

Categories and Keywords for All Knowledge Base Articles

Article ID: **Q94671**

CATEGORIES AND KEYWORDS FOR ALL KNOWLEDGE BASE ARTICLES

To categorize articles within the Microsoft Knowledge Base and make finding information easier, a common set of keywords has been adapted for use throughout the KB. These keywords are used to categorize the subject of each article. Each article has one SUBJECT keyword. A secondary keyword indicating the TYPE of article can also be used.

To query on one category, enter the category code and a wildcard. For example:

kb3rdparty*

To query on more than one category, enter each category code with a wildcard. For example:

kb3rdparty* or kbinterop* or kbusage*

To query on one subcategory, enter the complete code. For example:

kbuglist

To query on more than one subcategory, enter all the complete codes. For example:

kbuglist or kbfixlist

You can also mix categories and subcategories in one query. For example:

kbshoot or kbnetwork*

NOTE: At the end of this article is a table that lists formerly used keywords and their replacements.

INFORMATION CATEGORIES AND KEYWORDS

Article subject	Keyword
Interactions with third-party products	kb3rdparty
Interoperability with other MS products	kbinterop
How to use product features/functionality	kbusage
Printing	kbprint
Setup and installation issues	kbsetup
Networking	kbnetwork
Environment and configuration information	kbenv
OLE technology	kbole
Tools, utilities, applets, such as MS Draw or Write	kbtool
Programming	kbprg
User interface	kbui
Graphics	kbgraphic

Multimedia	kbmm
Hardware	kbhw
Microsoft At Work	kbatwork
Sound (audio) issues	kbsound
Display (video, monitor, resolution) issues	kbdisplay
Readme files	kbreadme
Lists of vendor phone numbers, disk directory listings, other lists or references	kbref
Support boundaries, policies, processes & procedures	kbpolicy
Other: Any subject not covered in other categories	kbother

Article types Keyword

Application Notes	kbappnote
Bug info for a particular version of a product	kbbuglist
Sample code	kbcode
Documentation errors	kbdocerr
Error message followup information	kberrmsg
FastTip scripts or maps	kbfasttip
Binary file information located in the Microsoft Software Library	kbfile
Fixed bug info for a particular version of a product	kbfixlist
Articles listing product-specific keywords	kbkeyword
Sample macro with article	kbmacro
Problems not classified as bugs	kbprb
FastTip Technical Library Catalog	kbtlc
Troubleshooting information	kbtshoot

The following table lists formerly used keywords and their replacements. For explanations of what these keywords represent, see the tables above.

Old keyword(s)	New keyword
3rdparty, isv, 3rd party	kb3rdparty
phoneref, diskdir	kbref
errmsg, err msg	kberrmsg
docerr, doc err	kbdocerr
buglist	kbbuglist
fixlist	kbfixlist
softlib	kbfile
tshoot	kbtshoot
appnote	kbappnote
fasttip, ivr	kbfasttip
tlc	kbtlc

MORE INFORMATION

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Future querying tools may allow for use of friendly names for information categories. With current searching tools, "printing" cannot be used as a keyword because that word is also used in many articles whose main subject is not printing. Until our tools allow searching on keywords separately from article text, we need to create unique spellings for Knowledge Base

keywords. Therefore, all standard Knowledge Base keywords will begin with the letters "kb."

Additional reference words: kbkeyword key word kbcdg dskbguide

KBCategory: kbref

KBSubcategory:

Word Query Keywords for the Knowledge Base

Article ID: [Q123901](#)

The information in this article applies to:

- Microsoft Word for Windows, version 6.0, 6.0a, 6.0c
 - Microsoft Word for the Macintosh, version 6.0
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SUMMARY

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You can use keywords to easily query for specific topics in the Microsoft Knowledge Base. This article contains keywords specifically for Microsoft Word for Windows, and Word for the Macintosh. By using these keywords, you can quickly access common topics. These keywords are commonly found at the bottom of articles following the word, KSubcategory. For a list of categories and keywords universal to all knowledge base articles see Q94671.

MORE INFORMATION

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Subject	Key word
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Bullets, Numbering	kbnumbering
Envelopes	kbenvelope
Fields	kbfield
Fonts	kbfont
Formatting	kbformat
Formulas	kbformula
Frames	kbframe
Glossaries, Autotext	kbautotext
Help/CBT	kbhelp
General layout	kblayout
Macro examples	kbmacroexample
Mail merge	kbmerge
Proofing tools	kbproof
Tables	kbtable
Templates	kbtemplate

KBCategory: kbkeyword kbtshoot

KSubcategory:

Additional reference words: 6.00 6.00a 6.00c 2.00 2.00a 2.00a-CD 2.00b
2.00c word troubleshooting

Word for Windows 95 Install Files List

Article ID: [Q116728](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0

SUMMARY

This article contains the list of files installed under the various setup options with Word for Windows or after installing Word from Office.

Note: Laptop indicates the minimum installation and is always included in a Typical installation. Complete/Custom denotes that the feature must be selected before it is installed.

Parts	File Name	Directory	Setup Option	Additional Comments
Word 95				
	winword.exe	winword	Laptop	
	winword7.reg	winword	Laptop	
	wwintl32.dll	winword	Laptop	
	ctl3d32.dll	system32	NT Laptop	NT Only.
	ttemb32.dll	system32	Laptop	
	dialog.fon	winword	Laptop	
	ttembed.ini	windows	Laptop	
	msfntmap.ini	windows	Laptop	
Office				
	mso95.dll	system32	Laptop	
	mso5enu.dll	system32	Laptop	
	mso95fx.dll	system32	Laptop	
	msothunk.dll	system32	Laptop	
	docobj.dll	system32	Laptop	
Office Open				
	openenu.dll	system32	Laptop	
	findfast.cpl	system32	Laptop	
	findfast.exe	msoffice\office	Laptop	
	fastboot.exe	msoffice\office	Laptop	
	ffastlog.txt	windows	Laptop	
	ffast_bb.dll	???????	Laptop	
MapiVim				
	mapivi32.dll	system32	VIM Laptop	
	mapivitk.dll	system32	VIM Laptop	

AutoCorrect List

Misc.	msoffice.acl	windows	Laptop

Button Editor	commtb32.dll	system32	Laptop
MS Toolbar	mstool32.dll	system32	Laptop
Setup			

	extract.exe	msoffice\office\setup	
	setup.exe		
	setup.ini		
	setup.lst		
	setup.tdf		
	wrd95.inf		
	wrd95.stf		
	acme.exe		
	acmsetup.exe		
	acmsetup.hlp		
	admin.inf		
	mssetup.dll		
	off95_bb.dll		
	offsetup.ttf	bootsrtap only	
	wrd95.pdf		
	wrd95inv.dll		
	wrdacme.lst		
Help			

	winword.hlp	winword	Typical
	winword.cnt	winword	Typical
	winword.fts	winword	Typical
	winword.gid	winword	Typical
	wkeyword.fts	winword	Typical
	wkeyword.hlp	winword	Typical
	qwinword.hlp	winword	Typical
	qwinword.fts	winword	Typical
	wrdbasic.hlp	winword	Complete/Custom
	wrdbasic.cnt	winword	Complete/Custom
	wrdbaisc.fts	winword	Complete/Custom
	wrdbasic.gid	winword	Complete/Custom
	pss.hlp	msoffice\office	Laptop
	pss.cnt	msoffice\office	Laptop
	psso.hlp	msoffice\office	OEM Laptop
	psso.cnt	msoffice\office	OEM Laptop
	eula.cnt	msoffice\office	Laptop
	eula.hlp	msoffice\office	Laptop
	eulao.cnt	msoffice\office	OEM Laptop
	eulao.hlp	msoffice\office	OEM Laptop
	qoffice.hlp	winword	Typical
	wdvisex.exe	winword	Typical
	Visx.exe	winword	Typical
	visxutil.dll	winword	Typical
	hlp95en.dll	winword	Typical
	winword.aw	winword	Typical
	wrdbasic.aw	winword	Complete/Custom

	vbrun300.dll	windows\system	Typical	
	wdreadme.txt	winword	Laptop	
	network.txt	Not Installed	Laptop	
	hatten.ttf	system	Typical	
WP Help				

	wphelp.hlp	winword	Complete/Custom	
Proofing Tools				

Speller				
	mssp232.dll	msapps\proof	Laptop	
	mssp2_en.lex	msapps\proof	Laptop	
	mssp2_ea.lex	msapps\proof	AA Laptop	AA only
	custom.dic	msapps\proof	Laptop	0 byte default
Hyphenation				
	hyph32.dll	winword	Typical	
	hy_en.lex	winword	Typical	
Thesaurus: (Soft Art All lang except below)				
	msth32.dll	msapps\proof	Typical	
	msth_am.lex	msapps\proof	Typical	
	msth_br.lex	msapps\proof	Z AA Typical	Z and AA only
Grammar: (HM for ENG)				
	gram32.dll	winword	Complete/Custom	
	gr_am.lex	winword	Complete/Custom	
	gr_br.lex	winword	Z AA Complete/Custom	Z and AA only
Find all Word Forms - US and UK English				
	mswds_en.lex	winword	Complete/Custom	
Dialog Editor				

	macrode.exe	winword	Complete/Custom	
Graph 5.0				

	graph5.exe	msapps\msgraph	Complete/Custom	
	grintl.dll	msapps\msgraph	Complete/Custom	
	scp.dll	system	Complete/Custom	
	sdm.dll	system	Complete/Custom	
	gren50.olb	msapps\msgraph	Complete/Custom	
	msgraph.hlp	msapps\msgraph	Complete/Custom	
	msgraph.fts	msapps\msgraph	Complete/Custom	
	msgraph.gid	msapps\msgraph	Complete/Custom	
	graph5.reg	msapps\msgraph	Complete/Custom	
WordArt				

	wrdart32.exe	msapps\wordart	Complete/Custom	
	pubole32.dll	system32	Complete/Custom	
	wrdart32.reg	msapps\wordart	Complete/Custom	
	wrdart32.hlp	msapps\wordart	Complete/Custom	

wrdart32.cnt	msapps\wordart	Complete/Custom
wrdart32.gid	msapps\wordart	Complete/Custom
wrdart32.fts	msapps\wordart	Complete/Custom
qwrdr32.hlp	msapps\wordart	Complete/Custom
qwrdr32.fts	msapps\wordart	Complete/Custom

TT Fonts

Algerian	alger.ttf	system	Complete/Custom
Arial Narrow			
	arialn.ttf	system	Typical
Arial Black			
	ariblk.ttf	system	Typical
Arial Rounded MT Bold			
	arlrdbd.ttf	system	Typical
Bookman Old Style			
	bookosb.ttf	system	Complete/Custom
Braggadocio			
	bragga.ttf	system	Complete/Custom
Britannic Bold			
	britanic.ttf	system	Complete/Custom
Brush Script MT			
	brushsci.ttf	system	Complete/Custom
Colonna MT			
	colonna.ttf	system	Complete/Custom
Desdemona			
	desdemon.ttf	system	Complete/Custom
Footlight MT Light			
	ftltlt.ttf	system	Complete/Custom
Garamond	gara.ttf	system	Typical
Garamond	garabd.ttf	system	Typical
Garamond	garait.ttf	system	Typical
Century Gothic			
	gothic.ttf	system	Complete/Custom
Impact	impact.ttf	system	Complete/Custom
Kino MT	kino.ttf	system	Complete/Custom
Wide Latin			
	latinwd.ttf	system	Complete/Custom
Matura MT Script Capitals			
	maturasc.ttf	system	Complete/Custom
Playbill			
	playbill.ttf	system	Complete/Custom

Equation Editor 2.0

eqnedt32.exe	msapps\equation	Complete/Custom
eqnedt32.hlp	msapps\equation	Complete/Custom
eqnedt32.cnt	msapps\equation	Complete/Custom
eqnedt32.fts	msapps\equation	Complete/Custom
eqnedt32.gid	msapps\equation	Complete/Custom
eqnedt32.reg	msapps\equation	Complete/Custom

Equation Font

mtextra.ttf	system	Complete/Custom
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MS Info


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msinfo32.exe      msapps\msinfo      Laptop
msinfo32.hlp      msapps\msinfo      Laptop
msinfo32.cnt      msapps\msinfo      Laptop
msinf16h.exe      msapps\msinfo      Laptop
imgwalk.dll       msapps\msinfo      Laptop

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Address

```

-----
wwpab.cnv         \winword            Laptop
schdmapi.dll      \winword            Laptop

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WordMail

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email.dot         \winword            Complete/Custom
email1.dot        \winword            Complete/Custom
email2.dot        \winword            Complete/Custom
email3.dot        \winword            Complete/Custom
station.dll       \winword\wordmail  Complete/Custom
wordmail.dll      \winword\wordmail  Complete/Custom
mfcans32.dll      \winword\wordmail  Complete/Custom
wordf1.cfg        \winword\wordmail  Complete/Custom
wordf1l.ico       \winword\wordmail  Complete/Custom
wordf1s.ico       \winword\wordmail  Complete/Custom
mapif1.cfg        \winword\wordmail  Complete/Custom
mapif1l.ico       \winword\wordmail  Complete/Custom
mapif1s.ico       \winword\wordmail  Complete/Custom

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Clipart

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1STPLACE.WMF     \office\clipart    Complete/Custom
ANCHOR.WMF       \office\clipart    Complete/Custom
ARTIST.WMF       \office\clipart    Complete/Custom
ATOMENGY.WMF     \office\clipart    Complete/Custom
BANNER.WMF       \office\clipart    Complete/Custom
BEARMRKT.WMF     \office\clipart    Complete/Custom
BIRD.WMF         \office\clipart    Complete/Custom
BOOKS.WMF        \office\clipart    Complete/Custom
BULLMRKT.WMF     \office\clipart    Complete/Custom
BUTTRFLY.WMF     \office\clipart    Complete/Custom
CAT.WMF          \office\clipart    Complete/Custom
CELTIC.WMF       \office\clipart    Complete/Custom
CHECKMRK.WMF     \office\clipart    Complete/Custom
CITYSCPE.WMF     \office\clipart    Complete/Custom
COFFEE.WMF       \office\clipart    Complete/Custom
COMPASS.WMF      \office\clipart    Complete/Custom
COMPUTER.WMF     \office\clipart    Complete/Custom
CONDUCTR.WMF     \office\clipart    Complete/Custom
CONFIDEN.WMF     \office\clipart    Complete/Custom
CONTINEN.WMF     \office\clipart    Complete/Custom
DANCERS.WMF      \office\clipart    Complete/Custom
DECO.WMF         \office\clipart    Complete/Custom
DINNER1.WMF      \office\clipart    Complete/Custom
DINNER2.WMF      \office\clipart    Complete/Custom
DIPLOMA.WMF      \office\clipart    Complete/Custom
DISK.WMF         \office\clipart    Complete/Custom
DIVIDER1.WMF     \office\clipart    Complete/Custom

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DIVIDER2.WMF	\office\clipart	Complete/Custom
DIVIDER3.WMF	\office\clipart	Complete/Custom
DRINK.WMF	\office\clipart	Complete/Custom
ELEPHANT.WMF	\office\clipart	Complete/Custom
FALL.WMF	\office\clipart	Complete/Custom
FILM.WMF	\office\clipart	Complete/Custom
FLOURISH.WMF	\office\clipart	Complete/Custom
FLYACE.WMF	\office\clipart	Complete/Custom
GOLF.WMF	\office\clipart	Complete/Custom
HANGLE.WMF	\office\clipart	Complete/Custom
HCORNER.WMF	\office\clipart	Complete/Custom
HDECOBOX.WMF	\office\clipart	Complete/Custom
HEART.WMF	\office\clipart	Complete/Custom
HMEDEVAL.WMF	\office\clipart	Complete/Custom
HORSE.WMF	\office\clipart	Complete/Custom
HOUSES.WMF	\office\clipart	Complete/Custom
HPLAQUE.WMF	\office\clipart	Complete/Custom
HPRESBOX.WMF	\office\clipart	Complete/Custom
JAZZ.WMF	\office\clipart	Complete/Custom
JET.WMF	\office\clipart	Complete/Custom
LABEL1.WMF	\office\clipart	Complete/Custom
LABEL2.WMF	\office\clipart	Complete/Custom
LABEL3.WMF	\office\clipart	Complete/Custom
LBLKDIAM.WMF	\office\clipart	Complete/Custom
LDIAMOND.WMF	\office\clipart	Complete/Custom
LEAF.WMF	\office\clipart	Complete/Custom
LIGHTBLB.WMF	\office\clipart	Complete/Custom
LUGGAGE.WMF	\office\clipart	Complete/Custom
MAIL.WMF	\office\clipart	Complete/Custom
MATH.WMF	\office\clipart	Complete/Custom
MEDSTAFF.WMF	\office\clipart	Complete/Custom
MOTORCRS.WMF	\office\clipart	Complete/Custom
MOVIE.WMF	\office\clipart	Complete/Custom
NOSMOKE.WMF	\office\clipart	Complete/Custom
NOTES.WMF	\office\clipart	Complete/Custom
NOUVEAU1.WMF	\office\clipart	Complete/Custom
NOUVEAU2.WMF	\office\clipart	Complete/Custom
NOUVFLWR.WMF	\office\clipart	Complete/Custom
OFFICE.WMF	\office\clipart	Complete/Custom
ORNAMNT1.WMF	\office\clipart	Complete/Custom
ORNAMNT2.WMF	\office\clipart	Complete/Custom
ORNAMNT3.WMF	\office\clipart	Complete/Custom
ORNAMNT4.WMF	\office\clipart	Complete/Custom
ORNATE.WMF	\office\clipart	Complete/Custom
PARTY.WMF	\office\clipart	Complete/Custom
PHARMACY.WMF	\office\clipart	Complete/Custom
REALEST.WMF	\office\clipart	Complete/Custom
RECYCLE.WMF	\office\clipart	Complete/Custom
SAIL.WMF	\office\clipart	Complete/Custom
SCALES.WMF	\office\clipart	Complete/Custom
SERVER.WMF	\office\clipart	Complete/Custom
SPEAKER.WMF	\office\clipart	Complete/Custom
SPLAT.WMF	\office\clipart	Complete/Custom
SPORTS.WMF	\office\clipart	Complete/Custom
SPRING.WMF	\office\clipart	Complete/Custom
SUMMER.WMF	\office\clipart	Complete/Custom
TENNIS.WMF	\office\clipart	Complete/Custom

THEATRE.WMF	\office\clipart	Complete/Custom
TRAVEL.WMF	\office\clipart	Complete/Custom
VBEVBOX.WMF	\office\clipart	Complete/Custom
VCONTBOX.WMF	\office\clipart	Complete/Custom
VPRISBOX.WMF	\office\clipart	Complete/Custom
VWIND.WMF	\office\clipart	Complete/Custom
WHEELCHR.WMF	\office\clipart	Complete/Custom
WINE.WMF	\office\clipart	Complete/Custom
WINTER.WMF	\office\clipart	Complete/Custom
WOODCUT.WMF	\office\clipart	Complete/Custom
WORD7ART.CAG	\office\clipart	Complete/Custom

office
only

Templates

contfax.dot	office\template\<subdir>	Typical
contltr.dot	office\template\<subdir>	Typical
contmemo.dot	office\template\<subdir>	Typical
contrepo.dot	office\template\<subdir>	Typical
elegfax.dot	office\template\<subdir>	Typical
elegltr.dot	office\template\<subdir>	Typical
elegmemo.dot	office\template\<subdir>	Typical
elegrepo.dot	office\template\<subdir>	Typical
proffax.dot	office\template\<subdir>	Typical
profltr.dot	office\template\<subdir>	Typical
profmemo.dot	office\template\<subdir>	Typical
profrepo.dot	office\template\<subdir>	Typical
brochure.dot	office\template\<subdir>	Complete/Custom
contprel.dot	office\template\<subdir>	Complete/Custom
directry.dot	office\template\<subdir>	Complete/Custom
elegprel.dot	office\template\<subdir>	Complete/Custom
manual.dot	office\template\<subdir>	Complete/Custom
newsltr.dot	office\template\<subdir>	Complete/Custom
profprel.dot	office\template\<subdir>	Complete/Custom
thesis.dot	office\template\<subdir>	Complete/Custom
contresu.dot	office\template\<subdir>	Complete/Custom
elegresu.dot	office\template\<subdir>	Complete/Custom
profresu.dot	office\template\<subdir>	Complete/Custom

Macros

macros7.dot	winword\macros	Complete/Custom
convert7.dot	winword\macros	Complete/Custom
layout7.dot	winword\macros	Complete/Custom
tables7.dot	winword\macros	Complete/Custom
present7.dot	winword\macros	Complete/Custom

Wizards

agenda.wiz	office\template\<subdir>	Complete/Custom
award.wiz	office\template\<subdir>	Complete/Custom
calendar.wiz	office\template\<subdir>	Complete/Custom
fax.wiz	office\template\<subdir>	Typical
pleading.wiz	office\template\<subdir>	Complete/Custom
letter.wiz	office\template\<subdir>	Typical
memo.wiz	office\template\<subdir>	Typical
newsltr.wiz	office\template\<subdir>	Complete/Custom

resume.wiz	office\template\<subdir>	Complete/Custom
cv.wiz	office\template\<subdir>	Typical Z and AA only
table.wiz	office\template\<subdir>	Complete/Custom
classic1.wzs	office\template\<subdir>	Complete/Custom
classic2.wzs	office\template\<subdir>	Complete/Custom
classic3.wzs	office\template\<subdir>	Complete/Custom
classic4.wzs	office\template\<subdir>	Complete/Custom
modern1.wzs	office\template\<subdir>	Complete/Custom
modern2.wzs	office\template\<subdir>	Complete/Custom
modern3.wzs	office\template\<subdir>	Complete/Custom
modern4.wzs	office\template\<subdir>	Complete/Custom

Forms

invoice.dot	office\template\<subdir>	Complete/Custom
purchord.dot	office\template\<subdir>	Complete/Custom
weektime.dot	office\template\<subdir>	Complete/Custom

Letters

adpr01.dot	winword\ letters	Complete/Custom
cred01.dot	winword\ letters	Complete/Custom
cred05.dot	winword\ letters	Complete/Custom
cred11.dot	winword\ letters	Complete/Custom
cstmrc01.dot	winword\ letters	Complete/Custom
cstmrc03.dot	winword\ letters	Complete/Custom
cstmrr03.dot	winword\ letters	Complete/Custom
cstmrr05.dot	winword\ letters	Complete/Custom
emprl02.dot	winword\ letters	Complete/Custom
emprl03.dot	winword\ letters	Complete/Custom
mktg02.dot	winword\ letters	Complete/Custom
mktg07.dot	winword\ letters	Complete/Custom
other10.dot	winword\ letters	Complete/Custom
space03.dot	winword\ letters	Complete/Custom
suppl14.dot	winword\ letters	Complete/Custom

MSN Shortcuts

Microsoft Access 95 Forum.mcc		
msaccess.mcc	msoffice\office\msn	Laptop
Microsoft Excel 95 Forum.mcc		
msexcel.mcc	msoffice\office\msn	Laptop
Microsoft Office 95 Forum.mcc		
msoff95.mcc	msoffice\office\msn	Laptop
Microsoft Office Family Forum.mcc		
msoffice.mcc	msoffice\office\msn	Laptop
Microsoft Office Resource Kit.mcc		
msork.mcc	msoffice\office\msn	Laptop
Microsoft PowerPoint 95 Forum.mcc		
msppt.mcc	msoffice\office\msn	Laptop
Microsoft Schedule+ 95 Forum.mcc		
mssched.mcc	msoffice\office\msn	Laptop
Microsoft Word 95 Forum.mcc		
msword.mcc	msoffice\office\msn	Laptop

Converters

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RFT/DCA    rftdca32.cnv    msapps\textconv    Complete/Custom
           rtf_dca.txt    msapps\textconv    Complete/Custom
Text with Layout
           txtlyt32.cnv    msapps\textconv    Complete/Custom
Word for MS-DOS
           doswr32.cnv    msapps\textconv    Complete/Custom
           rtf_pcw.txt    msapps\textconv    Complete/Custom
Word for the Mac 4.x, 5.x
           macwr32.cnv    msapps\textconv    Complete/Custom
           rtf_mw5.txt    msapps\textconv    Complete/Custom
Word for Windows 2.x
           wnwr232.cnv    msapps\textconv    Complete/Custom
WordPerfect 5.x
           wpft532.cnv    msapps\textconv    Typical
           rtf_wp5.txt    msapps\textconv    Typical
WordPerfect 6.x
           wpft632.cnv    msapps\textconv    Typical
WP Equation Conv (5.x and 6.x)
           wpequ532.dll    msapps\textconv    Typical
Write for Windows
           write32.cnv    msapps\textconv    Complete/Custom
Excel BIFF
           excel32.cnv    msapps\textconv    Typical
Winword 6.x
           mswr632.cnv    msapps\textconv    Typical
Linedraw Font
           linedraw.ttf    system              Typical
Conv. options
           mstxtcnv.ini    windows             Typical
Lotus Notes
           _msimp32.dll    \lotusnotes?      Notes Laptop
           mscthunk.dll    system32           Notes Laptop
Lotus 1-2-3
           lotus32.cnv    msapps\textconv    Complete/Custom
dBASE     dbase32.cnv    msapps\textconv    Complete/Custom
Works 3.0 works332.cnv    msapps\textconv    Complete/Custom
Works 95  works432.cnv    msapps\textconv    Complete/Custom
WordStar wrdstr32.cnv    msapps\textconv    Complete/Custom

Filters
-----
Computer Graphics Metafile Import
           cgmimp32.flt    msapps\grphflt    Complete/Custom
Micrografx Designer/Draw
           drwimp32.flt    msapps\grphflt    Complete/Custom
Encapsulated PostScript
           epsimp32.flt    msapps\grphflt    Complete/Custom
GIF       msgif32.dll    msapps\grphflt    Complete/Custom
           gifimp32.flt    msapps\grphflt    Complete/Custom
JPEG     jpegim32.flt    msapps\grphflt    Complete/Custom
           msjpeg32.dll    msapps\grphflt    Complete/Custom
PCX      mspcx32.dll    msapps\grphflt    Complete/Custom
           pcximp32.flt    msapps\grphflt    Complete/Custom
TIFF     mstiff32.dll    msapps\grphflt    Typical
           tiffim32.flt    msapps\grphflt    Typical
Quick Draw to GDI  PICT

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	pictim32.flt	msapps\grphflt	Typical
TGA	mstga32.dll	msapps\grphflt	Complete/Custom
	tgaimp32.flt	msapps\grphflt	Complete/Custom
WPG Import			
	wpgimp32.flt	msapps\grphflt	Typical
WPG Export			
	wpgexp32.flt	msapps\grphflt	Typical
Photo CD	mspcd32.dll	msapps\grphflt	Complete/Custom
	pcdimp32.flt	msapps\grphflt	Complete/Custom
	pcdlib32.dll	system32	Complete/Custom
Corel Draw			
	cdrimp32.flt	msapps\grphflt	Complete/Custom
AutoCAD DXF			
	dxfimp32.flt	msapps\grphflt	Complete/Custom
HP Graphic Language			
	hpglim32.flt	msapps\grphflt	Complete/Custom
PSS test files			
	ms.cgm	msapps\grphflt	Complete/Custom
	ms.drw	msapps\grphflt	Complete/Custom
	ms.eps	msapps\grphflt	Complete/Custom
	ms.gif	msapps\grphflt	Complete/Custom
	ms.pct	msapps\grphflt	Typical
	ms.pcx	msapps\grphflt	Complete/Custom
	ms.tif	msapps\grphflt	Typical
	ms.wpg	msapps\grphflt	Typical

KBCategory:

KBSubcategory:

Additional reference words: winword word7 word95

Word Cannot Find the Word Forms File MSWDS_EN.LEX

Article ID: Q132047

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SYMPTOMS

=====

When you use the Find command on the Edit menu and select the Find All Word Forms option, you may receive the error message:

Word cannot find the Word Forms File MSWDS_EN.LEX for English(US).

CAUSE

=====

When you perform a Typical setup of Word or Office, the file MSWDS_EN.LEX is not installed. This file is required for the Find All Word Forms feature to work.

You may also receive this error message if the file MSWDS_EN.LEX is damaged or missing.

RESOLUTION

=====

Method 1: Run Setup again to install Find All Word Forms. (In Office Setup, this option is located under the options for Microsoft Word.) When the installation options appear, do the following:

- Choose the Custom option.
- Click Proofing Tools.
- Click the Change button.
- Select the Find All Word Forms check box.
- Continue with Setup.

Method 2: You can also install Find All Word Forms through Maintenance Mode setup. Click the Add/Remove button and then choose the options in Method 1.

KBCategory: kbsetup kbusage

KBSubcategory: kbproof

Additional reference words: word95 7.00 word forms editfind edit find word7 winword

Word 95: WordBasic Err=582 "Unable to Load Specified Library" Article ID: Q132214

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

When you run a macro or wizard designed for Word 2.0 or 6.0 in Word for Windows 95, or you open a file or save a file, or when you start Word, you may receive the following error message:

WordBasic Err= 582, Unable to load specified library

or

WordBasic Error = : Invalid library

Note: This problem does not occur in earlier versions of Word running under Windows 95.

CAUSE

Macros, wizards, templates or global Add-ins that worked in earlier versions of Word may not run at all in Word for Windows 95. This happens when a macro makes a call to 16-bit DLLs (dynamic link libraries) or the Add-in is designed to run on 16-bit Windows 3.x. Word 7.0 is a 32-bit application and cannot communicate with 16-bit DLLs.

Word version 2.0 and Word version 6.0 will run under Windows 95, and these programs can successfully work with 16-bit DLLs.

WORKAROUND

If you are using a wizard or macro supplied with Word 6.0, you may be able to use a similar wizard or macro that comes with Word 7.0. The following are similar:

Word 6.0 Wizard Name	Word 7.0 Wizard Name
Fax.wiz	Fax Wizard.wiz Professional Fax.dot Contemporary Fax.dot
Letter.wiz	Letter Wizard.wiz Professional Letter.dot Contemporary Letter.dot
Memo.wiz	Memo Wizard.wiz Contemporary Memo.dot Elegant Memo.dot Professional Memo.dot

Word 6.0 Macro Name -----	Word 7.0 Macro Name -----
PrnSel2File	SaveSelectionToTextFile in Macros7.dot
FontSampleGenerator	(same name) in Macros7.dot
PrintableCharacters	(same name) in Layout7.dot

If you are using a custom macro, you will need to rewrite it to use the 32-bit API function equivalents instead of the 16-bit API calls.

For additional information on determining 32-bit equivalents, please see the following article in the Microsoft Knowledge Base:

ARTICLE-ID: Q120767
 TITLE : Porting WordBasic Macros to Word for Windows NT

TROUBLESHOOTING =====

If you receive this error message when starting Word or opening a new file, the following instructions may help you locate the source of the problem:

1. Look for Auto macros:
 - a. On the Tools menu, click Macros.
 - b. In the Macros Available In list, select All Active Templates.
 - c. Look for any macros that start with the word "Auto," such as AutoNew, AutoOpen, AutoExec, and AutoClose.
 - d. Click the Organizer button.
 - e. Click the Macros tab.
 - f. Highlight any Auto macro, and click the Rename button. Give the macro a new name by placing another letter at the beginning of the macro name. The macro will still be available, but it won't load automatically.
 - g. Repeat the procedure that produced the problem. If the error message persists, continue with steps 2 and 3. If the message no longer appears, either rewrite the macro or contact the person who wrote it to get an updated macro.
2. Look in the Startup folder for global templates and add-ins:
 - a. Using Explorer, look in Word's Startup folder.
 - b. Temporarily move the items from the Startup folder to the Desktop.
 - c. Restart Word.
 - d. If the error message persists, continue with step 3. If the message no longer appears, contact the creator of the add-in for an updated file.

3. Look in File Templates for other global templates and add-ins:
 - a. On the File menu, click Templates.
 - b. In the "Global Templates and Add-ins" list, clear (remove the X from) any item that is selected.
 - c. Restart Word.

MORE INFORMATION
 =====

For more information, open Word Help and click the Find tab. Search for "WordBasic Error 582."

The following wizards supplied with Word 6.0 will generate the error message:

Wizard Name -----	Filename -----
Agenda Wizard	Agenda.wiz
Award Wizard	Award.wiz
Calendar Wizard	Calendar.wiz
Fax Wizard	Fax.wiz
Letter Wizard	Letter.wiz
Memo Wizard	Memo.wiz
Newsletter Wizard	Newsltr.wiz
Pleading Wizard	Pleading.wiz
Resume Wizard	Resume.wiz
Table Wizard	Table.wiz

The following macros supplied with Word 6.0 will generate the error message:

Macro Name -----	Template Name -----
BatchConversion	Convert.dot
EditConversionOptions	Convert.dot
PrintableCharacters	Layout.dot
FontSampleGenerator	Macro60.dot
MindBender	Macro60.dot
PrnSel2File	Macro60.dot
AccessExporter	Tables.dot

In addition, if you are using a custom macro that contains any of the following commands, you will receive the error message described above:

FindWindow
 CreateWindow
 GetActiveWindow
 GetModuleHandle
 SendMessage
 ShellExecute

The following list of common Add-ins have produced the error message described above:

- Alki Software's MasterWord
- Woody Leonhard's "WOPR" package
- Bookshelf 94 integration
- Internet Assistant 1.0
- Norton's File Assistant

Contact the Add-in vendor or macro author for an update.

The third-party products included here are manufactured by vendors independent of Microsoft; we make no warranty, implied or otherwise, regarding these products' performance or reliability.

KBCategory: kbinterop

KBSubcategory: kbmacro

Additional reference words: word95 7.00 template MAPI ODBC CAPI
word7

FileSendMail Command and MsgBox May Cause MAPI Error

Article ID: [Q132912](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SYMPTOMS

=====

If you use a message box statement (MsgBox) with the FileSendMail command in Word, you may receive the following error message:

Microsoft Exchange Error: MAPI Error: Microsoft Word - 0 - (80010001)

CAUSE

=====

The error is caused by a focus conflict between the two commands.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

Details of this MAPI error will show that Word caused an invalid page fault. As long as the error MAPI error message is on the screen, WordMail is tied up. Therefore, if you start Exchange, you will receive a "WordMail initialization failure" error in Exchange.

KBCategory: kbother kbmacro buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 wordmail MAPI error message box word7 messagebox mail exchange wordbasic

Word 95: "No Proofing" Message in Document with Fields

Article ID: Q132918

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SYMPTOMS

=====

When you check the spelling of a document containing fields, this message appears when the spell checking is done:

The spelling check is complete. Text formatted with (no proofing) was skipped.

Or, when you type a new field and update it (by pressing CTRL+F9, typing the field name, and updating the field), the entire field is formatted as "(no proofing)."

CAUSE

=====

Word automatically formats fields with the "(no proofing)" language property. The message appears to let you know that Word did not check the spelling of some text in the document.

STATUS

=====

This behavior is by design; field names are not recognized by the spelling checker. Formatting them as "(no proofing)" prevents the spelling checker from stopping to spell check them, since they're already spelled correctly.

MORE INFORMATION

=====

The following fields are marked "(no proofing)":

=	NEXT
ADDIN	NEXTIF
AUTHOR	NUMCHARS
AUTONUM	NUMPAGES
AUTONUMLGL	NUMWORDS
AUTONUMOUT	PAGE
BARCODE	PAGEREF
COMPARE	PRINT
CREATEDATE	PRINTDATE
DATA	PRIVATE
DATABASE	RD
DATE	REVNUM
DDE	SAVEDATE
DDEAUTO	SECTIONPAGES
EDITTIME	SEQ

EQ	SET
FILENAME	SKIPIF
FILESIZE	STYLeref
FORMCHECKBOX	SYMBOL
FORMTEXT	TA
FTNREF	TC
IF	TEMPLATE
INCLUDEPICTURE	TIME
INDEX	TOA
LASTSAVEDBY	TOC
MACROBUTTON	USERADDRESS
MERGEREC	USERINITIALS
MERGESEQ	USERNAME

The following fields are marked with the language of the Word program they were created with:

ADVANCE	INCLUDETEXT
ASK	INFO
AUTOTEXT	KEYWORDS
COMMENTS	LINK
DOCPROPERTY	MERGEFIELD
DOCVARIABLE	NOTeref
EMBED	QUOTE
FILLIN	REF
FORMDROPDOWN	SECTION
GLOSSARY	SUBJECT
GOTOBUTTON	SUBSCRIBER
IMPORT	TITLE
INCLUDE	XE

KBCategory: kbusage

KBSubcategory: kbproof

Additional reference words: word95 7.00 form forms word7

How to Prevent Highlighting from Printing

Article ID: [Q133043](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SUMMARY

=====

This article describes how to prevent highlighting from printing. The highlighted text will print, but the highlighting itself will not.

MORE INFORMATION

=====

To prevent highlighting from printing, do the following:

1. On the Tools menu, click Options.
2. Click the View tab.
3. Clear the Highlight check box.

Highlighting will not appear in the document, nor will it print. The formatting information is still in the document and will be visible if you reselect the Highlight box in step 3.

For more information, click Answer Wizard on the Help menu, and search on the words "highlighting" and "printing".

KBCategory: kbusage

KBSubcategory:

Additional reference words: word95 7.00 howto word7

Can't Include Highlighting as Part of Style

Article ID: [Q133044](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SUMMARY

=====

Highlighting information cannot be included as part of style formatting. It can't be recorded as part of a style, nor is it available when you create a style in the Style dialog box.

MORE INFORMATION

=====

To apply highlighting as a part of a style, do the following:

1. Define a style (without highlighting).
2. Record a macro in which you apply that style to a paragraph.
3. Click the Highlight button.
4. Stop recording the macro.
5. Assign the macro to a toolbar button or keystroke.

KBCategory: kbui

KBSubcategory: kbformat

Additional reference words: word95 7.00 highlighting word7

Word 95: "Cannot Retrieve Properties for..."

Article ID: [Q133195](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SYMPTOMS

=====

When you try to view the properties of a document that has a preview picture, and you are looking at files in Preview view in the File Open dialog box, you receive the error message

Cannot retrieve properties for '<filename>'

where "<filename>" is the name of the document whose properties you are trying to view.

CAUSE

=====

This happens because Word actually opens the file in order to display the preview.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Since Word does not display the preview immediately, you can attempt to view the properties before Word opens the file by doing the following:

1. Click another filename.
2. Click the file you want to examine.
3. Quickly click the right mouse button and choose Properties, or quickly press ALT+ENTER.

The properties now display.

MORE INFORMATION

=====

You can save a preview picture with a document by opening the document, clicking Properties on the File menu, and selecting the Save Preview Picture option (at the bottom of the dialog box). Selecting this option saves a snapshot of the first page of the document.

To view this snapshot, click Open on the File menu, and select the Preview button at the top of the Open dialog box.

KBCategory: kbother buglist7.00

KSubcategory:

Additional reference words: word95 7.00 thumbnail word7

Word 95: Can't Rename or Delete File in File Open

Article ID: [Q133196](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SYMPTOMS

=====

When you try to rename or delete a file in Word's File Open dialog box and you are viewing files in Preview mode, you receive the following error message:

Cannot rename [or delete] '<file name>'. Access is denied. Make sure the disk is not full or write-protected and that the file is not currently in use.

CAUSE

=====

This occurs when the file you are trying to rename or delete has not been Preview Picture saved. Word has actually opened the file so that you can scroll through it in the File Open dialog box.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Change the view from Preview to any other view (such as List, Details, or Properties) by clicking the appropriate button in the File Open dialog box before attempting to rename or delete a file.

MORE INFORMATION

=====

Preview Picture allows a snapshot of the first page of the document to appear in the File Open dialog box.

KBCategory: kbother buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 thumbnail word7

Unable to Type in Message Area in WordMail

Article ID: [Q133197](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SYMPTOMS

=====

If you use the WordMail option in Microsoft Exchange and you compose a new mail message, the keyboard does not respond in the message area.

CAUSE

=====

This occurs when the File New dialog box is open in Microsoft Word. WordMail is using Microsoft Word to create the mail message, and the File New dialog box prevents typing the new message.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

RESOLUTION

=====

Switch to Microsoft Word and cancel the File New dialog box.

MORE INFORMATION

=====

When you use WordMail as your mail editor in Microsoft Exchange, Exchange uses the existing session of Microsoft Word, or creates one if Word is not running. If a dialog box such as File New is open, it prevents the session from continuing, thus rendering WordMail unable to continue. The To:, From:, CC's: and Subject: areas of the new message are components of Exchange, while the message area is a component of WordMail.

Note: This error does not occur if the WordMail session is started before Word is started; in this case, WordMail and Word each run in a separate session.

KBCategory: kbinterop buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 message freeze word7

DefaultDir\$() and GetDirectory\$() Return Lowercase Path

Article ID: [Q133788](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

The DefaultDir\$() and GetDirectory\$() functions in WordBasic both return a path in all lowercase letters instead of mixed-case letters, which is supported by Windows 95 and Windows NT.

CAUSE

=====

This is a limitation of the WordBasic commands.

WORKAROUND

=====

You can convert the path into all uppercase characters by using the UCASE\$() function. For example, the following function returns C:\MSOFFICE\TEMPLATES:

```
MsgBox UCASE$(DefaultDir$(1))
```

There is no direct way to return the mixed-case form of the paths.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

KBCategory: kbother kbmacro buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 word7

Word 7.0 Installation Types And Space Requirements

Article ID: [Q133796](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

This article summarizes the Word components that Setup installs for each option: Compact, Typical, Complete, and Workstation. Summaries are given for both standalone Word and for Office.

Disk Space Requirements for Word

=====

Requirements are rounded up to the nearest megabyte.

Microsoft Word 95

- Compact Installation - 6 MB
- Typical Installation - 16 MB
- Complete Installation - 33 MB
- Workstation Installation - Varies

Microsoft Office 95 - Word Related Components Only

- Compact Installation - 9 MB
- Typical Installation - 19 MB
- Complete Installation - 36 MB
- Workstation Installation - Varies

Note: Compact and Typical installs of Office include MS Graph 5.0, and TIF and BMP Graphics filters. This is why there is an additional disk space requirement.

Microsoft Word for Windows 95

=====

Compact

Microsoft Word Program Files

Proofing Tools (partial)
Spelling

Converters and Filters (partial)
Graphics Filter
Macintosh PICT image

Word Tools (partial)

MSInfo
AddressBook

Typical

Microsoft Word Program Files

Proofing Tools (partial)

Spelling
Hyphenation
Thesaurus

NOTE: Grammar checker is NOT installed in a Typical installation.

Converters and Filters (partial)

Converters

Microsoft Excel Converter
Word 6.0/7.0 for Windows/Macintosh Converter
WordPerfect 6.x Converter
WordPerfect 5.x Converter

Graphics Filter

WordPerfect Graphics Import
WordPerfect Graphics Export
Macintosh PICT image
JPEG

Online Help

Online Help for Microsoft Word

Wizards, Templates, and Letters

Faxes
Letters
Memos
Reports

Word Tools (partial)

MSInfo
FindFast
Microsoft True Type fonts
AddressBook

Complete

Installs all components

Workstation

Varies based on Setup.stf script or customized setup script

Microsoft Office for Windows 95

=====

Compact

Microsoft Word
 Microsoft Word Program Files
 Address Book

Office Tools
 Spell Checker
 MS Graph 5.0
 MSInfo

Converters, Filters, and Data Access
 Graphics Filters
 TIF
 Windows Bitmap
 Macintosh PICT image

Typical

Microsoft Word
 Microsoft Word Program Files

 Online Help
 Online Help for Microsoft Word

 Wizards, Templates, and Letters
 Faxes
 Letters
 Memos
 Reports

 Proofing Tools
 Hyphenation
 Thesaurus

 Address Book

Office Tools
 MS Graph 5.0
 MS Graph 5.0 Help
 FindFast
 Clipart Gallery
 Clipart
 Word Clipart
 Microsoft True Type Fonts
 Animation Effects Sound

Converters, Filters, and Data Access
 Converters
 Microsoft Excel Converter
 Word 6.0/7.0 for Windows/Macintosh Converter
 WordPerfect 6.x Converter
 WordPerfect 5.x Converter

Graphic Filters

TIF
Windows Bitmap
WordPerfect Graphics Import
WordPerfect Graphics Export
Macintosh PICT image
Windows Metafile
JPEG

Complete

Installs all components

Workstation

Varies based on Off95std.stf or customized setup script

KBCategory:

KBSubcategory:

Additional reference words: word95 7.00 setup type typical compact complete
word7 grammar list disk space requirements install installation

Using Highlight Tool Causes Option To Be Turned On

Article ID: [Q133840](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0

SYMPTOMS

=====

Selecting the Highlight toolbar button enables any previous document highlighting to show.

CAUSE

=====

When the Highlight toolbar button is pressed, the Highlight option is selected on the View menu automatically by Word. Thus, any previous document highlighting will become visible and may give the appearance that the Highlight tool is not functioning correctly.

MORE INFORMATION

=====

Microsoft Word 7.0 for Windows 95 provides a new text Highlighting feature. This feature is a view option from the Tools, Options menu. If this option is selected, any highlighting that has been applied to text in the document will become visible.

In order for Word 7.0 to display (and print) any text highlighting, the View Highlight option must be selected. If this option is not selected, then the text highlighting will not be displayed (or printed). Once this option has been selected, the option must be turned off manually through the menu selections.

To Turn Off Highlighting:

1. Select Options from the Tools menu.
2. Select the View tab. Clear the Highlight checkbox under Show.

KBCategory:

KBSubcategory:

Additional reference words: word95 7.00 word7

Word Prompts to Save Changes Unnecessarily When Closing File

Article ID: [Q133860](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you close a document after saving it, Word may prompt you to save changes even though there are apparently no changes to be saved.

CAUSE

=====

This behavior is by design and occurs when the Word Automatic Spell Checking feature is enabled. When you have the Automatic Spell Checking option selected, Word may add information to the document after you save it that causes Word to prompt to save changes. Automatic Spell Checking makes changes to the document by adding information about each word being correctly or incorrectly spelled. When spelling data is changed after a save, Word asks if you want to save changes to ensure that the valuable spelling data is saved.

MORE INFORMATION

=====

To reproduce this behavior, change some text in your document and then quickly save the document while the small icon in the status bar is moving. After you save, Word adds new spelling data to the document, and that new data causes Word to ask if you want to save changes when you close the file.

To turn off automatic spell checking, do the following:

1. On the Tools menu, click Options.
2. Click the Spelling tab.
3. Clear the Automatic Spell Checking check box.

KBCategory: kbother

KBSubcategory: kbproof

Additional reference words: word95 7.00 word7

Spelling Shortcut Menu Does Not Pop Up with Right Mouse Click

Article ID: [Q133872](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

The spell checking shortcut menu does not appear when you use the right mouse button to click the paragraph mark, manual line break, or any punctuation mark following a misspelled word. Instead, the editing shortcut menu appears.

CAUSE

=====

Neither a paragraph mark, a manual line break character, nor any punctuation mark following a misspelled word is considered to be part of the word. However, spaces to the right of a word are considered to be part of that word.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

With the right mouse button, click the misspelled word itself instead of the paragraph mark, manual line break, or punctuation mark following that word.

KBCategory: kbother buglist7.00

KBSubcategory: kbproof

Additional reference words: word95 7.00 context click secondary mouse

word7 word6 button

TrueType Text Bleeds Through Drawing Objects When Printed

Article ID: [Q133878](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

If a shaded drawing object is superimposed over text formatted with TrueType fonts, the text may "bleed through" the drawing object when printed to a Hewlett-Packard (HP) LaserJet 4 PCL printer if the "TrueType as Graphics" or "Download TrueType as Bitmap Soft Fonts" printing option is turned on.

STATUS

=====

Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUNDS

=====

Method 1: Turn off the "TrueType as Graphics" or "Download TrueType as Bitmap Soft Fonts" printing options.

Method 2: Use an HP LaserJet III printer driver.

Method 3: Format the document using a font other than Times New Roman, Courier New, Symbol, or Arial.

MORE INFORMATION

=====

The HP LaserJet has some standard TrueType fonts build into the printer. The problem occurs only when you use one of these built-in TrueType fonts. These fonts include Times New Roman, Courier New, Symbol, and Arial.

Because the HP LaserJet III does not have built-in TrueType fonts, this problem does not occur with this printer driver.

This problem does not occur when you run Word with Windows NT.

KBCategory: kbprint

KBSubcategory:

Additional reference words: 7.00 fade fill color transparent clear word95 word7

Text Formatting Lost When Sending Text From Word To WordMail

Article ID: [Q133880](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0

SYMPTOMS

=====

If you uncheck the "Mail as Attachment" option from the Tool/Options menu under the General Tab, then text formatting will be lost when you send it to a mail message even if you are using WordMail.

CAUSE

=====

Word offers two choices to the user: to send as attachment or to send as plain text. If "Mail as Attachment" is not checked, then any text sent to mail is sent in a text only format.

STATUS

=====

The feature operates this way by design.

MORE INFORMATION

=====

This feature is designed to allow users to use Word to send messages to generic mail systems in a format that any system can read. Therefore it strips any formatting that may be misread by other mail systems, and sends only text.

KBCategory:

KBSubcategory:

Additional reference words: word95 7.00 WordMail text format

word7

Word Opens Master Document as Read-Only

Article ID: [Q133910](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

After you save a master document, close it, and reopen it, Word may open the document as read-only.

CAUSE

=====

As in Word 6.0, Word 7.0 opens a Master Document as read-only if you are not the author. To determine who the author is, Word looks at the Author field on the Summary tab of the File Properties dialog box and compares the name to the Name field on the User Info tab in the Tools Options dialog box. If they don't match, Word opens the file as read-only.

However, unlike Word 6.0, Word 7.0 saves the Author name from the Tools Options User Info tab when the Master document is created (File New) instead of when the document is saved for the first time. So it is possible to start a new document, change the name in the Name field of the User Info tab in Tools Options, add subdocuments, save the master document, and then have the master document reopen as read-only because, at this point, the Author name will not match the User name.

WORKAROUND

=====

To open the master document so that you can make changes to the file, change the Name field on the User Info tab in Tools Options so it matches the Author field in the document properties of the main document. When you close and then reopen the master document, Word opens it as read-write.

To prevent the creation of a master document with an incorrect Author name, verify that the Name field on the User Info tab in Tools Options is correct before creating a new document, or verify the Author name on the Summary tab in File Properties is correct before saving master documents for the first time.

KBCategory: kbusage

KBSubcategory: kbformat

Additional reference words: word95 7.00 word7

Automatic Spell Checking Flags Words Incorrectly

Article ID: [Q133984](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

- Automatic Spell Checking may not flag words as misspelled or as repeated words if they are formatted as hidden text.

-or-

- Automatic Spell Checking (the red, wavy underline) may flash off and on as you type.

CAUSE

=====

These symptoms appear when you work with text formatted as hidden and View Hidden Text is turned off on the View tab of Tools Options.

In the first case, Word will not spell check any hidden text you typed while View Hidden Text was turned off. Once you turn View Hidden Text on, Word will automatically check only the word immediately to the left of the insertion point. Thus, Word does not check any other misspelled or repeated words that you typed.

In the second case, if the insertion point precedes or follows hidden text, then as you type nonhidden text, you may see the red, wavy lines flash on and off.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

These problems do not occur if you have View Hidden Text turned on while working with a document that contains hidden text. To turn this option on:

1. On the Tools menu, click Options.
2. Click the View tab.
3. Under Nonprinting Characters, select the Hidden Text check box.

KBCategory: kbusage buglist7.00

KBSubcategory: kbproof

Additional reference words: word95 7.00 word7

Field Highlight Extends Beyond Selected Field

Article ID: [Q134039](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

In Microsoft Word for Windows 95, Field shading may extend beyond the end of the field to the end of the current line.

CAUSE

=====

This problem occurs when all of the following conditions are true:

- The Field Codes check box is selected (it contains a check mark)
- and-
- Field Shading is set to When Selected
- and-
- The insertion point is on the field

This also happens when these conditions are true:

- The Field Codes check box is selected (it contains a check mark)
- and-
- Field Shading is set to Always

Note that if you clear the Field Codes check box, if you place the insertion point on the result of a field, Word will highlight only the results of the field and not text that may follow the field.

WORKAROUND

=====

To avoid this display problem, either clear the Field Codes check box or set Field shading to Never. To locate these options, click Options on the Tools menu, and then click the View tab.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

KBCategory: kbusage

KBSubcategory:

Additional reference words: word95 7.00 word7

.END:

Pen Windows Support Not Available with Word for Windows 95

Article ID: [Q134043](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

Pen Windows does not work with Word for Windows 95.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

KBCategory: kbinterop buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 word7

WordBasic Commands That Are Invalid in WordMail

Article ID: [Q134055](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

This article lists WordBasic commands that are known to be invalid in WordMail. This list is generated using CommandValid. There may be additional invalid WordBasic commands that are not listed here.

MORE INFORMATION

=====

Microsoft Word is an Multiple Document Interface (MDI) application, while its document object, WordMail, is not. This causes "CommandValid" to show as available some commands that may not work in WordMail. If you encounter one of these commands, the error message will read:

The <command name> command is not available because this document is in another application.

Below is a list of commands that are known to be invalid in WordMail:

AutomaticChange
ChooseButtonImage
CopyButtonImage
CountWindows
CreateSubdocument
DisableAutoMacros
DocClose
DocMaximize
DocMinimize
DocMove
DocRestore
DocSize
DocSplit
DocumentPropertyExists
DocumentPropertyName
DocumentPropertyType
DocumentStatistics
EditButtonImage
FilePost
FilePrintPreview
FilePrintPreviewFullScreen
FilePrintPreviewPages
FileProperties
FileRoutingSlip
FileSaveAll
FileSendMail
FileSummaryInfo
FileTemplates

FindFile
FormatAddrFonts
GetDocumentProperty
HelpExamplesandDemos
HelpMSN
HelpQuickPreview
HelpWordPerfectHelp
HelpWordPerfectHelpOptions
InsertDatabase
InsertMergefield
InsertSubdocument
IsMacro
Keymacro
Lockdocument
Magnifier
MailMerge
MailMergeAskToConvertChevrons
MailMergeCheck
MailMergeConvertChevrons
MailMergeCreateDataSource
MailMergeCreateHeaderSource
MailMergeDataForm
Mailmergedatasource
MailMergeEditDataSource
MailMergeEditHeaderSource
MailMergeEditMainDocument
MailMergeFindRecord
MailMergeFirstRecord
mailmergefoundrecord
MailMergeGoToRecord
MailMergeHelper
MailMergeInsertAsk
MailMergeInsertFillIn
MailMergeInsertIf
MailMergeInsertMergeRec
MailMergeInsertMergeSeq
MailMergeInsertNext
MailMergeInsertNextIf
MailMergeInsertSet
MailMergeInsertSkipIf
MailMergeLastRecord
Mailmergemaindocumenttype
MailMergeNextRecord
MailMergeOpenDataSource
MailMergeOpenHeaderSource
MailMergePrevRecord
MailMergeQueryOptions
MailMergeReset
mailmergestate
MailMergeToDoc
MailMergeToPrinter
MailMergeViewData
MenuMode
MergeSubdocument
NextWindow
OpenSubdocument
PrevWindow

RemoveSubdocument
ResetButtonImage
ResetNoteSepOrNotice
SaveTemplate
ShowvarsSplitSubdocument
ToolbarButtonName
ToolbarName
ToolbarState
ToolsCreateEnvelope
ToolsCreateLabels
ToolsCustomize
ToolsCustomizeKeyboard
ToolsCustomizeMenuBar
ToolsCustomizeMenus
ViewMasterDocument
ViewToggleMasterDocument
WindowList
WindowNewWindow

KBCategory: kbmacro

KBSubcategory:

Additional reference words: word95 7.00 wordbasic commands valid error
word7 unavailable

WinFax Pro Buttons and Menus Not Available in Word

Article ID: [Q134062](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

WinFax Pro buttons and menus are not available in Word for Windows 95, version 7.0. WinFax Pro may also cause error messages printing to the fax driver from Word. One common error message is:

Select Paper Size between 0-22 inches.

CAUSE

=====

WinFax Pro looks for a Template (singular) folder for its information. This path is hard-coded in WinFax Pro by Delrina. In Word for Windows 95, the directory structure has changed to MsOffice\Templates (plural). Therefore, when WinFax looks for the Template folder, it cannot find one and cannot add the macros necessary to provide its functionality in Word.

STATUS

=====

This issue is under review by Delrina and a correction will be considered for inclusion in a future release of WinFax Pro.

WORKAROUND

=====

1. Create a subfolder in the Word program folder and name it Template.
2. Move your Normal.dot template to this new folder.
3. Reinstall WinFax Pro.
4. Copy the Normal.dot file from the Winword\Template folder back to its correct location in the MsOffice\Templates folder.

MORE INFORMATION

=====

The third-party products discussed here are manufactured by vendors independent of Microsoft; we make no warranty, implied or otherwise, regarding these products' performance or reliability.

For more information, contact Delrina Customer Service:

Delrina Corporation
6830 Via Del Oro
Suite 240

San Jose, CA 95119-1353
(408) 363-2345

KBCategory: kb3rdparty

KBSubcategory:

Additional reference words: word95 7.00 macros buttons menus print paper
word7 size

Word 95: Word 6 Startup Directory Contents Not Copied to Word Article ID: Q134113

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you install Word 7.0 on a computer where Word 6.0 is already installed, the contents of the Word 6.0 Startup folder is not copied to the new Word 7.0 Startup folder.

CAUSE

=====

This is by design. The Startup folder typically contains Word add-ins and templates that contain macros that make 16-bit API calls. These 16-bit API calls or 16-bit Word add-ins will generate error messages if you run them in Windows 95. By not copying the contents of the Startup folder to the Word 7.0 Startup folder, you are less likely to encounter error messages when you start Word.

WORKAROUND

=====

If you have templates in the Word 6.0 Startup folder that do not contain macros that make 16-bit API calls, you can copy or move these templates to the Word 7.0 Startup folder. Under no circumstances should a Word 6.0 add-in (a 16-bit WLL) be copied to the Word 7.0 Startup folder: it will not work with Word 7.0. Rather than use a 16-bit WLLs or add-in, you must obtain a 32-bit update from the add-in author.

KBCategory: kbusage

KBSubcategory:

Additional reference words: word95 7.00 582 library unable load specified word7

Closing WinMail Modal Dialog Box Produces Error

Article ID: [Q134120](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0

SYMPTOMS

=====

If you cancel more than one WordMail message while a modal dialog box is open in Word, Word produces the following error message when you close the modal dialog box:

There is insufficient memory. Word cannot display the requested font.

In addition, the next time you open a WordMail message, Word produces a general protection fault (GP fault) or an invalid page fault.

Note: A modal dialog box is any dialog box that requires focus and does not relinquish focus until you click OK or Cancel. Examples include File New, File Open, File Save, and Insert Object. Most dialog boxes in Word are modal.

CAUSE

=====

The wrong windows are closed when the WordMail messages are canceled because the activate is not being changed properly.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUNDS

=====

Method 1: Open only one WordMail message at a time.

Method 2: Close the modal dialog box before canceling the WordMail messages.

KBCategory: kbinterop kbui kbnetwork buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 WordMail dialog GP fault gpf invalid page fault hang hung crash crashed locks locked frozen freezes word7 crashing quit quits stopped crashes bomb frozen

The Purpose of the Select Method Check Box

Article ID: [Q134207](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

When you insert a database in Word for Windows 95, one of the options in the File Open dialog box is Select Method. When you choose this option, Select Method brings up a dialog box with the available converters and allows you to select whether you want Word to use a converter, DDE, or ODBC when importing data. If this option is not selected, Word examines the data file's format and chooses the appropriate method on its own.

This option has the same function as the Confirm Conversions On Open option in the Tools Options dialog box, but it is independent of that setting.

MORE INFORMATION

=====

To locate this option, click Database on the Insert menu, and then click Get Data. The Select Method option is located along the right edge of the dialog box.

KBCategory: kbinterop

KBSubcategory:

Additional reference words: 7.00 word95 word7

Word 95: Contents of WDREADME (WDREADME.TXT)

Article ID: [Q134208](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

This article contains the contents of the Wdreadme file located in the Winword folder. If you are viewing filenames with extensions, the file name will appear as Wdreadme.txt. This file is included in the Word for Windows 95 standalone package and the Office for Windows 95 package.

MORE INFORMATION

=====

(To view most effectively in Notepad, turn on Word Wrap, on the Edit menu.)

MICROSOFT WORD FOR WINDOWS 95
Supplemental Information

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Word for Windows 95 Default Setup Options
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WordBasic Errors with Word 6.0 Add-ins and Macros
WordMail Information
ODBC Not Included with Word for Windows 95
Windows 95 for Pen Computing
Updates to Getting Results with Microsoft Word for Windows 95

[Setup Information]

When you install Word, the Setup program will not be installed on your hard disk drive.

[Installing an UPGRADE version of Word for Windows 95]

An installed copy, or the first installation disk, for one of the following Word Processing packages or office suites is required in order to install

the Upgrade version of Word for Windows 95.

Ami Pro 1.0, 1.01, 1.1, 1.1B, 1.2, 2.0, 3.0, 3.01 for Win
Display Write for DOS 1.0, 1.1, 2.0, 2.1
First Choice for DOS 1.01
Legacy for Windows 1.0
Lotus Manusc for DOS 1.0
Lotus Manusc for DOS 2.1
Mass 11 6C
Multimate 1.0, 4.0
Multimate for DOS 1.0, 3.3, 3.6, 4.0
Prof Write+ for Windows 1.0
ProfWrite for DOS 1.0
Q&A for DOS 1.0
Samna Word for DOS IV
Sprint for Windows 1.01
Volks W III for DOS 1.0
Word for Dos 2.0, 3.0, 4.0, 5.0, 5.5, 6.0
Word for Windows 1.0, 1.1, 2.0c, 6.0, 6.0c
WordPerfect 5.1, 6.0, 6.0A Win
WordPerfect* 4.0, 4.1, 4.2, 5.1, 5.2 DOS
Wordstar 1.0, 1.5, 2.0 for Windows
Wordstar 2000 for DOS 3.0, 3.5, 6.0
Wordstar for DOS 1.0, 1.5, 5.5, 6.0, 7.0, 7.0 Upgrade
Wordstar Pro for DOS 1.0, 4.0
XyWriteIII+ for DOS 3.06, 3.52, 3.56
Word Perfect 6.1
Ami Pro 3.1

Smart Suite
Perfect Office
Borland Office
Microsoft Works (all versions)
Microsoft Office (all versions)

[Setup on Windows NT 3.51 (or later)]

If you are installing on Windows NT 3.51, you will need to obtain an updated version of an NT 3.51 system file named WINSRV.DLL. This file will be contained in Service Pack 1 for NT 3.51. The Service Pack will also address some issues with the Help on Windows NT 3.51 and contain other enhancements. Once the Service Pack is available, NT 3.51 users will be able to access it the following way: This file can be obtained by

For CompuServe (i386 only):

Log onto CIS and type the following:
Go microsoft
7 (Microsoft Support Forums and Services)
1 (US Product Support)
8 (Microsoft Operating Systems)
6 (Microsoft Windows NT Service Pack Download Area)
Download latest Service Pack for NT 3.51
For Internet Access:

ftp ftp.microsoft.com
logon anonymous

```
cd bussys/winnt/winnt-public/fixes/nt351
bin
get <Latest Service Pack for NT 3.51>
```

[Using Help on Windows NT 3.51 Without Service Pack 1]

If the Answer Wizard is launched from the Help menu when a Help topic or Help dialog is open, Help may not function.

When you are working in a Visual Basic Module in Microsoft Excel, you may not be able to use context sensitive Help. To use Help in a module, use the Answer Wizard or the online Help index.

[Removing Earlier Word Version's Help Files From Path statement]

On a machine with both Word 95 and a previous version of Word, Word 95 may load the previous version's Help files. To correct this, edit the Path statement in AUTOEXEC.BAT to remove the reference to the previous version's directory location.

[Using Disks with Distribution Media Format (DMF)]

With the exception of the Setup disk (Disk 1), your Word disks use a new format called DMF (Distribution Media Format). DMF increases the capacity of a 3.5-inch floppy disk, which reduces the number of disks needed to install your application and speeds up installation.

Because DMF is a new format, many existing utilities such as Norton Disk Doctor, Microsoft ScanDisk, MS-DOS DiskCopy, and Microsoft Windows Copy Disk do not recognize DMF. You should NOT use disk utilities to examine a DMF formatted disk, as these utilities can corrupt the DMF disk. You cannot copy DMF formatted disks using MS-DOS DiskCopy or Microsoft Windows Copy Disk (If you want to copy files from the Setup disks, see "Extracting Files from DMF Disks," later in this file.).

Windows 95, Windows 3.1 (or later), and Windows NT 3.5 (or later) support DMF.

If there is a chance that your system has a virus, you should run a recently updated virus detection utility such as F-prot before installing Word for Windows 95. Otherwise Disk 2 and higher may become infected with the virus.

Extracting Files from DMF Disks

If you need to copy the Word disks onto a network server or other permanent storage drive, you may use the copy switch (/C) with the EXTRACT.EXE utility on Disk 1 to copy the Word installation files to the target location.

For example, after creating a directory called C:\DISKS on your hard disk drive for the Word files, copy all the files on Disk 1 to that directory. (Since Disk 1 does not use DMF, you can use the standard MS-DOS Copy command, COPY A:*.* C:\DISKS.) Switch to drive A and type the following command to copy the rest of the disks to the directory C:\DISKS:

```
FOR %I IN (*.*) DO C:\DISKS\EXTRACT /C A:\%I C:\DISKS\%I
```

A cabinet (.CAB) file includes many files stored as a single file. If you need only a single file that is contained in one of the cabinet files, you may search for it using the /D switch with EXTRACT.EXE. Once you find the file, you can use EXTRACT.EXE again to copy the file to the desired location. You can also type EXTRACT /? to get help on the EXTRACT command options. Here are some examples of how to use the EXTRACT command to find files.

To list all files in a cabinet file:

```
EXTRACT /D A:\<cabinet filename>
```

To list all EXE files in a cabinet file:

```
EXTRACT /D A:\<cabinet filename> *.EXE
```

Here are some examples of how to use EXTRACT to copy a single file out of a cabinet file.

To extract ANY.EXE to the current directory:

```
EXTRACT A:\<cabinet filename> ANY.EXE
```

To extract ANY.EXE to C:\OFFICE:

```
EXTRACT A:\<cabinet filename> /L C:\OFFICE ANY.EXE
```

[Printing EPS files in Windows 95 or Windows NT]

In both Windows 95 and Windows NT, 32-bit Word documents containing EPS files do not print properly. Both the bitmap preview and the EPS file will print, one on top of the other. The workaround for this in both Windows 95 and Windows NT, is to manually take out the PostScript code from the bitmap preview. To do this, open the PostScript bitmap in a text editor.

[Equation Editor]

MathType is a trademark of Design Science, Inc. Equation Editor 2.0, a special version of the MathType equation editor from Design Science, Inc., is customized for use with Microsoft applications, such as Microsoft [nameofyourapplication] for the [nameoftheoperatingsystem]. If you work a lot with equations, you may find that the extended version of Equation Editor is better suited to your needs. This version includes customizable palettes, a macro feature, advanced formatting based on tabs, a TeX interface, and the capability for saving equations as either encapsulated PostScript (EPS) or PICT files.

For further information about MathType, contact Design Science:

Design Science, Inc.
4028 Broadway
Long Beach, CA 90803
Tel. (800) 827-0685 (toll-free in US and Canada)
(310) 433-0685
Fax (310) 433-6969

Email: mtsales@mathtype.com
WWW: <http://www.mathtype.com/mathtype/>

International versions are available - contact Design Science for a list of international distributors.

[Lotus cc:Mail or Lotus Notes]

Word supports Vendor Independent Messaging (VIM) 1.0, which means that you can use the Send and Add/Edit Routing Slip commands (File menu) in Word to send or route Word documents with mail applications such as Lotus cc:Mail that support VIM 1.0. Lotus cc:Mail 1.11 users may get VIM support files from Lotus. In order for Word to use VIM mail applications the DOS PATH command in the AUTOEXEC.BAT file must include the directory in which the mail application's VIM support files are stored. If the PATH does not include the directory containing the VIM support files then setup will not install VIM support for Word and Word will not function correctly when sending mail. The Word support files for VIM 1.0 are called MAPIV132.DLL and MAPIVITK.DLL, and both are installed in the System subdirectory of the Windows program directory.

There are known problems with Lotus Notes 3.3 TCP/IP network protocol support which are being addressed in a future version of Lotus Notes. These problems will prevent Word from sending mail through the current versions of 16 bit Lotus Notes when Lotus Notes is using TCP/IP as its network protocol. Using a protocol other than TCP/IP solves the problem.

[Field Codes: Bookmark and REF Fields]

The Help topic "Field Codes: Bookmark and Ref Fields" is incomplete. You must use the REF field when using the field switches \f and \n. The example in the description of the \f field switch should be { REF Footnote1 \f } where "Footnote1" is the bookmark marking the footnote reference mark of footnote 1.

[Using Word 6.0 or Word 2.0 Templates with Word for Windows 95]

When you install Word for Windows 95, you will find that your old templates will now appear in the File New dialog box under either the "Shortcut to Old" or the "Shortcut to Workgroup" tabs. During installation, Setup locates both your user and workgroup templates' locations and creates a shortcut folder for each location. The shortcuts are stored in the Office Templates folder, usually c:\MSOFFICE\TEMPLATES. If Setup does not find a workgroup templates location, no shortcut folder will be created for it.

Example:

```
c:\WINWORD\TEMPLATE --> C:\MSOFFICE\TEMPLATES\shortcut to old  
\\USER\WORKGRP\TEMPLATE --> c:\MSOFFICE\TEMPLATES\shortcut to workgroup
```

To use your old templates you can simply choose New from the File menu, click on either the "Shortcut to Old" or "Shortcut to Workgroup" tab, then choose your template name from the list of available templates.

To rename the File New tabs that point to your previous templates, use the Windows Explorer to locate the "Shortcut to Old" or "Shortcut to Workgroup" folder and click once on the folder name. You can then type in a new name which will appear as the name of the tab in the File New dialog.

CAUTION: Deleting your previous templates directory will delete your previous templates. To best preserve your particular configuration Setup does not copy or move your previous templates from their original location to the Office templates directory. Be sure to copy or move your previous templates before deleting the original directory.

[Word for Windows 95 default setup options]

If you want to find out what is contained in the Typical installation of Word for Windows 95, choose the Custom option in Setup and look at the default settings. These defaults are what is included in the Typical installation.

The following are some of the options that are not installed when you perform a Typical installation of Word:

Equation Editor

EPS graphics filter

GIF filter

Grammar

WordArt

Find All Word Forms (in the Edit Find/Replace dialog)

[Using Foreign Language Proofing Tools with Word for Windows 95]

Supplemental Foreign language proofing tools purchased for use with Word 6.0 will work with Word for Windows 95. However, when you proof a document that has foreign language formatting in Word for Windows 95, Word may not be able to locate the foreign language dictionary file. If you encounter this problem, copy or move the foreign language dictionary file indicated in the error message to the following folder: \Program Files\Common Files\Microsoft Shared\Proof. In most cases, the indicated file will be located in the folder: \windows\msapps\proof.

To acquire additional language dictionaries, contact:

Alki Software Corporation

300 Queen Anne Ave. N., Suite 410

Seattle, WA 98109

Phone: (206) 286-2600

Fax: (206) 286-2785

Support: (206) 286-2780

Orders: (800) NOW-WORD (669-9673)

[Using Microsoft Bookshelf 1994 with Word for Windows 95]

The Microsoft Bookshelf 1994 integration tools used in Word 6.0 will not work with Word for Windows 95. If you wish to use these products together, you should install the Bookshelf Quickshelf toolbar. Bookshelf 1995 will have enhanced Word integration features. Contact your local reseller or call the Microsoft Sales Information Center at 1-800-426-9400 for information about obtaining the updated version of Bookshelf.

[WordBasic Errors with Word 6.0 Add-ins and Macros]

When you upgrade to Word for Windows 95 you may encounter one of the following error messages while working within Word:

WordBasic Error = 582: Unable to load specified library

or

WordBasic Error = : Invalid library

The most likely cause for this is when you have outdated Global Add-ins or Templates installed in the File Templates dialog. Some macros and add-ins are designed to run on 16-bit Windows 3.x and cannot be run on 32-bit operating systems like Windows 95. Contact the add-in vendor or macro author for an update. For more information type "WordBasic error 582" in the Help Find dialog.

[WordMail Information]

By default WordMail uses the EMAIL template for composing and editing notes. This template is located in your Word templates directory, usually C:\MSOFFICE\WINWORD. You can customize toolbars, menus, and boilerplate text in the EMAIL template by opening it in Word and modifying it as you would any other Word template.

You can switch your default email editor from WordMail to the Exchange editor by choosing Compose, WordMail Options and checking or clearing the "Enable Word as Email Editor" check box.

Please note that WordMail requires 12 MB RAM. Using WordMail on systems with less memory will result in poor performance.

[ODBC Not Included with Word for Windows 95]

The Open Database Connectivity (ODBC) files that provide easy access to databases created by programs like Microsoft Access, SQL Server, and Paradox, are not included with standalone Word for Windows 95. Access to dBASE or FoxPro files is provided by the dBASE converter you can install via the Custom setup option. Word can use the 32-bit ODBC files included with Word for Windows 95 and Microsoft Access for Windows 95. You can also obtain the 32-bit ODBC Drivers Application Note from Microsoft Product Support Services. For more information on obtaining this application note refer to the Supplemental Offers Coupon included in this package.

[Windows 95 for Pen Computing]

Support for Windows 95 for Pen Computing is not implemented in Word for Windows 95.

[Updates to Getting Results with Microsoft Office for Windows 95]

The following are changes that occurred after the book went to press. The page numbers listed are those in the Getting Results with Microsoft Office for Windows 95. For those who purchased Word as a separate package, the page number is in parentheses.

Graphics filters licensed from Henderson Software, Inc., are not part of the product and should not be on the copyright page.

Pages 27 and 29 (pages 8 and 10): The correct online location of the Network Install Readme is in the Getting Help section of the Word online

Help table of contents.

Page 28 (page 9): The name of the Remove button has been changed to the Add/Remove button. Therefore, step 5 should read, "Click the Office application (click Word), and click the Add/Remove button.

Page 29 (page 10) The correct procedure for starting Word is "click the Start button, click Programs, and then click Word."

Page 126: The instructions for starting the Memo Wizard should read, "Click the Memos tab, and then double-click the Memo Wizard." (This is correct in Getting Results with Microsoft Word for Windows 95.)

Page 538: The reference to the AutoText toolbar button is incorrect. Instead, you need to click AutoText (Edit menu) to insert AutoText entries. To learn how to add AutoText (or other tools) to a toolbar, see page 503. (This is correct in Getting Results with Microsoft Word for Windows 95.)

KBCategory: kbref

KBSubcategory:

Additional reference words: 7.00 word95 readme.doc word7

No Result or GP Fault After Clicking Printer Properties Button

Article ID: [Q134332](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95 operating system
 - Microsoft Windows NT operating system
-

SYMPTOMS

=====

In Word, when you click Print on the File menu, and then click the Properties button, nothing happens (if you are running Word 7.0 with Windows 95), or a general protection fault (GP fault) occurs (if you are running Word 7.0 with Windows NT).

CAUSE

=====

This happens when the printer name ends with a closing (right) parenthesis or contains the word "on." Word misreads the printer name and cannot carry out the Properties command.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Rename the printer so that it does not contain the word "on" or end with a closing parenthesis. Refer to your operating system documentation for instructions on how to do this.

KBCategory: kbprint buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 gpf word7

Pressing F1 with No File Open Causes Word to Shut Down

Article ID: [Q134350](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

If you press F1 in Word when no file is open, you receive the following error message:

This program has performed an illegal operation and will be shut down.
If the problem persists, contact the program vendor.

Word then shuts down. Any changes made to the Normal.Dot template are lost.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Make sure a document is open before you press F1, or select the Help menu instead.

KBCategory: kbui buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 word7

Word 95: "Invalid Page Fault" in Files with Many OLE Objects

Article ID: [Q134724](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows NT
 - Microsoft Windows 95
-

SYMPTOMS

=====

If you do not have much disk space available and then try to save a file that contains many OLE objects, you may receive the following error message:

WINWORD.EXE caused an invalid page fault in MS095.DLL

-or-

When you try to save the file, the status bar indicates that 100% of the file is saved, but then you may receive a message indicating that the disk is full.

If you encounter this problem while you are running Windows 95, Windows may prompt you to empty the Recycle Bin to free some disk space.

This problem is more likely to occur when you save the file to a floppy disk.

STATUS

=====

Microsoft has confirmed this to be a problem in Microsoft Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

To work around this problem, eliminate some of the OLE objects from the file, or free some disk space before you save the file.

KBCategory: kbole kberrmsg

KBSubcategory:

Additional reference words: word95 7.00 embedded object word7

Unable to Save WordMail Note to Novell 4.02 Server

Article ID: [Q134726](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you try to save a WordMail message to a Novell 4.02 server, you may receive the following error message:

Microsoft Word Err=1391 - Word cannot complete the save due to a file permission error. (path and filename)

However, Microsoft Word will save the document with a filename that has been truncated to the MS-DOS 8.3 filename standard. This will happen no matter what file format you choose to save the WordMail message.

CAUSE

=====

You may receive this error message when Microsoft Word is unable to determine if the file system on the server to which you are saving the file supports long filenames. You may also receive this message when you use the Save As command on the File menu or the FileSaveAs Wordbasic command.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

To work around this problem, save the file with an 8.3 filename.

MORE INFORMATION

=====

The Novell 4.02 server is manufactured by Novell, Inc., a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

KBCategory: kbinterop kberrmsg kb3rdparty kbnetwork

KBSubcategory:

Additional reference words: word95 7.00 word7

Application Error When Spell Checking Annotations

Article ID: [Q134729](#)

The information in this article applies to:

- Microsoft Word for Windows, versions 6.0, 6.0a, 6.0c
 - Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

Performing a spell check on a Word document that is embedded in an Excel workbook may result in the following error:

Winword.exe application error. "The instruction at <addr> referenced memory at 0x00"

This error will occur during In-Place Editing of an embedded document that contains annotations. Canceling the spell check while checking text in the annotation pane will leave the document vulnerable to this error.

CAUSE

=====

Normally, annotations are unavailable when editing an embedded document with In Place Editing; however, the speller is still able to open the annotations pane in this situation.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows version 6.0 and Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Do not exit the speller when in the Annotations Pane.

MORE INFORMATION

=====

Steps to reproduce problem:

1. Create a document in Word that contains annotations and save it.
2. Start Excel and insert the Word document just saved
(insert/object/create from file)
3. Double click on the Word object to edit it.
4. Spell check the document and let it get to the annotations pane.
(it should now be visible)
5. Close the spell checker
6. Place the insertion point in the annotations pane
7. scroll in excel

Result: You will receive the error mentioned above.

KBCategory:

KBSubcategory:

Additional reference words: word95 7.00 word6 word7 6.00 6.00a 6.00a-CD
6.00b 6.00c

CopyFile Command Altered by Hide MS-DOS Extension Option

Article ID: [Q134808](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0

SYMPTOMS

=====

When you use the WordBasic command, CopyFile, the copy of the file does not have an extension. As a result, the copied file loses its association with Microsoft Word and becomes a generic Windows 95 file. The following code results in this problem:

```
Sub MAIN
CopyFile "c:\storage\test.doc", "c:\temp"
End Sub
```

CAUSE

=====

This problem occurs when the "Hide MS-DOS file extensions for file types that are registered" is checked in Windows Explorer. (To locate this option, in Windows Explorer, click Options on the View menu.)

STATUS

=====

Microsoft has confirmed this to be a problem in Microsoft Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

RESOLUTION

=====

To work around this problem, use one of the following methods to preserve the copied file's association with Microsoft Word.

Method 1. Make sure the "Hide MS-DOS file extensions for file types that are registered" option in Windows Explorer is not checked.

Method 2. Use the Declare command to make a CopyFileA call to Kernel32.dll. To do so, use the following macro:

Note: The sample assumes that you have a Microsoft Word document called "Test.doc" located in the C:\Storage folder.

```
Declare Function CopyFileA Lib "kernel32" (a$ As String, b$ As String, n As Integer) As Integer
```

```
Sub MAIN
x = CopyFileA("c:\storage\test.doc", "c:\temp\test.doc ", 3)
End Sub
```

WARNING: ANY USE BY YOU OF THE CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

KBCategory: kbusage

KBSubcategory: kbmacroexample

Additional reference words: 7.00 word95 copyfile copy file wordbasic word7 word basic macro example

Supported, Unsupported Arguments for FileFind Command

Article ID: [Q134809](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

This article describes the arguments for the FileFind command that Microsoft Word for Windows 95 does and does not support.

MORE INFORMATION

=====

Microsoft Word for Windows 95 supports the following FileFind arguments:

- SearchPath
- Name
- SubDir
- Title
- Author
- Keywords
- Subject
- MatchCase
- Text
- DateSavedFrom
- DateSavedTo
- SavedBy
- DateCreatedFrom
- DateCreatedTo

Microsoft Word for Windows 95 does not support the following FileFind arguments:

- SearchName
- Options
- PatternMatch
- View
- SortBy
- ListBy
- SelectedFile
- ShowFolders
- Add
- Delete

KBCategory: kbusage

KBSubcategory: kbmacro

Additional reference words: 7.00 word95 filefind find file wordbasic word7 word basic argument parameter

Missing Text in Help for WordPerfect Users Dialog Boxes

Article ID: [Q134814](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you view Help For WordPerfect Users, the top half of the second line of text in the dialog box is missing.

CAUSE

=====

This behavior occurs when the following conditions are true:

- The WordPerfect help file is not installed or is missing.
- You have selected "Help for WordPerfect Users" and "Navigation Keys for WordPerfect Users." (To locate these options, click Options on the Tools menu, and then click the General tab.)

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

To access WordPerfect help, rerun Setup and install the WordPerfect help files.

KBCategory: kbui kberrmsg buglist7.00

KBSubcategory: kbhelp

Additional reference words: 7.00 word95 on-line online on line help for wordperfect users word perfect wpft truncated missing munged, top word7 half top-half disappeared

Resume Wizard Error: "This Document Template Does Not Exist"

Article ID: [Q134816](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you choose Create a Cover Letter on the last screen of the Resume Wizard, and then click the Finish button, you may receive the following error message:

```
Microsoft Word Err=1041
The document template does not exist.
```

When you click the OK button to cancel the error message, the resume appears on the screen.

CAUSE

=====

The Resume Wizard does not correctly create the path to find and start the Letter Wizard.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

RESOLUTION

=====

To work around this problem, use one of the following methods:

Method 1. Create the cover letter using the Letter Wizard. When you select Prewritten Business Letter, the Letter Wizard lists the resume cover letter.

Method 2. Modify the StartWizard macro in the Resume Wizard. To do this, follow these steps:

1. Open the Resume Wizard.
2. On the Tools menu, click Macro.
3. Select the StartWizard macro, and then click the Edit button.
4. On the Edit menu, click Find.
5. In the Find What box, type the following text:

rem chk

6. Press the Find Next button, and then click the Cancel button.
Note that "Rem chk" (without the quotation marks) is selected.
7. Move the insertion point before the selected text, and then type the following line of WordBasic code:

```
If Right$(TPath$,1)<>"\" Then TPath$=TPath$+"\\"
```
8. Press ENTER, and then press the TAB key on the keyboard three times.
9. Save and close the macro, and then save and close the Resume Wizard.

KBCategory: kbusage

KBSubcategory: kbtemplate

Additional reference words: 7.00 word95 resume wizard word7

Word 95: How to Change the Default DATE Field Format

Article ID: [Q134910](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

This article describes how to change the default Date field format in Word version 7.0 for Windows 95.

MORE INFORMATION

=====

To change the default Date field format, perform the following procedure:

1. On the File menu, click Templates.
2. Click Add.
3. Change to the Macros subfolder under Winword (for example, C:\Msoffice\Winword\Macros).
4. Select the Macros7.dot file and click OK. This step adds the Macros7 template to the "Global Templates and Add-ins" box. Click OK.
5. On the Tools menu, click Macro.
6. In the Macros Available In list, click "Macros7.dot (Global Template)." In the Macro Name list, click RegOptions and then click Run.
7. In the Microsoft Word Registry Options dialog box, select the Section line for Word 7.0 Options. Change the Option line to DateFormat.
8. On the Setting line, enter the format of the Date field you want, click Change, and then click OK.

For example:

If you type this for Setting

MMMM d, yyyy

MMMM dd, yyyy

MMM d, yyyy

dddd, MMMM d, yyyy

h:mm am/pm dddd, MMMM d

Your Date result will be

January 2, 1995

January 02, 1995

Jan 2, 1995

Monday, January 2, 1995

10:00 am Monday, January 2

9. For this Date format change to take effect, restart Word. Use

ALT+SHIFT+D to insert the Date field into your document with the new default Date format.

KBCategory: kbusage

KBSubcategory: kbfields

Additional reference words: word95 7.00 word7

Unable to Save Preview Picture in a Master Document

Article ID: [Q134911](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

After you select Save Preview Picture in a Master Document and save the document, when you reopen the document, the setting is no longer selected.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Although you can't save a preview picture for a master document, you can save the Save Preview Picture setting in the subdocuments of your master document.

KBCategory: kbother buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 thumbnail word7

Word 95: Previous Templates Not Available in New Dialog Box

Article ID: [Q134912](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

After installing Word 7.0 to a new folder, templates that were available in the Word 6.0 New dialog box seem to be missing from Word 7.0.

CAUSE

=====

The templates are available in the Word 7.0 New dialog box, under a tab called "Shortcut to Old," for your local templates, or "Shortcut to Workgroup," for your workgroup templates.

NOTE: If you deleted your Word 6.0 installation, including the Word 6.0 templates directory, after installing Word 7.0, these tabs may not appear at all, or they may have nothing in them because the templates the shortcuts point to no longer exist. If this is the case, you will need to use Word 7.0 to re-create the templates that you used in Word 6.0.

RESOLUTION

=====

You can use one of the following methods to control the way the Word 6.0 templates appear in the New dialog box:

Method 1: Move or copy the templates from the Word 6.0 folder to the Word 7.0 templates folder (c:\Msoffice\Templates by default). If you copy the folder, this duplicates the Word 6.0 templates and requires more disk space.

Method 2: Personalize the tab name by using Windows Explorer to locate the "Shortcut to Old" or "Shortcut to Workgroup" folder (whichever appears in your Newdialog box) and click once on the folder name. You can then type a new name. This new name will appear on the tab in the New dialog box. This method allows you to retain both Word 6.0 and Word 7.0 and use one set of templates for both versions of Word.

MORE INFORMATION

=====

During installation, Setup finds both your user and workgroup templates and creates a shortcut folder for each location. The shortcuts are stored in the Office Templates folder, usually C:\Msoffice\Templates. If Setup does not find workgroup templates, no shortcut folder will be created for it.

Example:

C:\Winword\Template --> C:\Msoffice\Templates\Shortcut to old
\\User\Workgrp\Template --> C:\Msoffice\Templates\Shortcut to Workgroup

CAUTION: Deleting your previous templates directory will delete your previous templates. To best preserve your particular configuration, Setup does not copy or move your previous templates from their original location to the Office templates directory. Be sure to copy or move your previous templates before deleting the original directory.

REFERENCES

=====

Wdreadme.txt file

KBCategory: kbusage

KBSubcategory:

Additional reference words: word95 7.00 word7

Sizes and Sources of Alki Foreign Language Proofing Tools

Article ID: [Q134995](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0

SUMMARY

=====

The following is a list of the sizes (in words) and sources of the foreign proofing tools supplied by Alki Software.

MORE INFORMATION

=====

Speller

=====

Language	Words	Source of Vocabulary
-----	-----	-----
US English	106,000	HMCo, Brown Corpus,
UK English	107,700	HMCo, Lancaster- Oslo/Bergen Corpus
US English (Comprehensive)	189,400	
UK English (Comprehensive)	191,100	
Australian English	178,100	Macquarie PTY Ltd.
Catalan	241,100	University of Barcelona
Czech	6,166,200	Jan Hajic
Danish	257,600	Munksgaard
Dutch	226,900	Celex
Finnish	196,800	Kielikone Oy
French	262,100	Larousse
French Canadian	262,100	Larousse
German	383,800	Langenscheidt
Hungarian	80,000 (keywords) 1 billion (derived words)	
Italian	359,300	Zanichelli
Norwegian Bokmal	273,800	Dr. Kolbjorn Heggstad

Norwegian Nynorsk	241,400	Dr. Kolbjorn Heggstad
Polish	54,000 (keywords) 722,000 (derived words)	
Portuguese Brazilian	200,200	HMCo
Portuguese Iberian	194,100	Porto Editora
Russian	1,055,400	HMCo
Spanish	400,300	Larousse, HMCo
Swedish	254,700	Sprakdata, HMCo
Turkish	30,000 (keywords) 10 billion (derived words)	

Thesaurus
=====

Language	Keywords	Approximate Synonyms	Sources
-----	-----	-----	-----
US English	44,000	458,000	
UK English	25,000	200,000	
US English (comprehensive)	50,000	600,000	
Catalan	34,000		Bibliograf S.A.
Danish	23,000	180,000	
Dutch	22,000	150,000	
Finnish	8,000		Kielikone Oy
French	23,000	180,000	
French Canadian	24,000	180,000	
German	60,000	600,000	
Italian	16,000	150,000	
Norwegian	24,000	190,000	
Portuguese Brazilian	116,001		Nova Fronteira
Portuguese Iberian			Porto Editora
Spanish	43,000	650,000	
Swedish	63,000	620,000	

KBCategory: kbusage

KBSubcategory: kbproof

Additional reference words: 7.00 word95 word7

Troubleshooting Proofing Tool Error Messages in Word 95

Article ID: [Q134996](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

The following information discusses error messages specific to the Word for Windows 95 proofing tools and methods, for the purpose of troubleshooting those error messages.

MORE INFORMATION

Shared Alerts

Spelling, grammar, hyphenation, and thesaurus have four shared main error alerts, as well as a few others specific to each tool. The shared alerts are:

- Word cannot find (tool x) for (language x).
- Word cannot read (tool x) for (language x).
- Word cannot open (tool x) for (language x).
- Word cannot load (tool x) for (language x).

These messages narrow down the possible problem. The verb in each message is the key word.

"Cannot find" means either the tool is not in the expected location on the disk or, if there is a path listed for the tool, the tool is registered in a location other than where it is installed.

"Cannot read" means Word can find the tool, but Word is unable to tell how to use it. This could be caused by a bad or corrupted file.

"Cannot open" means Word can find the tool and is able to understand how it should be used, but Word can't actually open it. This too is usually a bad or corrupted file.

"Cannot load" means Word can find the tool, read the tool, and open the tool, but Word can't load it for use. This can be triggered by a bad file, a corrupted file, or a low-memory condition.

Troubleshooting the Error Messages

Error 1: Word cannot start the (tool).

Solution: Word is unable to start the tool mentioned in the message due to some sort of error. Possible causes include:

- Not enough memory.
- Your computer hung (stopped responding) while running the tool, and you need to restart Windows before using the tool again.
- The file or files are correctly installed but incorrectly registered (or correctly registered and incorrectly installed).
- Decompression of the file by Setup was unsuccessful.

Error 2: There is not enough memory to run the (tool).

Solution: This is the catch-all error in Word.

- There is a low memory situation. Try closing other programs to clear memory or try restarting the system.
- The problem may be a corrupted document.

Error 3: The (tool) is in use.

Solution: This message should no longer appear with any of the tools, as all are "re-entrant" after the computer hangs. If the message does appear, it indicates that you were in the process of using the tool when a file, application, or system error occurred. These errors usually include hangs or general protection faults (GP faults).

- Clear out unnecessary *.tmp files and restart Windows.

Hyphenation-Specific Errors

=====

Error: Word cannot find the hyphenation file HYPH32.DLL for English (US).

Solution: The document open was created with AutoHyphenation turned on and you do not have the hyphenation files installed.

KBCategory: kbusage kbtshoot

KBSubcategory: kbproof

Additional reference words: 7.00 word95 word7

General Proofing Tool Information for Word for Windows 95

Article ID: [Q134997](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

The following is general information about the proofing tools for Word for Windows 95.

MORE INFORMATION

=====

Filenames

=====

The following are the filenames for the US proofing tools. The spelling and hyphenation .lex files support both US and UK English. To get the UK option, format text as UK English.

Tool	Filenames (.dll, .lex)
----	-----
Speller	Mssp232.dll, Mssp2_en.lex
Thesaurus	Msth32.dll, Msth_Am.lex
Hyphenation	Hyph32.dll, Hy_En.lex
Grammar	Gram32.dll, Gr_Am.lex

Location of the Tools

=====

For Windows 95

The speller and thesaurus are placed in the shared Office for Windows 95 folder (Program Files\Common Tools\Proof) because these tools may be used by other Microsoft programs. In a network installation, the shared tools may be placed elsewhere.

The hyphenation and grammar tools are placed in the private Word for Windows 95 folder.

For Windows NT 3.51 Setups

The speller and thesaurus are placed in the shared Windows NT folder (Winnt35\msapps\proof) because these tools may be used by other Microsoft programs. In a network installation, the shared tools may be placed elsewhere.

The hyphenation and grammar tools are placed in the private Word for Windows 95 folder.

The Word for Windows 95 speller and grammar checker should overwrite the Word 6.0 for Windows NT files, as the version numbers are incremented. The .lex files for all the tools should be updated, if necessary.

Coexistence with Soft-Art Speller

=====

The Word for Windows 95 Inso speller (Mssp232.dll) will coexist with the Soft-Art speller (Mssp32.dll) in the shared directory if they both support one or more different languages. If not, Word for Windows 95 Setup replaces the Soft-Art speller with the Word speller, because Word's speller is better, and so that other programs can use it.

The Soft-Art speller ships with Microsoft Excel for Windows NT, Microsoft Excel for Windows 95, Windows 95 Exchange, Works for Windows 95, PowerPoint for Windows 95, FoxPro for Windows 95, and Microsoft Access for Windows 95. Office for Windows 95 ships only the Inso speller.

.Ini Entries

=====

For Word and Office for Windows 95, the path lines for the proofing tools are written to the registry, instead of to the Winword6.ini file under the [Microsoft Word] section, and/or to the Win.ini file under the [MS Proofing Tools] section.

Setup registers the shared tools, including custom dictionaries, to the HKEY_LOCAL_MACHINE location under Software\Microsoft\Shared Tools\Proofing Tools.

Setup registers the grammar checker and the hyphenator to the HKEY_CURRENT_USER location under Software\Microsoft\Word\7.0\Proofing Tools. All the tools are also self-registered to this location if the registry is damaged or changed and the tools are in one of the expected locations for self-registering (see more information on the search hierarchy below).

For Users with Alki PTKs Installed

Alki has given Microsoft a custom MigrateProofTools action that is incorporated in the Word and Office for Windows 95 Setup programs. This action kicks in after all the tools have been installed by the current Setup being run. MigrateProofTools looks at the entries in the Win.ini and Winword6.ini files and causes any tools listed therein to be registered in the Windows 95 registry. This custom action does not move the proofing tools already installed but instead points to them by means of the registry.

Installing Word for Windows 95 over Word 6.0

The Word 6.0 proofing dictionaries are fully compatible with Word for Windows 95. You should have no need to upgrade your Alki Software Proofing Tool Kit, unless you need a kit containing the Inso thesaurus (Portuguese Brazilian, Portuguese Iberian, Catalan, or Finnish), or the French,

Italian, or Russian grammar checkers. These tools were not upgraded to 32-bit packages for Word 6.0 for Windows NT, so if you have the kit for Word 6.0 for Windows, you need to upgrade the kit to get the 32-bit engine. There may also have been changes to other Eastern European tools. If you have questions, contact Alki Software.

To upgrade Word 2.0x for Windows proofing tools or to buy additional foreign language proofing tools, contact Alki Software. Alki supplies foreign language proofing tool kits and specialized proofing tools (comprehensive US & UK English speller and hyphenation, which includes Medical and Legal terms, and comprehensive US English thesaurus).

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Fax: (206) 286-2785
Orders: (800) NOW-WORD (669-9673)

Installation Note: Alki proposes that the private tools be installed in the Proof folder, which is a subfolder of the Word program folder, and the shared tools to be installed in the shared tools directory.

Compatibility with the Softart Proofing Tools
=====

Word for Windows 95 continues to be CSAPI compliant and is fully compatible with the Softart 32-bit Mssp32.dll and its Mssp_xx.lex files.

The thesaurus is now fully CTAPI compliant.

The Inso and Softart thesaurus files are now fully enabled for sharing by other programs.

KBCategory: kbusage
KBSubcategory: kbproof
Additional reference words: word95 7.00 word7

Keyboard Shortcuts in Word 7.0 for Windows 95

Article ID: Q135000

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0

SUMMARY

The following is a list of keyboard shortcuts available in Word 7.0. This list is a compilation of the individual keyboard shortcut lists available in Word Help.

Function Key Shortcuts

Key	Key Only	SHIFT+ Key	CTRL+ Key	CTRL+ SHIFT+ Key	ALT+ Key	ALT+ SHIFT+ Key
F1	Get Online Help or the Answer Wizard	Reveal Formatting			Next Field	Previous Field
F2	Move text or graphics	Copy text	Print preview command (File Menu)			Save command (File Menu)
F3	Insert an AutoText entry	Change the case of letters	Cut to spike	Insert contents of the spike		
F4	Repeat the last action	Repeat a Find or GoTo action	Close the window		Exit	
F5	Carry out the GoTo command (Edit menu)	Move to a previous revision	Restore the window size	Edit a bookmark		
F6	Go to next pane	Go to previous pane	Go to next window	Go to previous window		
F7	Carry out the Spelling command (Tools menu)	Carry out the Thesaurus command (Tools menu)	Carry out the Move command (Control menu)	Update linked information on a Word source document	Find next misspelling (Automatic Spell Checking enabled)	

F8	Extend a selection	Shrink a selection	Carry out the Size command (Document Control menu)	Extend a selection (or block)		
F9	Update selected fields	Switch between a field code and its result	Insert an empty field	Unlink a field	Switch between all field codes and all results	Run GOTO-BUTTON or MACRO-BUTTON from the field that displays the field results
F10	Activate the menu bar	Display a shortcut menu	Maximize the document window	Activate the ruler	Maximize the application window	
F11	Go to the next field	Go to the previous field	Lock a field	Unlock a field		
F12	Carry out the Save As command (File menu)	Carry out the Save command (File menu)	Carry out the Open command (File menu)	Carry out the Print command (File menu)		

Apply Formatting Using Shortcut Keys

Format Characters Using Shortcut Keys

Change the font	CTRL+SHIFT+F
Change the font size	CTRL+SHIFT+P
Increase the font size	CTRL+SHIFT+>
Decrease the font size	CTRL+SHIFT+<
Increase the font size by 1 point	CTRL+]
Decrease the font size by 1 point	CTRL+[
Change the case of letters	SHIFT+F3
Format letters as all capitals	CTRL+SHIFT+A
Apply or remove bold formatting	CTRL+B
Apply or remove an underline	CTRL+U
Underline single words	CTRL+SHIFT+W
Double-underline text	CTRL+SHIFT+D
Apply or remove hidden text	CTRL+SHIFT+H
Apply italic formatting	CTRL+I
Format letters as small capitals	CTRL+SHIFT+K
Apply subscripts (automatic spacing)	CTRL+EQUAL SIGN

Apply superscripts (automatic spacing)	CTRL+SHIFT+EQUAL SIGN
Remove formatting (plain text)	CTRL+SHIFT+Z
Change the selection to Symbol font	CTRL+SHIFT+Q

Display nonprinting characters	CTRL+SHIFT+* (asterisk)
--------------------------------	-------------------------

Format Paragraphs Using Shortcut Keys

Single-space lines	CTRL+1
Double-space lines	CTRL+2
Set 1.5-line spacing	CTRL+5
Add one line of space preceding text	CTRL+0 (zero)
Remove the space preceding text	CTRL+0 (zero)

Center a paragraph	CTRL+E
Justify a paragraph	CTRL+J
Left align a paragraph	CTRL+L
Right align a paragraph	CTRL+R
Indent a paragraph from the left	CTRL+M
Remove a paragraph indent from the left	CTRL+SHIFT+M
Create a hanging indent	CTRL+T
Reduce a hanging indent	CTRL+SHIFT+T
Remove paragraph formatting	CTRL+Q

Apply a style (with the Formatting toolbar displayed)	CTRL+SHIFT+S
Carry out the Style command (Format menu) (Formatting toolbar not displayed)	CTRL+SHIFT+S
Start AutoFormat	CTRL+K
Apply the Normal style	CTRL+SHIFT+N
Apply the Heading 1 style	ALT+CTRL +1
Apply the Heading 2 style	ALT+CTRL +2
Apply the Heading 3 style	ALT+CTRL +3
Apply the List style	CTRL+SHIFT+L

Edit and Move Text Using Shortcut Keys

Copy and Move Text and Graphics Using Shortcut Keys

Copy text or graphics	CTRL+C
Copy formats	CTRL+SHIFT+C
Move text or graphics	F2
Paste text or graphics	CTRL+V
Paste formats	CTRL+SHIFT+V

Delete Text and Graphics Using Shortcut Keys

Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Cut selected text to the Clipboard	CTRL+X
Undo the last action	CTRL+Z

Cut to the Spike

CTRL+F3

Insert Special Characters

Field	CTRL+F9
AutoText entry	Type AutoText entry name, and then press ALT+CTRL+V
Line break	SHIFT+ENTER
Page break	CTRL+ENTER
Column break	CTRL+SHIFT+ENTER
Optional hyphen	CTRL+HYPHEN
Nonbreaking hyphen	CTRL+SHIFT+HYPHEN
Nonbreaking space	CTRL+SHIFT+SPACEBAR
Copyright symbol	ALT+CTRL+C
Registered trademark symbol	ALT+CTRL+R
Trademark symbol	ALT+CTRL+T
Ellipsis	ALT+CTRL+PERIOD
Single opening quotation mark	CTRL+`'`
Single closing quotation mark	CTRL+`''`
Double opening quotation mark	CTRL+`"``
Double closing quotation mark	CTRL+`"''`
Mark a table of contents entry	ALT+SHIFT+O
View Spike contents	CTRL+SHIFT+F3

Select Text and Graphics Using Shortcut Keys

Note: Select text by holding down SHIFT and pressing keys that move the insertion point.

One character to the right	SHIFT+RIGHT ARROW
One character to the left	SHIFT+LEFT ARROW
To the end of a word	CTRL+SHIFT+RIGHT ARROW
To the beginning of a word	CTRL+SHIFT+LEFT ARROW
To the end of a line	SHIFT+END
To the beginning of a line	SHIFT+HOME
One line down	SHIFT+DOWN ARROW
One line up	SHIFT+UP ARROW
To the end of a paragraph	CTRL+SHIFT+DOWN ARROW
To the beginning of a paragraph	CTRL+SHIFT+UP ARROW
One screen down	SHIFT+PAGE DOWN
One screen up	SHIFT+PAGE UP
To the end of a document	CTRL+SHIFT+ END
To the beginning of a document	CTRL+SHIFT+ HOME
To include the entire document	CTRL+A
To a vertical block of text	CTRL+SHIFT+F8, and then use the arrow keys; press ESC to cancel selection mode
To a specific location in a document	F8+arrow keys; press ESC to cancel selection mode

Tip: If you know the key combination to move the insertion point, you can select the text by using the same key combination while holding down SHIFT. For example, CTRL+RIGHT ARROW moves the insertion point to the next word, and CTRL+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.

Select Text and Graphics in a Table Using Shortcut Keys

Select a column	ALT and hold it down while you click the column
Extend a selection (or block)	CTRL+SHIFT+F8, and then use the arrow keys
Reduce the selection size	SHIFT+F8
Select an entire table	ALT+5 on the numeric keypad

Extend a Selection Using Shortcut Keys

Select the nearest character	F8+character
Turn extend mode on or off	F8
Reduce the size of a selection	SHIFT+F8

Move to a Character, Word, Paragraph, Column, or Object Using Shortcut keys

One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One paragraph up	CTRL+UP ARROW
One paragraph down	CTRL+DOWN ARROW
To the previous frame or object	ALT+UP ARROW
To the next frame or object	ALT+DOWN ARROW
One column to the left (in a table)	SHIFT+TAB
One column to the right (in a table)	TAB
To the next misspelling (Automatic Spell Checking enabled)	SHIFT+BACKSPACE

Move to a Line, a Page, a Screen, the Beginning or End of a Document, or the Previous Revision Using Shortcut Keys

Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
Up one page	ALT+CTRL+PAGE UP
Down one page	ALT+CTRL+PAGE DOWN
Up one screen	PAGE UP
Down one screen	PAGE DOWN
To the bottom of a screen	CTRL+PAGE DOWN
To the top of a screen	CTRL+PAGE UP
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME
To a previous revision	SHIFT+F5
To the location of the insertion point when the document was last closed	SHIFT+F5

Move Around in a Table Using Shortcut Keys

Next cell in a row	TAB
Previous cell in a row	SHIFT+TAB
First cell in a row	ALT+HOME
First cell in a column	ALT+PAGE UP
Last cell in a row	ALT+END
Last cell in a column	ALT+PAGE DOWN
Previous row	UP ARROW
Next row	DOWN ARROW

Insert Paragraphs and Tab Characters Using Shortcut Keys

New paragraphs in a cell	ENTER
Tab characters in a cell	CTRL+TAB

Merge Documents Using Shortcut Keys

Preview a mail merge	ALT+SHIFT+K
Merge a document	ALT+SHIFT+N
Print the merged document	ALT+SHIFT+M
Edit a mail merge data document	ALT+SHIFT+E
Insert a merge field	ALT+SHIFT+F

Print and Preview a Document Using Shortcut Keys

Print command (File menu)	CTRL+P
Move around the page when zoomed in	Arrow keys
Move by one page when zoomed out	PAGE UP or PAGE DOWN
Move to the first page when zoomed out	CTRL+UP ARROW or CTRL+LEFT ARROW
Move to the last page when zoomed out	CTRL+DOWN ARROW or CTRL+RIGHT ARROW

Work with Fields Using Shortcut Keys

DATE field	ALT+SHIFT+D
PAGE field	ALT+SHIFT+P
TIME field	ALT+SHIFT+T
Empty field	CTRL+F9
Update linked information in a Word source document	CTRL+SHIFT+F7
Update selected fields	F9
Unlink a field	CTRL+SHIFT+F9
Switch between a field code and its result	SHIFT+F9
Switch between all field codes and all results	ALT+F9
Run a GOTOBUTTON or MACROBUTTON from the field that displays the field results	ALT+SHIFT+F9
Go to the next field	F11
Go to the previous field	SHIFT+F11
Lock a field	CTRL+F11

Unlock a field

CTRL+SHIFT+F11

Work with Menus Using Shortcut Keys

=====

You can choose any menu command with the keyboard. Press ALT+ the letter underlined in the menu name, and then press the letter underlined in the command name.

Display the shortcut menu

SHIFT+F10

Display the application Control menu

SPACEBAR (when the menu bar is active)

Select the next or previous command on the menu

DOWN ARROW or UP ARROW
(with the menu displayed)

Select the menu to the left or right; or, with a submenu displayed, toggle the selection between the main menu and the submenu

LEFT ARROW or RIGHT ARROW

Work on an Outline Using Shortcut Keys

=====

Promote a paragraph

ALT+SHIFT+LEFT ARROW

Demote a paragraph

ALT+SHIFT+RIGHT ARROW

Demote to body text

CTRL+SHIFT+N

Move selected paragraphs up

ALT+SHIFT+UP ARROW

Move selected paragraphs down

ALT+SHIFT+DOWN ARROW

Expand text under a heading

ALT+SHIFT+PLUS SIGN

Collapse text under a heading

ALT+SHIFT+MINUS SIGN

Show all text or headings

ALT+SHIFT+A

Display all text

Asterisk (*) key on the numeric keypad

Hide or display character formatting

Slash (/) key on the numeric keypad

Show the first line of body text or all body text

ALT+SHIFT+L

Show all headings with the Heading 1 style

ALT +SHIFT+1

Show all headings up to Heading n

ALT +SHIFT+n

Work in Windows and Dialog Boxes

=====

Work in Windows

Next application

ALT+TAB

Previous application

ALT+SHIFT+TAB

Start menu

CTRL+ESC

Close the window

CTRL+F4

Restore the window size

CTRL+F5

Switch to the next window

CTRL+F6

Switch to the previous window

CTRL+SHIFT+F6

Carry out the Move command (Control menu)

CTRL+F7

Carry out the Size command (Control menu)

CTRL+F8

Maximize the window

CTRL+F10

Select a folder in the Open or Save As dialog box (File menu)	ALT+0, and then use the arrow keys
Choose a toolbar button in the Open or Save As dialog box (File menu)	ALT+ number (1 is the leftmost button, 2 is the next, and so on)
Refresh the Open or Save As dialog box (File menu)	F5

Work in Dialog Boxes Using Shortcut Keys

Switch to the next tab in a tab dialog box	CTRL+TAB or CTRL+PAGE DOWN
Switch to the previous tab in a tab dialog box	CTRL+SHIFT+TAB or CTRL+PAGE UP
Move to the next option or group of option buttons	TAB
Move to the previous option or group of option buttons	SHIFT+TAB
Move within the active list box or group of option buttons	Arrow key
Select the active command button or check box	SPACEBAR
Move to the next item beginning with that letter in an active list box	Letter key
Select the item with that underlined letter	ALT+ letter key
Display a drop-down list box	ALT+DOWN ARROW
Close a drop-down list box	ESC
Choose the default command button	ENTER
Cancel the command and close the dialog box	ESC

Within a Text Box

Move to the beginning or end of the entry	HOME or END
Move one character to the left or right	LEFT ARROW or RIGHT ARROW
Select from the insertion point to the beginning of the entry	SHIFT+HOME
Select from the insertion point to the end of the entry	SHIFT+END
Select the character to the left	SHIFT+LEFT ARROW
Select the character to the right	SHIFT+RIGHT ARROW

KBCategory: kbref
 KSubcategory:
 Additional reference words: 7.00 word95 word7

Answer Wizard Allows Access to Removed Menu Commands

Article ID: [Q135091](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

The Answer Wizard may give you access to a command that you removed from its menu, or the command functions differently when accessed through the Answer Wizard than when you choose the command from the menu.

CAUSE

=====

This behavior occurs because the Answer Wizard directly accesses the original, unmodified Word commands. The result may not match what is available to you if you have modified your menus (with the Tools Customize command) or if you substituted custom macros for existing menu commands.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

KBCategory: kbusage buglist7.00

KBSubcategory:

Additional reference words: word95 7.00 word7

No Browse Button in Style Gallery

Article ID: [Q135230](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

There is no Browse button in the Style Gallery (Format menu). By contrast, Word version 6.0 included a Browse button in the Style Gallery, which allowed you to select a different template folder.

STATUS

=====

Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Modify the paths for the User Templates or Workgroup Templates and then go to the Style Gallery. To do this, click Options on the Tools menu, and then click the File Locations tab.

KBCategory: kbusage

KBSubcategory: kbformat

Additional reference words: 7.00 word95 style gallery browse button word7 templates directory folder

Grammar Checker, Word 2.0 Converter Missing from Typical Setup

Article ID: [Q135238](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When running Word for Windows 95, you notice several components are missing. For example:

- The Grammar command is missing from the Tools menu, or when you look under Tools Options, the Grammar tab is unavailable (dimmed).
- In the File Save As box, the option to save a file as Word 2.x is missing.

CAUSE

=====

The grammar checker and the Word 2.0 converter are among the components not installed with a Typical installation. Shared applications such as WordArt and Equation Editor, as well as most graphics filters, are also not installed when you choose Typical during Setup.

RESOLUTION

=====

If you want to add these components, run Setup and add them using the Add/Remove button.

MORE INFORMATION

=====

Below is a list of the components that are not installed with a Typical setup in an Office installation and in a stand-alone Word installation.

Microsoft Office for Windows95 Install

Word Components Not Installed

- Online Help Components (partial)
 - WordBasic Help
 - Help for WordPerfect Users

Templates, Wizards, and Letters (partial)

- Forms
- More Wizards
- Newsletters
- Press Releases
- Publications
- Resumes
- Table Wizard

Sample Letters
Macro Templates

Proofing Tools (partial)
Grammar Checker

WordMail (requires 12 MB of RAM)

Dialog Editor

Text Converters

Office Tools (partial)

WordArt
Organizational Chart
Equation Editor
Additional Sounds
Find All Word Forms
Clip Art (partial)
Word Clip Art

Converter, Filters, and Data Access (partial)

Converters

Word 2.0 converter
Word for the Macintosh converters for versions 4-5.1
Word for MS-DOS converters for versions 3-6
RFT-DCA Converter
Windows Write Converter
MS Works for Windows version 3.0
MS Works for Windows version 4.0
WordStar converters

Graphic Filters

EPS
Targa
AutoCad DXF
CGM
PCX
Micrografx Designer
CorelDraw
HP Graphics Language
CompuServe GIF
Kodak Photo CD

Data Access

Microsoft Word for Windows 95, Version 7.0 Install

Shared Applications

Equation Editor
MS Graph 5.0
Word Art

Proofing Tools

Grammar Checker

Converters and Filters

Converters

- Word for Windows 2.0 Converter
- Word for Macintosh 4.0-5.1 Converter
- Word for MS-DOS 3.0-6.0 Converter
- RFT-DCA
- Write for Windows Converter
- Microsoft Works for Windows 3.0 Converter
- Microsoft Works for Windows 4.0 Converter
- WordStar Converter
- Lotus 1-2-3 Converter
- Text with Layout Converter
- FoxPro/dBASE Converter

Graphics Filters

- EPS
- Targa
- AutoCad DXF
- CGM
- PCX
- Micrografx Designer
- CorelDraw
- HP Graphics Language
- CompuServe GIF
- Kodak Photo CD

Online Help

- WordBasic Help
- Help for WordPerfect Users

Templates, Wizards, and Letters

- Forms
- More Wizards
- Newsletters
- Press Releases
- Publications
- Resumes
- Table Wizard
- Sample Letters
- Macro Templates

Word Tools

- WordMail (needs 12 MB of RAM)
- Find All Word Forms
- Dialog Editor

For additional information, please see the following article in the Microsoft Knowledge Base:

ARTICLE-ID: Q133796

TITLE : Word 7.0 Installation Types and Space Requirements

KBCategory: kbsetup

KBSubcategory:

Additional reference words: word95 7.00 word7

Can't Set Margin, Tab in Merged Table Cell

Article ID: [Q135283](#)

The information in this article applies to:

- Microsoft Word for Windows, version 6.0, 6.0a, 6.0c
 - Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you open a Word 2.0 document that contains a table with merged cells into Word 6.0 or Word 7.0, you will see the following problems when you place your cursor in the merged cell:

- The margin release indicators on the ruler are missing.
- Tabs can not be set by clicking on the ruler.
- Although the tab indicators do not display on the ruler if you set tabs from the Format menu, you can use them.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Select the table cells, click Split Cells on the Table menu, and then remerge the cells. The margin release indicators and the tab stops will display on the ruler.

KBCategory: kbinterop

KBSubcategory: kbformat khtable

Additional reference words: 7.00 word95 tabs table merged merge cells

word7 word6 tab stops position

Caption Buttons for Document Window Appear as Black Boxes

Article ID: [Q135284](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

The caption buttons for minimize, maximize, and close appear as black boxes.

CAUSE

=====

You modified your display properties and applied Bold formatting to the Menu item font. (To locate this option, open the Windows Control Panel, double-click the Display icon, and then click on the Appearance tab.)

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Method 1. Remove the bold formatting for the Menu item. To do this,

- Open the Windows Control Panel.
- Double-click the Display icon.
- Click on the Appearance tab.
- In the Item drop-down list, point to Menu.
- Click the Bold button to turn off bold formatting.
- Click Apply.
- Click OK.

Method 2. Use a font that is already bold. To do this,

- Open the Windows Control Panel.
- Double-click the Display icon.
- Click on the Appearance tab.
- In the Item drop-down list, point to Menu.
- In the Font drop-down list, choose a font such as Arial Black or Arial Rounded MT Bold.
- Click Apply.
- Click OK.

KBCategory: kbenv

KBSubcategory:

Additional reference words: 7.00 word95 caption button buttons word7
box menu item display properties property

"Value Entered Does Not Match With the Specified Type"

Article ID: [Q135285](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

You get the following error message when you define a custom property of type Date when the value includes hyphens.

The value entered does not match with the specified type.
The value will be stored as text.

CAUSE

=====

The Regional Settings for Short Date Style and Date Separator are defined using a slash (/) instead of a hyphen. (To locate this option, open the Windows Control Panel, double-click on Regional Settings, and then click on the Date tab.)

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Method 1. Define the value as it is defined in the Regional Settings.

Method 2. Modify the Regional Settings so that the Short Date Style and the Date Separator are defined using a hyphen separator instead of a slash separator.

KBCategory: kbenv

KBSubcategory: kbtemplates

Additional reference words: 7.00 word95 custom properties property regional settings date format hyphen slash type value name error word7 message

Word 7.0: What is the "Tab as Indent" Feature?

Article ID: [Q135293](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

Word 7.0 contains a new feature called Tab As Indent. This feature provides a quick way to indent and unindent paragraphs by automatically sensing when a tab character or a paragraph indent is appropriate. To locate this feature, click Options on the Tools menu, click the Edit tab, and then select or clear the "Use Tab and Backspace Keys to set Left Indent" check box. This option is on by default.

MORE INFORMATION

=====

When you type text, the TAB and BACKSPACE keys function as they normally do, that is, the TAB key will insert a tab character, and the BACKSPACE key will delete the previous character. However, when you edit and reformat the document, the TAB and BACKSPACE keys will apply indent paragraph formatting in .5-inch increments.

For example, consider a document containing the following paragraph:

Scotland: A constituent country of the United Kingdom comprising the northern part of the island of Great Britain and the Hebrides, Shetland Islands, and Orkney Islands. Inhabited by Picts in prehistoric times, the region was invaded but never conquered by the Romans and split into a variety of small kingdoms after the fifth century A.D.*

*The American Heritage Dictionary of the English Language, Third Edition copyright 1992 by Houghton Mifflin Company. Electronic version licensed from InfoSoft International, Inc. All rights reserved.

If you have "Use Tab and Backspace Keys to set Left Indent" selected and you press the TAB key before you type the text "Scotland: A constituent...", the TAB key will act as it normally does--a tab character is inserted at beginning of the paragraph.

However, if you first type the paragraph, then place the insertion point before the first character in the paragraph, and press TAB, the TAB key will insert a first-line indent. To remove the first-line indent, press the BACKSPACE key.

To increase the left indent of the paragraph while maintaining the first-line indent, type your paragraph, move the insertion point to the beginning of the paragraph and press TAB two or more times. Each time you press TAB, the paragraph is indented an additional .5 inch. When you press the BACKSPACE key, the first-line indent is removed first. As you press the

BACKSPACE key additional times, you decrease the paragraph indentation.

To increase the left indent of the paragraph without increasing the first-line indent, place your insertion point at the beginning of the second or subsequent line on the left margin of the paragraph. To decrease the indent, press the BACKSPACE key.

Remember, if you place the insertion point at the beginning of the first line, you will get a first-line indent when you press the TAB key. If you place the insertion point before the second or subsequent line in the paragraph, you will get a left indent. When the paragraph contains a first line indent, the BACKSPACE key removes the first line indent before it decreases the left indent.

KBCategory: kbusage

KBSubcategory: kbformat

Additional reference words: 7.00 word95 tab as indent shift+tab backspace increase decrease left first line indentation indenting indents unindent word7 undent reduce

File Open: Can't Select Documents, Folders With Keyboard

Article ID: [Q135294](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

You can not navigate through the Look In, File Name, or Files of Type drop-down lists in the File Open dialog box by typing a letter on your keyboard. This functionality is different from previous versions of Word which allowed you to quickly locate files or folders that begin with a specific letter by typing that letter.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Use the mouse to navigate through the Look In, File Name, and Files of Type lists.

KBCategory: kbusage

KBSubcategory:

Additional reference words: 7.00 word95 file open keyboard letter word7 drop-down drop down list box navigate show

How to Enable, Disable Word as Your E-mail Editor in Exchange

Article ID: [Q135295](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

Word for Windows 95 includes a component called WordMail that allows you to create new Exchange messages using most of the features in Word. If you are using Exchange as your e-mail client interface and have Word and the WordMail component installed on your computer, you can use WordMail as your e-mail editor.

MORE INFORMATION

=====

The order of installation determines whether WordMail is enabled automatically. If you installed Exchange before you installed Word for Windows 95, WordMail is automatically enabled. If you installed Exchange after you installed Word, WordMail is not enabled. To enable or disable WordMail, do the following:

1. Start Exchange.
2. On the Compose menu, click WordMail Options.
3. Check or clear the "Enable Word as Email Editor" check box.
4. Click Close.

Disabling WordMail can be an important part of troubleshooting e-mail-related problems. Testing an e-mail problem after you disable WordMail will help you determine whether the problem is with Word or with the Exchange client in general.

To run WordMail with adequate performance, 12 MB of RAM is recommended.

KBCategory: kbinterop

KBSubcategory:

Additional reference words: 7.00 word95 wordmail word mail email e-mail word7 electronic mail

Odd Page Prints on Back of Odd Page with Postscript Driver

Article ID: [Q135296](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you duplex print a document that is set up with odd and even sections, the odd page will print on the back side of the previous odd page if there is no even page. This behavior occurs when you print to an HP LaserJet postscript printer using the Postscript included with Windows 95.

STATUS

=====

Microsoft has confirmed this to be a problem in the postscript printer driver included with Windows 95. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Use a non-postscript printer driver.

KBCategory: kbprint

KBSubcategory: kbprint

Additional reference words: 7.00 word95 print duplex double-sided word7 two-sided both sides

"Microsoft Word Err=1078 - This file could not be found..."

Article ID: [Q135297](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you run a macro that includes the ChDir WordBasic command, you get the following error message

```
Microsoft Word Err=1078
This file could not be found <Filename>
```

where <Filename> represents the name of the document you are trying to open.

CAUSE

=====

The following macro fails because the ChDir command does not recognize a universal naming convention (UNC) path.

```
Sub Main
Chdir "\\Servername\Shared"
FileOpen "default.doc"
End Sub
```

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

RESOLUTION

=====

Use the following WordBasic macro to access the UNC path. You can then change to the folder and select your file. The macro uses the Windows API SetCurrentDirectoryA function to change the folder. Note: The SetCurrentDirectoryA function name is case sensitive.

```
Declare Sub ChDirUNC Lib "kernel32" Alias "SetCurrentDirectoryA"(Path$)
Sub MAIN
S = ChDirUNC("\\servername\shared")
ChDir "\\servername\shared"
FileOpen "default.doc"
End Sub
```

WARNING: ANY USE BY YOU OF THE CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either express or implied, including but not limited to the implied

warranties of merchantability and/or fitness for a particular purpose.

KBCategory: kbusage kberrmsg kbmacro buglist7.00

KBSubcategory: kbmacroexample

Additional reference words: 7.00 word95 macro change directory chdir
word7 wordbasic word basic

AppNote WD1216: Word for Windows 95 Frequently Asked Questions

Article ID: Q135438

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

This article contains the text of Application Note WD1216: "Word for Windows 95 Frequently Asked Questions."

You can obtain this Application Note from the following sources:

- CompuServe, GENie, and Microsoft Partner Network (MSPN)
- Microsoft Download Service (MSDL)
- The Internet (Microsoft anonymous ftp server)
- Microsoft FastTips Technical Library
- Microsoft Product Support Services

For complete information, see the "To Obtain This Application Note" section at the end of this article.

MORE INFORMATION

=====

THE TEXT OF WD1216

=====

Microsoft(R) Product Support Services Application Note (Text File)
WD1216: WORD FOR WINDOWS(R) 95 FREQUENTLY ASKED QUESTIONS

Revision Date: 8/95
No Disk Included

The following information applies to Microsoft Word for Windows 95, version 7.0.

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Upgrading from Microsoft Word Version 6.0

1. Q. In Microsoft Word 6.x, I imported data using ODBC. Why can't I do this anymore?
 - A. Open Database Connectivity (ODBC) allows programs to import data from a variety of data sources. In earlier versions of Microsoft Word for Windows (versions 6.0, 6.0a, and 6.0c), the ODBC data files were included in the retail package. The Microsoft Word for Windows 95 stand-alone package does not include the ODBC files and drivers. If you want to import dBASE(R) or Microsoft FoxPro(R) data files, use the FoxPro/dBASE file converter. The FoxPro/dBASE converter is not installed during a typical setup. If you have stand-alone Word and want to install the FoxPro/dBASE converter, follow these steps:
 1. Start Microsoft Word Setup.
 2. Click Add/Remove.
 3. Highlight Converters and Filters.
 4. Click Change Option.
 5. Highlight Converters.
 6. Click Change Option.
 7. In the Options list, select the FoxPro/dBASE Converter check box.
 8. Click OK to close the Converters dialog box, and then click OK again.
 9. Click Continue to start installing the files.

You can use other methods to import data. First, many programs support the DDE method of data sharing. If Microsoft Access or Microsoft Excel is loaded properly on the same computer as Word, you can use the DDE method to import data. Second, there may be a specific text converter for the data. FoxPro/dBASE, Microsoft Excel, and WordPerfect are examples of data formats that have a text converter included with Microsoft Word for Windows 95. When you use the Insert Database or the Mail Merge Open Data Source dialog boxes, you see a box labeled Select Method. If this box is selected, Microsoft Word for Windows 95 displays a list of the available conversion methods (ODBC, DDE, Converter) from which you can select the method you want to use.

2. Q. I purchased the Microsoft Word stand-alone package, which does not include the ODBC files and drivers. Can I obtain the ODBC files and drivers without having to purchase another retail

package?

- A. Microsoft will make the ODBC files and drivers available, at no cost, as an Application Note in the fall of 1995. The Application Note number is WD1198 and is titled "ODBC Add-in."

When this Application Note is available, you can obtain it from the following sources:

- MSN, The Microsoft Network
- The Microsoft Partner Network (MSPN)
- CompuServe(R) and GENie(TM)
- The Microsoft Download Service (MSDL)
- The Internet (Microsoft anonymous ftp server)
- Microsoft FastTips Technical Library, (800) 936-4100
- Microsoft Product Support Services, (206) 462-9673

(ODBC is included in the Microsoft Office for Windows 95 retail package and with the stand-alone Microsoft Access retail package, scheduled to ship in the fall of 1995.)

3. Q. Why do I receive error messages such as "Unable to open specified library," and why don't my old add-ins, such as Internet Assistant and Word Assistant, work with Microsoft Word for Windows 95?
- A. Microsoft Word for Windows 95 is a 32-bit word processing program. While this design allows Word for Windows 95 to take advantage of advanced features in Windows 95, it creates compatibility problems with 16-bit components.

When you receive the "Unable to open specified library" or "Word cannot load this add-in" error message, it means that Word is trying to gain access to a 16-bit library (a DLL or WLL file) and is unsuccessful. Any macro that uses Declare statements to gain access to Windows API functions may also encounter this problem.

- To resolve this problem in macros, modify the macros to call the appropriate 32-bit version of the Windows API functions, or contact the author of the macro for an updated version.
- To resolve this problem in add-ins, obtain updated 32-bit versions of the add-ins.

Other common macros that may generate WordBasic errors in Microsoft Word for Windows 95 are FileOpen, FileSave, and FileSaveAs. These macros may make invalid 16-bit API calls, as described above, or they may not be written to handle long filenames properly.

To temporarily work around these issues, do the following:

- Remove any templates or add-ins from the Word Startup folder.
- Use the Organizer, which is located in the (Tools) Options

dialog box, to temporarily rename any FileOpen, FileSave, or FileSaveAs macros to names such as FileOpenOld, FileSaveOld, and FileSaveAsOld.

For more information about these issues, click Answer Wizard on the Help menu, click the Find tab, enter "582" (without the quotation marks) in the first box, and then click Display.

4. Q. I want my macros to use the new (File) Open and Advanced Find dialog boxes; why do some of my Microsoft Word 6.0 for Windows macros that use Open and File Find dialog boxes not work correctly in Microsoft Word for Windows 95?
- A. The Microsoft Word for Windows 95 Open dialog box is considerably more complex than the Open dialog box in Microsoft Word 6.0. Also, Word for Windows 95 does not contain a File Find dialog box. The new Open dialog box incorporates the Find feature (which is a separate command in Word 6.0) and offers an expanded option set.

Even though the functionality has changed, some of your Word 6.0 FileOpen and FileFind statements work correctly in Word for Windows 95. However, because many of the arguments are new or work differently, you may have to edit some of your Word 6.0 macros that contain FileOpen or FileFind statements so that they work correctly in Word for Windows 95. For information about the new FileOpen and FileFind statements and how to use them correctly, refer to the WordBasic Reference in Microsoft Word Help.

Because of the changes to the File commands in Word for Windows 95, the Word 6.0 FindFile statement functions quite differently in Word for Windows 95. In Word for Windows 95, the following arguments are ignored, and you cannot use a Dialog or Dialog() instruction to display the Word 6.0 Find File dialog box:

- .SearchName
- .Options
- .PatternMatch
- .View
- .SortBy
- .ListBy
- .SelectedFile
- .ShowFolders
- .Add
- .Delete

Instead, the Open dialog box is displayed. Furthermore, if you select a file in the Open dialog box, the file does not actually open because the .SelectedFile argument does not function.

If your Word 6.0 macro uses a Find File dialog box, you need to redesign the macro to use a custom dialog box. You can use the FindFile statement to return a list of found files and then display the list in a custom dialog box. The example for the FindFile statement in WordBasic Help shows you how to fill an

array with a list of found files. If you are not familiar with creating custom dialog boxes, consult WordBasic Help or the "Microsoft Word Developer's Kit" for more information.

5. Q. What happened to WordArt, the Grammar Checker, and the dBASE converter?
- A. WordArt, the Grammar Checker, and the dBASE converter are not installed in a typical setup of Microsoft Word for Windows 95. In earlier versions of Microsoft Word, these options were part of the Typical Setup option.

To install WordArt, the Grammar Checker, and the dBASE converter, you need to run the Maintenance Setup program for Office. To start the Maintenance Setup program, locate the Office folder and double-click the Setup icon. On the first Setup screen, click Add/Remove, and then continue with the appropriate steps below.

To install WordArt, follow these steps:

1. Click Office Tools.
2. Click Change Option.
3. In the Options list, select the WordArt check box.
4. Click OK, and then click Continue.

To install the Grammar Checker, follow these steps:

1. Click Microsoft Word.
2. Click Change Option.
3. In the Options list, click Proofing Tools.
4. Click Change Option.
5. In the Options list, select the Grammar check box.
6. Click OK, and then click Continue.

To Install the dBASE converter, follow these steps:

1. Click Converters, Filters, And Data Access.
2. Click Change Option.
3. In the Option list, click Data Access.
4. Click Change Option.
5. In the Options list, select the "dBASE and Microsoft FoxPro Drivers" check box.
6. Click OK, and then click Continue.

To install all components for Microsoft Word that were not installed with a Typical Installation of Office 95, follow these steps:

1. Click Microsoft Word.
2. Click Change Option.
3. Click Select All.
4. Click OK, and then click Continue.

6. Q. I am having trouble getting used to the new (File) Open dialog box. Are there tips that will make the transition easier?

- A. One tip is to make sure that the new Open dialog box advanced option Search Subfolders is not checked. When you use Search Subfolders, you can query for specific files based on certain criteria including filename, content, title, author, size, and creation date. While using the Search Subfolders option is useful for locating files in unknown subfolders, it slows down and affects the display of files in day-to-day File Open usage. To clear this option, click Advanced and clear the Search Subfolders check box.

Another tip is to use the My Favorites folder to make retrieval of important or often-used documents easier. You may want to create shortcuts to documents here for frequent retrieval, especially if the documents are located in a folder other than the default folder.

A final tip is to learn the benefits of each of the views (see the List, Details, Properties, and Preview buttons at the top of the Open dialog box), and to use them appropriately. By using the views appropriately, you can customize the Open dialog box to make opening files more convenient and efficient.

- When you select the List button, the filenames contained in the specified folder are displayed. The files are listed in columns, from left to right.
- When you select the Details button, more information about the file (the filename, file size, file type, and date the file was last modified) is displayed. The files are listed from top to bottom.
- When you select the Properties button, a two-paned window is displayed that shows the filenames and folder tree in the left pane and the document statistics and summary information for the selected file in the right pane.
- When you select the Preview button, a two-paned window is displayed that lists the filenames and directory tree in the left pane and a preview of the selected file in the right pane. For more information about Preview view, see question 3, "Why do previews take so long to appear in the (File) Open dialog box?" in the "Using Microsoft Word for Windows 95" section below.

7. Q. What does the tab for "Shortcut to Old Templates" mean in my (File) New dialog box?

- A. If there is a tab in the New dialog box labeled "Shortcut to Old Templates," Microsoft Word for Windows 95 has created a shortcut to the template location of the old version of Microsoft Word. For example, version 6.0 of Word was probably installed in a folder called C:\Winword, and user templates were probably stored in the C:\Winword\Template folder. Because Word for Windows 95 uses the MSOffice\Templates folder by default, a special tab is needed to make the previous templates available. Remember that this tab represents a shortcut to the

old templates, and you should be cautious when you delete files from the old C:\Winword\Template folder. If you delete the actual templates from C:\Winword\Template, the Shortcut tab in the New dialog box will not appear because it points to an empty folder.

The reason Word 6.0 templates are not copied or moved to your MSOffice\Templates directory is to save disk space and to allow macros that depend on the Word 6.0 folder structure to work in Word for Windows 95.

To completely eliminate the C:\Winword\Template folder from your computer, move or copy all of the .dot files from C:\Winword\Template to the MSOffice\Templates folder or to a subfolder of this folder.

8. Q. What do I need to do to convert my Microsoft Word 6.x documents into Microsoft Word for Windows 95 documents?
 - A. The Microsoft Word for Windows 95 file format is fully compatible with the Microsoft Word 6.x feature set. This means you can open Word 6.x documents in Word for Windows 95 automatically and open Word for Windows 95 documents automatically in Word 6.x. Note that in this case, features that are available only in Word for Windows 95, such as the highlighted text feature, will not be available in Word 6.x.

Using Microsoft Word for Windows 95

1. Q. Why do I receive an "Out of Memory" error message when I try to start Microsoft Word for Windows 95?
 - A. An "Out of Memory" error message may be caused by several settings on your computer. Sometimes the problem is not even directly related to memory. Unusual printer drivers, high-resolution video drivers, and add-in programs may cause this error message to appear.

To ensure that you have enough memory, first check the disk space. If you have less than 10 megabytes (MB) of disk space, free up a few megabytes. Depending on the complexity of your installation and the way you use your system, it may take approximately 10 MB of free disk space to start any of the Office programs. This requirement is necessary because of the way Windows 95 manages and presents memory to the programs.

Next, check to see if you need to change your virtual memory settings. Windows 95 uses virtual memory (free space on your hard disk) to allocate programs more memory than your amount of physical RAM. The amount of hard disk space used as virtual memory adjusts dynamically, based on the current program's requirements and the amount of free space available. If you used a permanent setting for virtual memory (called a permanent swap file) in Windows 3.1, you may want to change it to a dynamic swap file in Windows 95. This allows for more efficient allocation of resources and helps prevent unwarranted "Out of

Memory" error messages. To check your virtual memory settings and to change them if necessary, follow these steps:

1. Click the Start button, point to Settings, and then click Control Panel on the menu that appears.
2. In Control Panel, double-click the System icon.
3. In the System Properties dialog box, click the Performance tab, and then click Virtual Memory.
4. In the Virtual Memory dialog box, click "Let Windows manage my virtual memory settings (recommended)," and then click OK.
5. Confirm the "Restart Your Computer" message if it is displayed.

Finally, use the following methods if you need to free up more hard disk space:

- Empty the Recycle Bin.
- Delete old files in your temporary file folder. To locate the temporary file folder and to delete the old files, follow these steps:
 1. From any Office program, click Help, and then click About <Office Program Name> on the menu that appears.
 2. In the About <Office Program Name> dialog box, click System Info.
 3. In the Microsoft System dialog box, note your temporary file folder. The temporary file folder is the last item listed, and it is usually set to C:\Windows\Temp. However, it can be set to another folder.
 4. Close the Microsoft System dialog box, and then quit all Office programs that you have open.
 5. Open Windows Explorer and click the Temp folder.
 6. You can safely delete any file that starts with a tilde (~) character and is dated earlier than the current date.
 7. Also look for old e-mail attachments or other temporary files that you can delete.
- Remove programs or parts of programs that you do not use. For example, you can remove components of Windows or Windows-based programs by using the Add/Remove Programs option in Control Panel.

If you determine that disk space is not a factor, check the printer driver and video driver by changing them to common settings. For example, set the video resolution to 16 color,

640 x 480 mode, and change the default printer to an HP LaserJet IV.

Other common causes for "Out of Memory" error messages at startup are system related. For more information about how to troubleshoot these problems, see the answer to the next question.

2. Q. Why do I receive a general protection fault when I start Microsoft Word for Windows 95?
- A. There are a number of reasons why you may receive a general protection (GP) fault when you start Microsoft Word for Windows 95. One reason may be that the shared Office AutoCorrect list file has become damaged.

If the file, generally called <Logonname>000.acl (where <Logonname> is the name you use to log on), is damaged, a GP fault may occur when you start Word. To correct this problem, locate the .acl file and rename the file so that Word does not try to load it at startup. For example, rename the file Autocorrect.old. Because the file no longer has an .acl extension, Word does not load the file when it starts. The steps below show how to determine if a corrupt AutoCorrect list is the problem. Because the steps include renaming the file, the AutoCorrect entries can be made available if it turns out that the AutoCorrect list was not the source of the problem.

To locate and rename the .acl file, follow these steps:

1. Click the Start button, point to Find, and click Files And Folders.
2. In the Find: All Files dialog box, enter "*.acl" (without the quotation marks) in the Named box.
3. In the Look In box, enter "c:\" (without the quotation marks), select the Include Subfolders check box, and then click Find Now.
4. Select the <Logonname>000.acl file (where <Logonname> is the name you use to log on), and then press the F2 key.
5. Rename the file <Logonname>.bad, and then press ENTER.

Other settings, such as the default printer driver, the Normal.dot template, and the video driver properties may also cause this problem. The next step in troubleshooting is to change those properties. For example, change the printer driver to a new, different driver, change the video settings to 16 color, 640 x 480 mode, and rename the Normal.dot file Normal.old.

To change the default printer driver, follow these steps:

1. Click the Start button, point to Settings, and then click Printers.

2. In the Printers window, use the right mouse button to click a printer that is not the default printer, and on the menu that appears click Set As Default.

To change the video settings, follow these steps:

1. Click the Start button, point to Settings, and then click Control Panel.
2. In Control Panel, double-click the Display icon.
3. In the Display Properties dialog box, click the Settings tab.
4. Under Color Palette, select the 16 Color option.
5. Under Desktop, slide the indicator to the left until it registers 640 by 480 pixels, and then click OK.

To rename the Normal.dot file, follow these steps:

1. Click the Start button, point to Find, and click Files And Folders.
2. In the Find: All Files dialog box, enter "normal.dot" (without the quotation marks) in the Named box.
3. In the Look In box, enter "c:\" (without the quotation marks), select the Include Subfolders check box, and then click Find Now.
4. Select the Normal.dot file, and then press the F2 key.
5. Rename the file Normal.old, and then press ENTER.

3. Q. Why do previews take so long to appear in the (File) Open dialog box?

- A. When you select a document in the Name list of the Open dialog box when the Preview button is selected, Microsoft Word presents a preview of the document in the box to the right. There are two preview types: "full preview" and "thumbnail."

If the hourglass appears and it seems to take a long time before the preview appears, Microsoft Word is actually opening the document to show the preview. This type of preview is called "full preview," and performance is even slower if the document selected in the Name box is located on a network server.

A "thumbnail" preview, which is like a snapshot of the document's first page, is quicker than full preview because a thumbnail is an OLE object. If you want your document to appear as a thumbnail preview in the Preview box instead of as a full preview, click Properties on the File menu while the document is open, click the Summary tab, and select the Save Preview Picture check box. Note that this property is specific to the document; selecting this property does not change all previews

to thumbnail previews.

To work around this problem in general, select one of the other views besides Preview in the Open dialog box.

To ensure the fastest preview possible, make sure the Save Picture Preview check box is selected in the (File) Properties dialog box. If the Prompt For Document Properties check box is selected on the Save tab of the (Tools) Options dialog box, then when you initially save a new document, save an existing document to a new location, or rename an existing document, the Properties dialog box appears, allowing you to select or clear the Save Picture Preview check box. The last setting for the Save Picture Preview option will be retained when the Properties dialog box reappears. In the event that the Prompt For Document Properties check box is cleared, be sure to select the Save Picture Preview check box to avoid unwanted delays when using the Preview button in the Open dialog box. Again, the last setting will be retained as the default selection.

NOTE: Using the Save Picture Preview option may increase the file size. The increase is typically negligible and varies depending on the size of the document.

4. Q. Why do I receive messages about "corrupt" documents from the Find Fast application?
- A. The Find Fast application works in the background to index Office documents so that document retrieval is faster. If Find Fast encounters a damaged document during the indexing, it reports the damaged document. To stop the warning message from appearing, remove the problem document from the indexed drive. It is important to note that Find Fast does not cause the problem; the problem already exists, and Find Fast just reports it. Therefore, focus your troubleshooting on cleaning up the bad document instead of looking for a problem with Find Fast.

The Office Setup program installs Find Fast in the Windows 95 Startup folder so that all Office documents are indexed automatically at system startup and periodically at two-hour intervals. Find Fast must be able to gain access to document contents to successfully complete the indexing process. Find Fast may stop and display the following error message when it attempts to open and index a damaged Microsoft Word document:

```
Error: Find Fast could not index the file "C:\My
Documents\Test.doc." To restart Find Fast, remove the file,
and then double-click the Find Fast icon in the Windows
Control Panel.
```

To resolve the problem, remove or correct the damaged document, and then restart Find Fast.

5. Q. I am using Microsoft Word as my e-mail editor in Microsoft Exchange. Sometimes it seems like my computer switches back and forth between Word and the Exchange Inbox. Also, how do I disable Word as my e-mail editor?

- A. When you use Microsoft Word as your e-mail editor, a "hidden" instance of Word is loaded into the computer's memory. Even though it seems that there are two separate programs running (Word as an e-mail editor and Word itself), they are really the same instance of Word. This can lead to unusual responses from Word in some cases. These "one instance" issues may manifest themselves in several ways. For example, if you are in Word and you click Open on the File menu and then try to switch to "New Message--Microsoft Word" (that is, WordMail), the Open dialog box still maintains the focus. You must dismiss the dialog box before switching to WordMail.

To disable Word as your e-mail editor, click WordMail Options on the Compose menu in Exchange, and clear the "Enable Word as Email Editor" check box.

Other functionality that may not work as expected when you use Word as your e-mail editor includes:

- The Record, Create, and Edit buttons are unavailable (dimmed) when you try to create a macro in WordMail. The only options available are Run and Delete after you select an existing macro.
- Text in the Subject line is not handled by Word. Therefore, spell checking, AutoCorrect, and undo/redo are not available in the Subject line.
- You cannot gain access to many of the toolbars in Word (and some general menu commands) while the insertion point is in any of the header wells (such as To:, From:, and so on).
- The Exchange editor has buttons for high priority, low priority, read receipt, and so on. In WordMail, all of this functionality exists, but you must use the Properties button on the toolbar, the Properties command on the File menu, or press ALT+ENTER to gain access to this functionality.
- The Exchange editor has commands and options that are different in WordMail. For example, in WordMail, the Next and Previous commands appear on the File menu, and Show-Bcc is toggled with a check box in the Properties dialog box.
- The shortcut key (accelerator) for "To:" works only when the insertion point is in the header.
- There is no support for "Send on behalf of;" otherwise known as the From field.
- There is no Print Preview command in WordMail. In WordMail, Page Layout view can be used for most of this functionality.
- There are many shortcut keys (accelerators) in the Exchange editor that conflict with the shortcut keys in Microsoft Word. Email.dot contains the following shortcut keys so that you can still perform the same actions:

Function	Exchange editor shortcut keys	WordMail shortcut keys
Delete Message	CTRL+D	CTRL+D
Forward	CTRL+F	CTRL+SHIFT+F
Next	CTRL+> OR CTRL+. or CTRL+SHIFT+N	CTRL+SHIFT+N
Previous	CTRL+< OR CTRL+, OR CTRL+SHIFT+P	CTRL+SHIFT+P
Properties	ALT+ENTER	ALT+ENTER
Address Book	CTRL+SHIFT+B	CTRL+SHIFT+B
Reply to sender	CTRL+R	CTRL+R
Reply to all	CTRL+SHIFT+R	CTRL+SHIFT+R

To create your own template to use with WordMail, make a copy of Email.dot. Give the new file a different name, and make your changes in the new file. By copying Email.dot, you carry over the shortcut keys and their associated macros. This also ensures that the four message header styles (which are applied to forwarded messages and printed messages) are appropriately named in the new template.

6. Q. I get unwanted results from AutoCorrect and AutoFormat as I type. For example, if I begin a paragraph with "F. John Doe," Microsoft Word tries to automatically number the paragraph after I press ENTER. How can I avoid these results without disabling AutoCorrect and AutoFormat?

- A. AutoCorrect and AutoFormat use internal algorithms to intelligently guess at the correct times to adjust text. These algorithms can lead to unwanted corrections in some cases.

To prevent Microsoft Word from automatically numbering a paragraph that begins with a first-name initial, click AutoFormat on the Format menu, click Options, select AutoFormat As You Type, and clear the Automatic Numbered Lists check box. (You can toggle other AutoFormat options on or off as well.) Click OK, and then click Cancel.

To avoid incorrect AutoCorrect assumptions involving capitalization, create an AutoCorrect exception. On the Tools menu, click AutoCorrect, and then click Exceptions. Make the appropriate entry, click OK, and then click OK again.

You can also automatically format other items, such as when to use heading styles, and when to replace "Straight Quotes" with "Smart Quotes."

7. Q. Sometimes pressing the TAB key does not insert a tab character on the screen. Instead my text is adjusted to the left by a small amount. What is happening?

- A. Microsoft Word for Windows 95 includes an editing feature

called Tab As Indent. Usability testing shows that when the desired result is actually an indented line or paragraph, many users start by pressing the TAB key. When you have Tab As Indent turned on, Word tries to intelligently guess when an actual tab is desired and inserts a tab character in those situations, but Word may not guess correctly all the time. You can disable the Tab As Indent feature by clicking Options on the Tools menu, clicking the Edit tab, and clearing the "Use Tab and Backspace Keys to set Left Indent" check box.

When this feature is turned on, pressing the TAB key while the insertion point is at the left side of a second or greater line in a paragraph results in the paragraph being indented by .5 inch from the left margin. Pressing the BACKSPACE key at this point would then move the paragraph back to the original margin. To enter a tab character instead of apply an indent, press CTRL+TAB.

8. Q. I am not getting the answers that I need from the Answer Wizard. What can I do?
- A. The key to getting the best results from the Answer Wizard is to phrase your request with the best combination of keywords. Your request should uniquely describe your topic but exclude extraneous information. For example, if you want help with headers and footers, make sure you use the word "header" specifically, because the word "header" would not be used in any other topic. Be sure to read the list of suggested topics. Often the content of a topic is more meaningful than the title indicates.

You may also want to use the Contents, Index, and Find tabs in Help. Each of these methods is helpful in finding information.

Additional Tips for Using the Answer Wizard

- Use two or more words in the question. For instance, if you type "tabs?", you will receive a different answer than if you type "tabs in tables?"
- Avoid noise words. Noise words are common words that may be present in many of the topics and only confuse the search by offering too many alternatives. If you are not getting the correct results, remove the noise words from your question. Noise words include "put," "make," "start," and "get."
- Check your spelling. The Answer Wizard cannot interpret misspelled words.
- If the Answer Wizard finds more than seven "How Do I" or five "Tell Me About" topics, you will be asked to rephrase the question. Use some of the above tips to rephrase your question.
- Browse the results of your search; a title may provide cross references to other subjects or to additional information that would also be helpful.

About the Answer Wizard

The Help engine in Windows 95 displays a three-tab dialog box; these tabs include Contents, Index, and Find (similar to Search in earlier versions of Help). Microsoft Office for Windows 95 programs include a fourth tab called the Answer Wizard. The Answer Wizard uses natural-language questions to locate information about tasks and features that is stored in a database of common terminology.

Topic Areas

After the Answer Wizard searches on a question, it displays either two or three categories under "2. Select a topic, and then click Display."

Category	Description

How Do I?	<p>When you type in a simple question such as "How do I bold text?", the Answer Wizard searches for references to applying bold formatting. When the database search is complete, the Answer Wizard returns any "how to" entries relating to bolding text, as well as "Tell Me About" and "Programming" information. If there are more than a few entries relating to how to bold text, the Answer Wizard warns that you should rephrase the question.</p> <p>In some cases, the Answer Wizard shows how to accomplish a task. For instance, if you ask the Answer Wizard "How do I bold text?", the first item returned under "How Do I" may be "Change text and numbers to bold." If you select this item and click Display, Microsoft Word is brought forward, and the Answer Wizard steps you through the formatting process using the Bold button on the Formatting toolbar.</p>
Tell Me About	<p>In addition to how-to instructions, the Answer Wizard database is cross-referenced with informational cards and tips. For example, if bold formatting is the topic and you would like to know more about character formatting, select "Character formatting" under Tell Me About.</p>
Programming	<p>The Programming section may or may not appear, depending on the question. If there is any reference for accomplishing the task programmatically, the Answer Wizard may offer information in this section. Displaying a topic in this section opens the Programming Reference for the appropriate product.</p>

9. Q. Does Microsoft Word for Windows 95 include Visual Basic(R) for

Applications?

- A. Microsoft Word for Windows 95 does not include Visual Basic for Applications. WordBasic, which is the current macro language, has been expanded to take advantage of the new feature set. Microsoft Word can still be used as an OLE automation server and provide information to other programs that use Visual Basic for Applications.

Printing

- 1. Q. When I click the Properties button in the Print dialog box, either I get a general protection fault, or the button just does not work. What causes this and how can I correct it?
 - A. This is a known issue for Microsoft Word for Windows 95 and occurs when the name of the printer either contains the word "on" or ends with ")" (a closing parenthesis character). If you are running Microsoft Word for Windows 95 with Windows NT 3.51, the result is a general protection (GP) fault. If you are using Windows 95, the Properties button does not trigger any action.

To work around this problem, rename the printer so that the name does not include the word "on" or end with the ")" character. To rename the printer in Windows NT 3.51, use the Print Manager icon in the Main group. To rename the printer in Windows 95, click the Start menu, point to Settings, click Printers, click the printer name, and type the new name.

Note that if you are changing the printer name in Windows NT 3.51, you must perform these steps on the server to which the printer is attached unless you have chosen to copy the printer driver to the local workstation. Windows NT defaults to using the printer driver from the server. If the printer driver is on the server, you can only change the printer name on the server.

- 2. Q. Why do my EPS graphics print in lower resolution in Microsoft Word for Windows 95 than in Microsoft Word 6.x?
 - A. The encapsulated PostScript(TM) (EPS) graphics filter that ships with Microsoft Word for Windows 95 contains a problem that causes some EPS graphics to print incorrectly. Most EPS graphics consist of two components: the PostScript code, which tells the printer what to print, and a bitmapped header, which provides a screen preview. Microsoft Word 6.x correctly prints only the PostScript code, whereas Microsoft Word for Windows 95 incorrectly prints both the PostScript code and the bitmapped header. If the bitmapped header is a low-resolution image (which it commonly is), the resulting printout has a low resolution. You can work around this problem if the program that created the EPS graphic file has the option to not include the bitmapped header in the file. When the bitmapped header is not present, Microsoft Word can print the image in a higher resolution.

More specifically, an EPS graphics file is a standard PostScript language file with an optional bitmap screen preview included in the format. An EPS file is generally included as an illustration in other documents, such as a Microsoft Word document. If an EPS file contains an embedded TIFF or WMF display image, a representation of the image is displayed in Microsoft Word for Windows 95. The quality of the display image depends on the resolution of the TIFF or WMF image embedded in the EPS file. Because such display images are intended primarily as positioning aids in page composition, their resolution is often low.

When you print to a PostScript printer, the PostScript commands should be the only information from the PostScript section of the file sent to the printer, regardless of whether a TIFF or WMF display image is embedded in the EPS file. The on-screen resolution of the display image should not have an effect on the printing quality of the document. However, because Microsoft Word for Windows 95 incorrectly prints the screen preview in addition to the PostScript code, the print quality is affected.

When you print to a non-PostScript printer and a TIFF or WMF display image is embedded in the EPS file, Word for Windows 95 incorrectly prints the TIFF or WMF image. As indicated above, such images are normally of low resolution (for example, 128 x 128 bits), and therefore, the resolution of the printed image is relatively low. If a document contains an EPS file without an embedded TIFF or WMF display image, or if the image is considered invalid by the converter, only a bounding box is printed on a non-PostScript printer. This behavior is normal because EPS graphics are designed to print only to PostScript printers.

3. Q. Are there any plans to change the EPS printing behavior in Microsoft Word for Windows 95?
 - A. Microsoft will soon have available an Application Note with a correction for the EPS printing problem. The Application Note number is WC1199 and is titled "EPS Filter." When the Application Note is available, you can obtain it from the following sources:
 - MSN, the Microsoft Network
 - The Microsoft Partner Network (MSPN)
 - CompuServe and GENie
 - The Microsoft Download Service (MSDL)
 - The Internet (Microsoft anonymous ftp server)
 - Microsoft FastTips Technical Library, (800) 936-4100
 - Microsoft Product Support Services, (206) 462-9673

TO OBTAIN THIS APPLICATION NOTE

- On CompuServe, GENie, and Microsoft Partner Network (MSPN), Application Notes are located in the Microsoft Software Library. You can find WD1216 in the Software Library by searching on the word WD1216, the Q number of this article, or S15510. WD1216.exe is a compressed, self-extracting file. After you download WD1216.exe, double-click it to extract the contents of the file.
- Application Notes are available by modem from the Microsoft Download Service (MSDL), which you can reach by calling (206) 936-6735. This service is available 24 hours a day, 7 days a week. The highest download speed available is 14,400 bits per second (bps). For more information about using the MSDL, call (800) 936-4100 and follow the prompts. To obtain WD1216, download WD1216.exe. WD1216.exe is a compressed, self-extracting file. After you download WD1216.exe, double-click it to extract the contents of the file.
- On the Internet, Application Notes are located on the Microsoft anonymous ftp server, which you can reach by typing the following at the ">" prompt:

```
ftp ftp.microsoft.com
```

To download WD1216.exe, change to the Softlib/Mslfiles directory and type the following at the ">" prompt:

```
Get WD1216.exe
```

- You can have this Application Note mailed or faxed to you from the automated Microsoft FastTips Technical Library, which you can call 24 hours a day, 7 days a week at (800) 936-4100. NOTE: The FastTips Technical Library is available only to customers within the U.S. and Canada.
- If you are unable to access the sources listed above, you can have this Application Note mailed or faxed to you by calling Microsoft Product Support Services Monday through Friday, 6:00 A.M. to 6:00 P.M. Pacific time at (206) 462-9673. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call the Microsoft International Sales Information Center at (206) 936-8661.

KBCategory: kbsetup kbusage kbinterop kbappnote kbfile

KBSubcategory:

Additional reference words: 7.00 word95 word7

FileFind Macro Doesn't Allow You to Open Selected Document

Article ID: [Q135590](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

The Open button does not open the selected file after you run a WordBasic macro using the FileFind command; instead, it closes the Find File dialog box. To demonstrate this behavior, run the following macro:

```
Sub MAIN
Dim dlg As FileFind
GetCurValues dlg
dlg.SearchPath = "c:\my documents"
dlg.Name = "*.doc"
x = Dialog(dlg)
FileFind dlg
End Sub
```

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Since the FileFind command will not allow you to open a document, create another macro that runs the FileOpen command and specify the name of the file you want to open.

KBCategory: kbusage

KBSubcategory: kbmacro

Additional reference words: 7.00 word95 wordbasic macro word basic word7 filefind find file open does not doesn't won't close

Red Squiggly Line Appears in Callout Box

Article ID: [Q135591](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When Automatic Spell Checking is on and the first word in the first callout you inserted in your document is misspelled, a red squiggly underline appears in subsequent, empty callouts that you add to your document. (The red squiggly underline is used by Word's Automatic Spell Checking feature to identify misspelled words.) This behavior occurs in Word documents and when you compose notes using WordMail.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

The red squiggly line will disappear when you type a character or press the space bar in the callout.

KBCategory: kbusage

KBSubcategory:

Additional reference words: 7.00 word95 callout drawing word7

Macro Example: Find Field and Change to Text in Header/Footer

Article ID: [Q136068](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0

SUMMARY

=====

The macro example below demonstrates how to search for a particular field and unlink the field result to normal text.

MORE INFORMATION

=====

This macro example opens a new document, opens the footer, and inserts the field Filename. It then finds the Filename field and unlinks the field result to normal text.

WARNING: ANY USE BY YOU OF THE OR MACRO CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

```
Sub Main
    ScreenUpdating 0
    FileNewDefault
    ViewFooter
    InsertField .Field = "filename"
    StartOfWindow
    EndOfWindow 1
    ToggleFieldDisplay
    EditFind .Find = "^d filename", .Wrap = 0
    If EditFindFound() Then UnlinkFields
    ToggleFieldDisplay
    CloseViewHeaderFooter
    ScreenUpdating 1
End Sub
```

KBCategory: kbusage kbmacro

KBSubcategory: kbfield kbmacroexample

Additional reference words: 7.00 word95 word7

Error When Starting Word Art Using Insert Object Command

Article ID: [Q136215](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you use the Object command on the Insert menu to activate Microsoft Word Art 2.0, you receive the following error message:

The server application, source file, or item cannot be found. Make sure the application is properly installed, and that it has not been deleted, moved, or renamed.

CAUSE

=====

This problem occurs when you try to register Word Art 2.0 by double-clicking the Wordart2.reg file. The Wordart2.reg file contains an error that points all references to Word Art in the Windows Registry to C:\Windows\Msapps, regardless of what folder Word Art is installed in.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Use Windows Explorer to open the Program Files\Common Files\Microsoft Shared\WordArt folder, and double-click Wrdart32.exe to correctly register WordArt. The following message will appear:

Wordart may only be used to embed objects. It must be started from within another application.

Click OK, and return to Word. WordArt is now registered correctly.

If the WordArt folder is absent, run Setup again to reinstall Word Art 2.0.

KBCategory: kbtool kberrmsg

KBSubcategory:

Additional reference words: word95 7.00 wrdart32.reg wordart error word7

Documents Created from Desktop Don't Reflect Normal Template

Article ID: [Q136216](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SYMPTOMS

Word documents created by clicking the Desktop in Windows 95 do not reflect fonts or other settings stored in the Normal template.

However, changing the default font while in such a document changes both the default document that appears when you create a document in this manner and changes the default font of the Normal template.

NOTE: To create a Word document from the Windows 95 Desktop, use your right mouse button to click the Desktop, point to New, and choose Microsoft Word Document. Word copies the file Winword.doc to the Desktop and gives it a generic name.

CAUSE

A document created from the Windows Desktop is not created directly from Word's Normal template but is created from a document that resides in the Windows\ShellNew folder. This document is named Winword.doc and is based on Word's Normal.dot template.

WORKAROUND

Method 1: To use the Normal template's formatting in this document, use the Automatically Update Document Styles check box.

- With the right mouse button, click the Windows 95 Start button.
- Click Explore.
- Find the Windows\ShellNew folder.

If you do not find the ShellNew folder under the Windows directory:

- On the Explore View menu, click Options.
 - Click the View tab. Under Hidden Options, select Show All Files, and then choose OK.
- Select Winword.doc.
 - From the File menu, choose Open. Word starts.

- f. On the File menu, click Templates.
- g. Click Attach. Select the Normal.dot file located in the MSOffice\Templates folder and click Open.
- h. Select the Automatically Update Document Styles check box, and click OK.
- i. On the File menu, click Save.
- j. On the File menu, click Close.

Method 2: Modify the Winword.doc file:

- a. On the Word File menu, click Open.
- b. Change the folder location to Windows\ShellNew.

If you do not find the ShellNew folder under the Windows directory:

- 1) On the Explore View menu, click Options.
 - 2) Click the View tab. Under Hidden Options, select Show All Files, and then choose OK.
- c. Select the Winword.doc file and click OK.
 - d. With the document open, change the formatting to match the formatting of your Normal template.
 - e. On the File menu, click Save.
 - f. On the File menu, click Close.

KBCategory: kbusage

KBSubcategory: kbtemplate

Additional reference words: 7.00 word7

How to Disable In-Place Editing in Equation Editor Via Word 95

Article ID: [Q136217](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Windows 95
-

SUMMARY

=====

When you insert a Microsoft Equation 2.0 object, Equation opens with in-place editing. This article describes how to use the RegOptions macro supplied with Word to make Equation open in a separate window.

MORE INFORMATION

=====

Use the RegOptions macro to change the Windows Registry settings that control this behavior:

1. Activate the Macros7.dot file, which contains the RegOptions macro:
 - a. On the File menu, click Templates.
 - b. Click Add.
 - c. Change the folder to the Winword\Macros subfolder (for example, C:\MSOffice\Winword\Macros).
 - d. Click the Macros7.dot file to select it, and click OK. This adds the Macros7 template to the "Global Templates and Add-ins" box. Click OK.
 - e. On the Tools menu, click Macro.
 - f. In the Macros Available In list, click Macros7.dot (Global Template). Click OK. Click OK again.
 - g. The Run Sample Macros button appears. Click this button.
2. Run the RegOptions macro by clicking the down arrow and selecting RegOptions from the list. Click OK.
 - a. In the Section box, select Equation Editor Options.
 - b. In the Option box, select ForceOpen.
 - c. In the Setting box, erase Using Defaults, and type "1" (without the quotation marks).
 - d. Click Change.
 - e. Click OK.

A message appears, stating "In order for some Word-related Registry

settings changes to take effect, it may be necessary to exit then restart Word," but it is not necessary to restart Word. The next time you insert an Equation object in any application, it will open in its own window, instead of opening in-place.

KBCategory: kbole kbtool kbmacro

KBSubcategory:

Additional reference words: word95 7.00 word7

Wordbasic Commands That Are Invalid In Microsoft Binder

Article ID: [Q136384](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

This article lists the WordBasic commands that are known to be invalid in Microsoft Binder. This list is generated using CommandValid. There may be additional invalid WordBasic commands that are not listed here.

please * comment this article.

MORE INFORMATION

=====

Microsoft Word is an MDI (Multiple Document Interface) application, while its document object, Microsoft Binder, is not an MDI application. This will cause 'CommandValid' to show some commands as available that may not work in WordMail. If you encounter one of these commands the message dialog will read:

The <command name> command is not available because this document is in another application.

Below is a list of known invalid commands:

ChooseButtonImage
CountWindows
CopyButtonImage
DisableAutoMacros
DocClose
DocMaximize
DocMinimize
DocMove
DocRestore
DocSize
DocSplit
DocumentStatistics
EditButtonImage
FileFind
FilePrintPreview
FilePrintPreviewFullScreen
FilePrintPreviewPages
FileSaveAll
FileSendMail
FileSummaryInfo
FileTemplates
FormatAddrFonts
HelpExamplesandDemos
HelpQuickPreview
HelpWordPerfectHelp

HelpWordPerfectHelpOptions
InsertDatabase
InsertMergefield
IsMacro
Keymacro
Lockdocument
Magnifier
MailMerge
MailMergeAskToConvertChevrons
MailMergeCheck
MailMergeConvertChevrons
MailMergeCreateDataSource
MailMergeCreateHeaderSource
MailMergeDataForm
Mailmergedatasource
MailMergeEditDataSource
MailMergeEditHeaderSource
MailMergeEditMainDocument
MailMergeFindRecord
MailMergeFirstRecord
Mailmergefoundrecord
MailMergeGoToRecord
MailMergeHelper
MailMergeInsertAsk
MailMergeInsertFillIn
MailMergeInsertIf
MailMergeInsertMergeRec
MailMergeInsertMergeSeq
MailMergeInsertNext
MailMergeInsertNextIf
MailMergeInsertSet
MailMergeInsertSkipIf
MailMergeLastRecord
Mailmergemaindocumenttype
MailMergeNextRecord
MailMergeOpenDataSource
MailMergeOpenHeaderSource
MailMergePrevRecord
MailMergeQueryOptions
MailMergeReset
Mailmergestate
MailMergeToDoc
MailMergeToPrinter
MailMergeViewData
MenuMode
NextWindow
PrevWindow
ResetButtonImage
ResetNoteSepOrNotice
SaveTemplate
ToolbarButtonName
ToolbarName
ToolbarState
ToolsCreateEnvelope
ToolsCreateLabels
ToolsCustomize
ToolsCustomizeKeyboard

ToolsCustomizeMenuBar
ToolsCustomizeMenus
WindowList
WindowNewWindow
DocumentPropertyExists
DocumentPropertyName
DocumentPropertyType
GetDocumentProperty
FilePost
MailChecknames
MailHideMessageHeader
MailMessageDelete
MailMessageForward
MailMessageMove
MailMessageNext
MailMessagePrevious
MailMessageProperties
MailMessageReply
MailMessageReplyAll
MailSelectNames
AutomaticChange
HelpMSN

The following commands are valid, but their context activates Binder dialogs instead of Word dialogs. For example, when the command 'FileNew' is used it activates a dialog that contains the Binder templates, not Word's templates. These commands are valid, but they may not produce the expected results within Microsoft Binder.

FileClose
FileCloseAll
FileClosePicture
FileExit
FileNew
FileNewDefault
FileOpen
FilePageSetup
FilePreview
FilePrint
FilePrintDefault
FilePrintSetup
FileRoutingSlip
FileSave
FileSaveAs

KBCategory: kbusage

KBSubcategory: kbmacro

Additional reference words: word95 7.00 binder valid macro wordbasic
word7 command

Table With Borders And Shading Prints Slower In Word 7.0

Article ID: [Q136454](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you print a Word 7.0 document that contains a large table with borders and/or shading to an HP Laserjet 4 printer, the document may print significantly slower than when you print the same document from Word 6.0 under Windows 95.

This problem does not occur when printing to an HP Laserjet IIIsi or 4si. Changing the printer driver settings does not correct the problem; in fact, this may make the delay even more noticeable.

STATUS

=====

Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Use the HP Laserjet IIIsi or 4si printer driver.

KBCategory: kbprint

KBSubcategory: kbprint

Additional reference words: word95 7.00 slow slower slows slowed down word7

Callout Box Superimposed Over Mail Header In WordMail

Article ID: [Q136455](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When using a callout box at the top of a WordMail message, the callout box appears superimposed over the mail header area when you choose Reply or Forward.

CAUSE

=====

A callout box is positioned relative to its anchor paragraph. It works independent of the mail header and therefore is not moved or affected by the mail header.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Method 1. Manually move the callout box.

Method 2. Position the callout so that it will not interfere with the mail header.

KBCategory: kbinterop

KBSubcategory:

Additional reference words: word95 7.00 callout wordmail superimpose word7 top hide word mail

Style Area Width Setting Not Retained

Article ID: [Q136456](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Word for Windows NT, version 6.0
-

SYMPTOMS

=====

The Style Area Width is not retained when you reopen your document and switch to Normal view. This behavior occurs when you save and close the document from Page Layout view. By contrast, if you save and close the document from Normal view, the Style Area Width is preserved. This behavior is different from the 16-bit versions of Word for Windows.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows NT, version 6.0 and Word for Windows 95, version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

RESOLUTION

=====

Save and close the document while you are in Normal view.

KBCategory: kbusage

KBSubcategory:

Additional reference words: word95 7.00 gone missing style area width word7 normal page layout

Format Shortcut Displays When You Double-Click Spelling Icon

Article ID: [Q136466](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SYMPTOMS

=====

When you double-click the Spelling icon on the Status bar, the Format shortcut menu appears instead of the Spelling shortcut menu.

CAUSE

=====

This behavior occurs when you spell check a selection that contains a combination of text immediately followed by the result of a field code, without a space separating the two.

When you double-click the Spelling icon on the Status bar, Word selects the first misspelled word. When there is no space between the text and the field code, the text and the field code are treated as one word.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows 95 version 7.0. Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

RESOLUTION

=====

Place a space between the text and the field code.

KBCategory: kbusage

KBSubcategory: kbproof

Additional reference words: word95 7.00 spell spelling speller
word7 shortcut menu format wrong incorrect

How to Add "Ignore Always" to Spelling Shortcut Menu

Article ID: [Q136467](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
-

SUMMARY

=====

This article describes how to add an "Ignore Always" command to the Spelling shortcut menu. This command will format the selection for no proofing so that the spelling checker will ignore the selection the next time you check the spelling of your document.

MORE INFORMATION

=====

WARNING: ANY USE BY YOU OF THE OR MACRO CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

Step 1. Create the Macro. To do this,

- Click Macro on the Tools menu.
- Type the Macro Name as "ToolsSpellingIgnoreAlways" (without the quotation marks).
- Click Create.
- Type the following macro code between the Sub Main and End Sub commands:

```
If SpellChecked() = 1 Then SpellChecked 0  
ToolsLanguage .Language = "0"
```

- Save and close the macro window.

Step 2. Assign the macro to the Spelling Shortcut Menu

- Click Customize on the Tools menu.
- Select the Menus tab.
- Select Macros from the Categories list box.
- Select ToolsSpellingIgnoreAlways from the Macro list.
- Select Spelling (Shortcut) from the Change What Menu drop-down list.
- Click Add.

g. Click Close.

When you choose Ignore Always from the shortcut menu, the selected text will be marked for no proofing and the spelling checker will always ignore it.

KBCategory: kbusage

KBSubcategory: kbproof kbmacroexample

Additional reference words: word95 7.00 exception word7

How to Obtain Word Viewer for Windows 95

Article ID: [Q136593](#)

The information in this article applies to:

- Microsoft Word Viewer for Windows 95, version 7.0
 - Microsoft Windows 95
 - Microsoft Windows NT version 3.51
-

SUMMARY

=====

The text of the following article is available for download, along with Word Viewer for Windows 95, version 7.0, on the online information sources mentioned below. In addition to the following text, the WWW (World Wide Web) page includes a hyperlink for automatic download of Word Viewer.

On online information services, Word Viewer for Windows 95 is available as Wd95view.exe. The text of the following article is available as Wd95view.txt.

MORE INFORMATION

=====

Microsoft(R) Word Viewer for Windows(R) 95

=====

Microsoft announces the release of Microsoft Word Viewer for Windows 95, a small program that enables users who do not own Microsoft Word for Windows to view and print Word documents exactly as they appear in Word. Word Viewer gives users the flexibility to view page layout, zoom, outline, headers and footers, footnotes, and annotations. Word Viewer allows users to read and print Word documents, but it does not allow them to edit such files. However, users can copy information from the document and activate OLE objects from within Word Viewer.

Thanks to Word Viewer, people who own any version of Microsoft Word for Windows or Word for the Macintosh(R), versions 4.0 and later, can now share their documents with users who do not own Microsoft Word. We encourage users to copy Word Viewer freely and distribute it to friends and co-workers along with documents they have created in Word format. Instructions for distribution can be found later in this document.

Use Word Viewer to View Word Documents Posted on the Internet

This product also allows users who want to post richly formatted Word documents on the Internet to share such documents with people who do not own Microsoft Word. To use

this product for viewing Word documents on the Internet, users must configure their Internet browsing tool to recognize Word Viewer as a helper application. Please consult the user's manual of your browsing software to learn how to achieve this. Documents with the extension ".doc" will be recognized by Word Viewer as Word files.

Microsoft Word Viewer Is Freeware!

This product is "freeware." Users are encouraged to copy and distribute Word Viewer to friends and co-workers, or post it on public electronic bulletin boards.

While Word Viewer allows you to view and print Word documents using the look and feel of Microsoft Word, the retail version of Microsoft Word contains all the award-winning document creation and editing features that make everyday word processing tasks easier. If you do not own Microsoft Word and would like to join the 21 million users who have made it the world's best selling word processor, please contact Microsoft Sales Information Center at (800) 426-9400 for pre-sales information in the United States. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call the Microsoft International Sales Information Center at (206) 936-8661.

System Requirements for Using Word Viewer

- A personal computer with a 386DX or higher processor
- Microsoft Windows 95 operating system or Microsoft Windows NT(TM) Workstation operating system 3.51 or later
- 4 MB of memory for Windows 95 (6 MB recommended)
- 12 MB of memory for Windows NT Workstation
- 3 MB of hard disk space (6 MB free for installation only)
- VGA or higher resolution graphics card
- Microsoft Mouse or compatible pointing device

Installing Microsoft Word Viewer

Word Viewer for Windows 95 is available on the CD-ROM version of Windows 95. (It is not distributed on the Windows 95 floppy disks.) On the CD-ROM, Word Viewer is located in the Other\Wordview folder.

Word Viewer is also available for download from several online information services, listed below under "Sources for Word Viewer." To obtain Word Viewer, download Wd95view.exe and place it in an empty folder on your hard disk. Wd95view.exe is a compressed, self-extracting file. After

you download Wd95view.exe, run it to extract the files it contains.

Read the Install.txt file, then run Setup.exe to install Word Viewer. Note that Setup must install Word Viewer into a different folder than the one where you extracted the files. Setup will propose "Program Files\Wordview" as the default location on Windows 95 (C:\WordView on Windows NT 3.51).

If Word Viewer Setup detects Word for Windows (version 6.0 or later) on your computer, it will prompt you to determine which application should open Word documents by default. For example, the default program is used to open files with .doc or .dot file extensions when they are double-clicked in the Windows 95 shell or Windows 95 Explorer. If you choose Open With Word, Word for Windows will be used by default to open Word files. If you choose Open With Viewer, Word Viewer will be used by default to open Word files.

NOTE: If you choose Open With Viewer and you later want to restore Word for Windows as the default program for Word documents, you must run the Word for Windows (or Office for Windows) Setup program again and choose Reinstall.

After Word Viewer is installed, you can delete the folder you ran Setup from. However, if you plan to distribute Word Viewer, either online or on floppy disks, you will need the files in the original folder. See "Distributing Word Viewer" below for more information.

To run Word Viewer, click the Start button on the Windows 95 Taskbar and point to Programs. Microsoft Word Viewer should be located there. Alternatively, you can run Word Viewer by double-clicking the Wordview.exe file in your "Program Files\Wordview" folder. (On Windows NT 3.51, Setup will create an icon for Microsoft Word Viewer, with the proposed location being the Microsoft Office group.)

For additional information on using Word Viewer, see Readme.doc, located in the same directory as Word Viewer. To view this file, run Word Viewer, click Open on the File menu, open your Word Viewer folder, click Readme.doc, and click OK.

Distributing Word Viewer

If you are posting Word Viewer to a Word Wide Web (WWW) home page, please post both the Wd95view.exe and the HTML equivalent of this document. (The HTML version can be located at <http://www.microsoft.com/msoffice/freestuff/msword/download/viewers/viewer95/default.htm>.)

If you choose to distribute Word Viewer on floppy disks, you will need the individual files that were extracted when you double-clicked Wd95view.exe. Copy these files (not including

Wd95view.exe) onto two formatted high-density floppy disks for further distribution. (You will need two disks because all the files will not fit on one disk.)

NOTE: Setup for Word Viewer can NOT be run directly from these floppy disks. To install Word Viewer from these disks, all the files from the two disks must be copied into one empty folder on the hard disk. The user must then run Setup from that folder. Please label the disks with these instructions when distributing them to other users.

IMPORTANT: Merely copying the product files from your installation of Word Viewer to another computer will not install Word Viewer properly. Word Viewer must be installed using Setup.exe to properly configure its settings in the Registry.

Word Viewer Technical Support

Technical support for Word Viewer is found in a technical white paper that is available on FastTips, on Library 2 in the MSWORD forum on CompuServe(R), and on the Microsoft WWW server.

The Readme.doc in the Word Viewer folder contains an extensive list of online sources for additional technical support information.

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

Sources for Word Viewer

Windows 95 on CD-ROM

Word Viewer for Windows 95 is available on the CD-ROM version of Windows 95. (It is not distributed on the Windows 95 floppy disks.) On the CD-ROM, Word Viewer is located in the Other\Wordview folder.

The World Wide Web (WWW)

Word Viewer is available under the "Free stuff" heading on the Microsoft Office Home Page which can be found at <http://www.microsoft.com/msoffice/>.

The Microsoft Download Service (MSDL)

If you have a modem, you can obtain Word Viewer from the MSDL, which you can reach by calling (206) 936-6735 (936-MSDL). The filename is Wd95view.exe. The MSDL is available 24 hours a day, 7 days a week. The highest download speed

available is 14,400 bits per second (bps). For more information about using the MSDL, call (800) 936-4100 and follow the prompts.

CompuServe, GENie(TM), and Microsoft Partner Network (MSPN)

Word Viewer (Wd95view.exe) is located in the Microsoft Software Library. (Wd95view.exe is also available in Library 2 of the MSWORD forum on CompuServe.)

The Internet

On the Internet, Word Viewer is located on the Microsoft anonymous ftp server, which you can reach by typing "ftp ftp.microsoft.com" (without the quotation marks) at the ">" command prompt. The Wd95view.exe file is located in the /Softlib/Mslfiles subdirectory (notice that this path uses a forward slash [/] instead of a backslash [\] character). To download the file, type the following commands, pressing ENTER after each line:

```
cd /softlib/mslfiles
bi
get wd95view.exe
```

NOTE: The "bi" command changes the download protocol to binary. By default, the Microsoft server downloads in ASCII mode. If you download Word Viewer in ASCII mode, it will be a corrupt file.

The Microsoft Order Desk

To obtain Word Viewer by mail, call the Microsoft Order Desk at (800) 360-7561. There is a shipping and handling charge for the product. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call the Microsoft International Sales Information Center at (206) 936-8661. If you obtain Word Viewer on disk from the Microsoft Order Desk, the Setup program can be run directly from Disk 1.

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KBCategory: kbinterop kbfile

KBSubcategory:

Additional reference words: 7.00 word95 word7

Can't Seem to Use MS Access Files, *.MDB, or DDE with Word95

Article ID: [Q137076](#)

The information in this article applies to:

- Microsoft Word for Windows 95, version 7.0
 - Microsoft Access, version 2.0
 - Microsoft Windows 95
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SYMPTOMS

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When you use the Mail Merge or Insert Database commands to obtain data from an Access data file, the option for "MS Access Databases (*.mdb)" does not appear in the "Files Of Type" list, and the DDE method of obtaining the data is not available.

CAUSE

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In order for Word to show *.mdb files or to use DDE with Access, the Access program directory must be listed correctly in the Windows Registry Extensions key. Typical installations of Access update the Win.Ini file with extension information, but information in the Win.Ini file is not to the appropriate Registry key in Windows 95.

STATUS

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Microsoft has confirmed this to be a problem in Word version 7.0 for Windows 95. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

RESOLUTION

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There are two workarounds for this problem. The first method is to add the Access program directory to the environment path. The second method involves correcting the extensions data key in the Windows Registry.

Method 1: Add Access to the Environment path

1. Start WordPad.
2. From the File menu, choose Open.
3. In the File Name box, type "c:\autoexec.bat". Click OK.
 - a. If the file is not found, click Cancel and type the following:

PATH=<path to Access folder>

where <path to Access folder> is the location of your Access folder, such as

C:\OFFICE\ACCESS

- b. From the File menu, choose Exit. When asked if you want to save changes, answer Yes.
 - c. In the File Name box, type "c:\autoexec.bat" (without the quotation marks).
 - d. In the Save As Type box, choose "Text Document - MS-DOS Format".
 - e. Click OK. Continue with step 7.
4. Find the line that begins with PATH.
 5. Place the insertion point at the end of this line. Type a semicolon (;) and the path to the Access program folder.
 6. Save the file and exit WordPad.
 7. Restart the computer.

Word will now be able to show *.mdb files and to use DDE.

Method 2: Correct the Registry

For information about how to edit the registry, view the Changing Keys And Values online Help topic in Registry Editor (REGEDIT.EXE). Note that you should make a backup copy of the registry files (SYSTEM.DAT and USER.DAT) before you edit the registry.

WARNING: Using Registry Editor incorrectly can cause serious problems that may require you to reinstall Windows 95. Microsoft cannot guarantee that problems resulting from the incorrect use of Registry Editor can be solved. Use Registry Editor at your own risk.

1. Click the Start menu and choose Run. In the Open box, type "Regedit" (without the quotation marks)
2. Open the "HK_CURRENT_USER" entry.
3. Open the Software\Microsoft\Windows\Current Version\Extensions key.
4. From the Edit Menu, choose New and select "String Value".
5. In place of "New Value #1", type "MDB" (without quotes) and press Enter.
6. Double-click on the word "MDB". A dialog box appears.
7. Type "C:\ACCESS\MSACCESS.EXE ^.MDB" (without the quotation marks). Be sure this path reflects the location of Access on your computer. Press Enter.

8. From the Edit Menu, choose New and select "String Value".
9. In place of "New Value #1", type "MDA" (without the quotation marks) and press ENTER.
10. Double-click on the word "MDA".
11. Type "C:\ACCESS\MSACCESS.EXE ^.MDA" (without the quotation marks) and press Enter.

The new MDA entry is not required in order for Word to use DDE, but it duplicates information that was in the Win.Ini file.

KBCategory: kbinterop

KBSubcategory:

Additional reference words: word95 word7 7.00 2.00 kbmerge dynamic data exchange b_waccess

More Information On Knowledge Base (KB) Helpfiles

Article ID: [Q199990](#)

The KB Help file is a snapshot of the Knowledge Base written by Product Support Engineers to help support Microsoft customers at the time this file was created.

More recent KB articles can be found on Internet, CompuServe, and GENIE. After you log on to one of these services with your account information, follow these steps to find the KB:

- On Internet, look in DESKAPPS\<<product>\KB\README.TXT
- On CompuServe, type "GO MSKB"
- On GENie, type "M 505"

<product> would be the name of the product you are seeking information on such as Excel or Word.

OTHER SOURCES OF MICROSOFT SUPPORT INFORMATION

Microsoft offers Electronic Information Services as an alternative to person-to-person support. All U.S. and Canadian Microsoft customers have access 24 hours a day, 7 days a week to a range of free or low-cost service options including:

Microsoft FastTips

Toll-free, automated information about key Microsoft products. Customers have access to technical articles (including common questions and answers) via voice, fax, and U.S. Mail. The four categories are:

FastTips for Desktop Applications	(800)-936-4100
FastTips for Personal Operating Systems	(800)-936-4200
FastTips for Development Products	(800)-936-4300
FastTips for Advanced Systems	(800)-936-4400

Microsoft Knowledge Base

This is the primary Microsoft product information source--a database of more than 50,000 detailed articles containing technical information, bug lists, fix lists, and more. Access via CompuServe, the Internet, and GENie.

Microsoft Download Service

Direct access to Microsoft Download Library (MSDL) by modem through the Microsoft BBS service at (206) 936-6735. Connect information: 1200, 2400, or 9600 baud, no parity, 8 data bits, and 1 stop.

Microsoft Forums on CompuServe

Microsoft facilitates a variety of interactive dialog forums for its worldwide community of customers. Access by typing: GO MICROSOFT. CompuServe connect charges apply. To establish an information service account, contact CompuServe directly at (800) 848-8199.

Microsoft Information Network

TechNet

Part of the support professionals program, the TechNet CD contains resource kits, customer solution profiles, case studies, and tips and techniques for integration. For TechNet subscriptions, call (800) 344-2121 ext. 035.

Microsoft Developers' Network (MSDN)

Level 1 CD is a Development Library of comprehensive development information for Win16 and Win32 APIs. Level 2 CD contains all software needed to develop Windows-based applications. For Microsoft Developers Network subscriptions, call (800) 759-5474.

The Internet

Microsoft maintains a World Wide Web Site at www.microsoft.com; the URL is: <http://www.microsoft.com/>. Once you have reached the Web site choose "Support for Microsoft Products", then Knowledge Base.

You may also access the Microsoft Software Library and the Microsoft Knowledge Base by anonymous ftp. The Microsoft Internet FTP archive host supports anonymous login. The name of the server is FTP.MICROSOFT.COM; the IP address is 198.105.232.1.

