a Document

Either select the Open an Existing Document tab from the Welcome to Lotus Word Pro windows and select the file from the Browse for More Files button, or click File from the menu bar and select Open from the pull down menu to bring up the Open dialog box. Select the drive that contains your document [3 ½ Floppy (A:) or zip disk] from the Look in box in the top left-hand section of the screen, click the document's name in the middle of the dialog box, and click the Open right-hand side of the screen.

To Save a Document

Select File from the menu bar and click Save As from the pull down menu to bring up the Save As dialog box. If you wish to save your document in a different format (as a WordPerfect 6.1 file for example) select the format from the Save as type option in the bottom left-hand corner of the dialog box. Select the drive that contains your document [3 ½ Floppy (A:) or zip disk] from the Save in box in the top left-hand section of the screen, click one time in the File name box on the left-hand side, type the name you wish to give to your document, and click the Save button on the right-hand side of the window. If you don't have a disk, you can save to the F: drive (the hard drive), but keep in mind that the F: drive is periodically cleaned off. Once you have saved your document, saving can be done by selecting File from the menu bar and clicking Save from the pull down menu. Remember to SAVE YOUR WORK OFTEN! (NOTE: Save As should be used when either saving your work for the first time or when renaming a document. Save should be used once the document has been initially saved.)

To Use Help

The Help menu option in Word Pro is an important function to know. The Help Topics menu option under Help gives you many options to choose from when trying to figure out how to perform an operation in Word Pro. If you know what you want to do, but don't know how to do it or where to locate that menu option, you may want to select the Index tab option by selecting Help and Help Topics and type in the word you're interested in looking up. Once you have typed in the word, click the Display button to read information about that topic. Before asking someone else for help, check out the Help menu option and see if you can help yourself.

To Cut and Paste

Select the block of text you would like to move (cut) by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Click on Edit in the menu bar and select Cut from the pull down menu, move your cursor to the beginning of the location you would like to move the selection to, click on Edit in the menu bar, and select Paste from the pull down menu.

To Copy and Paste

Select the block of text you would like to copy by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Click on Edit in the menu bar and select Copy from the pull down menu, move your cursor to the beginning of the location you would like to copy the selection to, click on Edit in the menu bar, and select Paste from the pull down menu.

To Format Text

There are many options available to enhance the text in your document from the Text Properties menu option which is under the Text menu option in the menu bar. The properties dialog box that displays when you select Text Properties has two sets of folders which can be switched by clicking on the down arrow key at the top next to Properties for: and selecting either Text or Page Layout. The Text folders provide tabs for changing text font including font name (Times New Roman, Arial, etc.), font size (10 pt, 12 pt, etc.), font attributes (bold, italics, etc.), and text color (black, red, etc.). Another tab under Text allows you to change text alignment (left, right, and center justification) and spacing between lines, such as double spacing. The Page Layout option provides a tab to set top, bottom, left, and right margins.

To Create Headers and Footers

Word Pro provides a header box if you click at the top of a page and a footer box if you click at the bottom of the page. To create a header or footer, put your cursor within the header or footer box and simply type in the contents of the header or footer. If you would like the header or footer to be centered or right justified, simply select the option to justify the cursor prior to typing in the header or footer (or type in the header or footer, select it, and select your alignment preference). If you would like your header or footer to be a page number, click Text in the menu bar and select Insert Page Number from the pull down menu. To display the current date as your header or footer, click Text from the menu bar, select Insert Other from the pull down menu, and select Date/Time from the pop out menu. If you would like to have the header not display on a particular page, put your cursor within the previous page (not within the header), click Text from the menu bar, and select Insert Page Layout from the pull down menu. Select Within page from the Start page layout option and click the box next to Use header text from previous page layout so that no X appears inside of it, and click the Insert button. If you would like to have the footer not display on a particular page, put your cursor within the page (not within the footer), click Text from the menu bar, and select Insert Page Layout from the pull down menu. Select Within page from the Start page layout option and click the box next to Use footer text from previous page layout so that no X appears inside of it, and click the Insert button. To Create Footnotes and Endnotes

Put your cursor at the end of the text you wish to footnote or endnote. Click Create from the menu bar, select Footnote/ Endnote from the pull down menu, leave the X in the box next to Create footnote if you would like to create a footnote or click in the box to remove the X if you would like to create an endnote, and select where you would like the footnote or endnote to be placed under the Place footnote at option. Word Pro will number the footnote or endnote, but you must type in its contents. Once you have typed in the footnote or endnote, simply move your cursor to the next section of your document in which you would like to work.

To Number Pages

To add numbers to your pages, put your cursor within the header or footer of any page (depending where you want the page numbers to display), click Text from the menu bar, and select Insert Page Number from the pull down menu. If you would like the page number to be centered or right justified, simply select the option to justify the cursor prior to selecting the page number option (or select the page number option and then select your alignment preference). If your page numbers are in the header of your document and you would like to have the page number not display on a particular page, put your cursor within the previous page (not within the header), click Text from the menu bar, and select Insert Page Layout from the pull down menu. Select Within page from the Start page layout option and click the box next to Use header text from previous page layout so that no X appears inside of it, and click the Insert button. If your page numbers are in the footer of your document and you would like to have the page number not display on a particular page, put your cursor within the page (not within the footer), click Text from the menu bar, and select Insert Page Layout from the pull down menu. Select Within page from the Start page layout option and click the box next to Use footer text from previous page layout so that no X appears inside of it, and click the Insert button.

To Use Spell Check and Thesaurus

To spell check your document, simply click Edit from the menu bar and Check Spelling from the pull down menu. Word Pro will search through your document for words it doesn't recognize from its own dictionary. Remember that just because Word Pro doesn't recognize a word doesn't mean the word is misspelled. You are given options to select another word if the word is indeed misspelled, you can skip the word if you know it is not misspelled, or you can add the word to Word Pro's dictionary. To find a list of words that mean the same as or opposite of a word in your document, put your cursor within the word you would like to look up, click Edit from the menu bar and Check Thesaurus from the pull down menu. If you find a word you would like to replace the previous word with, click the word and click the OK button.

To Print a Document

Select File from the menu bar and click Print from the pull down menu to bring up the Print dialog box. Select a printer by clicking on the down arrow next to the Printer box. To print to the laser printer nearest your computer, select the printer name containing the same letter identification that your computer has (For example: Printer D). To print to the color printer behind the MAA Help Desk, select Color Printer. Make a print selection in the left-hand section of the screen, and select the number of copies you wish to print on the right-hand section of the screen. Click the Print button to print your document. To pick up color print copies, remember your computer's name, go to the MAA Help Desk, and tell the assistant your computer's name so (s)he can release your print job. Your Eagle Express or Eagle Vend Card will be debited \$.20 per printed page.

To Exit Lotus Word Pro

Click File from the menu bar and select Exit from the pull down menu. If you haven't already saved your document (or the changes to your document), Word Pro will ask if you would like to save now. If you would like to save, click Yes and refer to the To Save a Document section of this handout. Otherwise, click No to exit Lotus Word Pro and you will return to the Windows 95/98 Desktop.

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