Microsoft Office Readme

This Readme Help file contains information that became available after the product manuals were printed.

To read the latest information about Office, Word, Microsoft Excel, or PowerPoint select the corresponding item below.

Microsoft Office Readme Contents

Word Readme Contents

Microsoft Excel Readme Contents

PowerPoint Readme Contents

Note

To return to this Contents screen from Word, Microsoft Excel, or PowerPoint Readme Help, click the History button and choose OFREADME:Microsoft Office Readme from the list of topics.

Microsoft Office Readme Contents

Supplemental File Conversion Disks Offer

Information about the file and graphics format conversions available on supplemental disks.

Find File Preview and Word Documents

Information about the Find File preview view and Word documents including previous versions of Microsoft Excel and PowerPoint documents.

Word Won't Run After Installation

Information about where to look for instructions if Word won't run.

Editing the Working Directory of an Office Application

Information about using the Customize dialog box to edit the working directory of an Office application.

Network Server Confirmation Error

What to do if you receive a Network Server Confirmation error.

Workstation User Can't Save to Read-only Network Drive

What to do if you have a Workstation installation and can't save a document to the default network drive.

For Network Administrators: Before You Install

Information about installing to a network drive.

Supplemental File Conversion Disks Offer

You can order supplemental file conversion disks free of charge for the following file and graphics formats:

File Formats

DisplayWrite
MultiMate
Microsoft Publisher 2.0
Microsoft Works for the MS-DOS operating system
Microsoft Works for Windows
Microsoft Multiplan
Wordstar
WordPerfect 4.1 and 4.2 for MS-DOS systems
Lotus 1-2-3 WK1 and WK3 2.x and 3.x (read-only)

Graphics Formats

AutoCAD plot file
CorelDRAW 3.0
GIF
HPGL
Lotus 1-2-3 Graphics
Targa
Photo-CD

To order, use the Microsoft Office Standard Supplemental Offers form in your Office package.

Find File Preview and Word Documents

The preview view for the Find File command is not available for Word documents in this version of Office.

Documents in earlier versions of Microsoft Excel (earlier than Microsoft Excel 5) or PowerPoint (earlier than PowerPoint 4) cannot be previewed using the Find File command.

Word Won't Run After Installation

If you cannot run Word or you cannot open or save Word files, you may need to change the AUTOEXEC.BAT or CONFIG.SYS file so that the Share utility is properly loaded. For more information, see Word Readme Help. The information can be found in the topic "Word for Windows Product Update" under "Installing Share Utility."

To display Word Readme Help, choose the Contents button. Then select Word Readme Contents.

Editing the Working Directory of an Office Application

Using the Customize dialog box, you cannot change the working directory of an Office application. Office applications read the working directory from an internal setting.

Network Server Confirmation Error

Problem

You receive the following message during Setup:

Setup could not connect to the Network Server using the Network Server and Path provided. If you want to supply a revised Network Server and Path, select the Edit button. If you want to save the current Network Server and Path anyway, select the Continue button.

Solution

You can solve the problem in one of the following ways:

- Check that the network server and path you entered were typed correctly and that the server and path defines a valid network connection. To revise the server and path, click the Edit button.
- If you are running Novell, check that the Novell NETX.COM file is Novell version 3.22 or later. Using earlier versions of the Novell NETX.COM file can generate this error. To upgrade your version of Novell's NETX.COM file, contact your Novell reseller or distributor.

Workstation User Can't Save to Read-only Network Drive

Problem

You have a Workstation installation and can't save a Microsoft Excel or PowerPoint document to the default network drive.

Solution

The default network drive may be read-only. Change directories to save your document on your hard disk or your home directory or directory where you have write privileges on the network.

For Network Administrators: Before You Install

For a network installation of Office, Setup requires that you install into a new or empty directory.

If you want to upgrade an existing installation in a directory of the same name, for example, you want to install Office 4.2 in a directory named MSOFFICE where Office 4.0 was installed, you must delete that directory, and all files. Then, create a new directory of the same name, for example, MSOFFICE.

If you have a previous version of Office, your workstation users must run Setup again.

For information about creating and using setup scripts to make standard installations for groups of users, see Advanced Office Help in Microsoft Office Help. To display Advanced Office Help, choose Advanced Office Help from the Contents screen in Microsoft Office Help.