

Lotus 1-2-3 Release 9

Readme.wri

This file contains important information that is not included in the printed documentation or online Help.

This file contains information on the following topics:

- >System Requirements
- >Installation
- >Uninstall
- >New Features
- >Known Issues
- >Miscellaneous Information
- >Extra Content on the CD

System Requirements

To use 1-2-3 Release 9, you need the following:

Hardware

- IBM PC or compatible with 486/66Mhz or higher processor
- VGA or higher resolution adapter and monitor
- Mouse or other pointing device
- Microsoft Windows 95 or 98, or Windows NT 4.0 compatible CD-ROM drive

Software

- Microsoft Windows 95 or 98, or Windows NT 4.0

Memory

- 8MB minimum for Windows 95 or 98; 12MB recommended when running more than one application
- 16MB minimum for Windows NT 4.0

Disk space:

- Minimum hard disk: 30MB for Minimum Install, 63MB for Default Install

Installation

>Default Folder Structure

SmartSuite products offer a default folder (directory) structure. This structure is designed to minimize the amount of space required for Lotus products on your hard drive. The structure also makes it easier to maintain and upgrade your products, since your work, backup, SmartMasters, samples, and other folders are independent of your main product folder. We recommend that you install all of your Lotus products under this folder structure.

This diagram illustrates the default folder structure:

LOTUS\ (Main Lotus product folder for all Lotus products)

```
|
|---<123>\          (Executable and other core files for 1-2-3)
|
|---<main_prod2_dir>\ (Executable and other core files for another Lotus product)
|
|---SMARTERS\ (SmartMaster templates for all Lotus products)
|
|
```

```

|--<123>          (SmartMaster templates for 1-2-3)
|--<prod2>        (SmartMaster templates for Lotus product 2)

---SAMPLES\ (Samples for all Lotus products)
|--<123>          (Samples for 1-2-3)
|--<prod2>        (Samples for Lotus product 2)

---WORK\ (Work folder for all Lotus products)
|--<123>          (Work folder for 1-2-3)
|--<prod2>        (Work folder for Lotus product 2)

---BACKUP\ (Backup folder for all Lotus products)
|--<123>          (Backup folder for 1-2-3)
|--<prod2>        (Backup folder for Lotus product 2)

---COMPONENT\ (Shared components for all Lotus products)

```

> Installing 1-2-3

Before you install 1-2-3, close all Windows programs and shut down all anti-virus protection programs.

From CD:

1. Start Windows.
2. Insert the CD-ROM in the appropriate drive.
The install options screen appears unless the Windows Autoplay feature is disabled.
If the install options screen does not appear, choose Run from the Start menu, type x:\autorun (where x is the letter of the drive you are installing from), and then click OK.
3. Follow the instructions in the Install dialog boxes.

From diskette:

1. Start Windows.
2. Insert Disk 1 in the appropriate drive.
3. From the Windows Start menu, choose Run, type x:\install (where x is the letter of the drive you are installing from), and then click OK.
4. Follow the instructions in the Install dialog boxes.

>If You Are a Network Administrator

If you are a network administrator, see READNET.TXT in the \LOTUS folder on your CD-ROM (or on Disk 1 if you are installing from diskette). READNET.TXT contains information about supported networks, performing server and node installs, automated Install, and other network-related topics.

>>Installing 1-2-3 on Network Drives

Network administrators can run a Node Install to allow you to run 1-2-3 from a shared network server. When launching 1-2-3, you must use the same network drive letter as the network administrator used when installing 1-2-3 on the network drive.

For example, if 1-2-3 was installed on a network server mapped to x:, you must start 1-2-3 using

x: For example, X:\LOTUS\123\123W.EXE. If 1-2-3 was installed using Universal Naming Convention (UNC), you must start 1-2-3 using UNC.

If you do not follow these conventions, you may have these problems:

- You will not be able to open a 1-2-3 workbook embedded in a Notes document if 1-2-3 is already running.
- You will not be able to open a 1-2-3 workbook from the command line if 1-2-3 is already running.

To solve these problems, run 1-2-3 using the same network drive that the network administrator used when installing 1-2-3.

>Multilingual Install

As part of its strategy for multilingual computing, Lotus provides SmartSuite products in multiple languages.

Note: Check your CD to see if you have a version of 1-2-3 that has more than one language. If your CD contains only an English version, the following information does not apply.

If your version of 1-2-3 has more than one language, you can install several copies of 1-2-3, each copy in a different language. For example, if your version has 1-2-3 in English, Italian, and Spanish you can install 1-2-3 in all three languages from the same CD.

>> Installing a Primary Language

The first language that you select to install 1-2-3 becomes the primary language. For example, if you install the Portuguese version of 1-2-3 before you install other languages, Portuguese becomes the primary language. Be sure to install 1-2-3 in the primary language before adding other language versions.

Once you select and install the version you want to use as a primary language, Install creates a primary language folder. You can use this folder to add additional language versions of 1-2-3.

>> Installing Additional Language Versions

You must run Install each time you want to install 1-2-3 in an additional language. After you install the primary language, you must use the same type of install (Default, Minimum, or Custom) when you add languages; however, you need less disk space for each subsequent install.

The Install program informs you that you already have a copy of the application in a different language, and preserves the folder structure of the primary language. If you change to a different primary folder, you no longer have a multilingual installation.

When you install different language versions of 1-2-3, Install creates a folder for each language you install. For each language installed after the primary language, the folder name will include a 2-character ISO tag to identify the language. For example, if English is the primary language, then the English application will be in a folder called "Lotus Programs," and the Italian application will be in a folder called "Lotus Programs - IT."

As you install additional language versions of 1-2-3, the Install program populates the Start menu with icons for the additional languages. For example, the icon for the Italian version of 1-2-3 is labeled "1-2-3 - IT."

If you are a network administrator, please see READNET.TXT for more information about multilingual installs on a network.

Uninstall

The Uninstall program allows you to remove all files associated with 1-2-3 that were copied to your system when you installed the program. It also removes all program folders or groups, shortcut icons, and Windows registry entries.

Note: You cannot use Uninstall to remove files added when you installed a second or subsequent language.

Uninstall displays messages and prompts you before it removes any user-modified file so you can decide whether or not to remove the file.

Uninstall also creates an output log and displays error messages so that you can track and review the entire process. Uninstall writes over the output log each time it is run; if you want to save the log, you must rename the file.

Uninstall does not delete files in your WORK or personal folders, or other files that were changed after they were installed. It does not delete a folder until all folders and files are removed from that folder. In addition, Uninstall does not remove files copied to a file server during a Server Install.

Uninstall displays a prompt before it removes some product files. If you decide not to remove a product completely, then Uninstall does not remove itself or the product .INF and CINSTALL.INI files. If you want to run Uninstall again, do not remove these files manually.

Uninstall does not remove files needed by another Lotus product. Be careful not to remove these shared files manually, or other Lotus applications will not run correctly. Uninstall will remove these files when it removes the last Lotus application.

>Starting Uninstall

1. From the Windows Start menu, choose Settings - Control Panel.
2. Double-click Add/Remove Programs.
3. Select Lotus 1-2-3.
4. Click Add/Remove.
5. Select 1-2-3.
6. Click OK.

New Features

>Year 2000 Readiness

1-2-3 Release 9 is designed to be Year 2000 ready. 1-2-3 Release 9 has been fully tested and meets Lotus guidelines for Year 2000 readiness, which means that when used in accordance with its associated documentation, 1-2-3 Release 9 is capable of correctly processing, providing and/or receiving date data within and between the 20th and 21st centuries, provided that all products (for example, hardware, software and firmware) used with the product properly exchange accurate date data with it. More information is available on the World Wide Web at www.lotus.com/y2k.

>>How does Lotus 1-2-3 Interpret 2-Digit Dates?

When you enter a date using only 2 digits to represent the year, 1-2-3 uses a sliding (rolling) window to determine whether the date is in the 20th or 21st century. By default, 1-2-3 uses an 80/20 rule for this sliding window. The window begins 80 years before the current year and ends 19 years after the current year.

The 80/20 default is set through a single entry in the Windows registry. You can change this

registry entry using the script in SET_Y2K.123. This file is available on the World Wide Web at www.lotus.com/smartsuitedev and in the \EXTRA\Y2K folder on the SmartSuite Release 9 CD-ROM.

Caution: Changing the default sliding window setting changes it for all installed SmartSuite programs except Organizer.

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>Problems Fixed in 1-2-3

This release of 1-2-3 includes fixes to previously reported problems. For more information, see www.lotus.com/smartsuiteupdates on the Web.

Known Issues

>Getting Data from Web and Intranet Sites

>>Getting Data from a Secure Web Site Using a Proxy Server

Before you use File - Internet - Get Data from Web to import a Web page from a secure server via a proxy server, you must specify the secure proxy server address and port; otherwise, you will not be prompted for the user ID and password to access the server. Choose File - Internet Setup, click the Proxies tab, and then specify the secure proxy address and port.

>>Getting Data from an Intranet Site Using a Proxy Server

If you want to import a Web page from an intranet server and your configuration uses a proxy server, you must change the configuration by either listing the specific intranet site in the exceptions list or selecting the option to bypass the proxy server for all sites on the intranet. If you do not change the configuration, you will get an error when you try to connect to the Web page on the server. To change the configuration, choose File - Internet Setup, and then click Advanced to display the HTTP Advanced Options dialog box.

>>Getting Data from a Secure Intranet Site Using a Proxy Server

Follow the instructions above for both "Getting Data from a Secure Web Site Using a Proxy Server" and "Getting Data from an Intranet Site Using a Proxy Server."

>Installing the Java Runtime Environment (JRE)

You need to install the Java Runtime Environment only if you want to embed JavaBeans in 1-2-3.

Caution: When installing the JRE 1.1.6, you will be prompted to install Winsock2. If you use Lotus Notes, Lotus recommends that you NOT install Winsock2 because this file can result in degraded Notes performance. If you have installed Winsock2 and want to remove it, do the following:

1. Go to the C:\Windows\WS2BACKUP folder.
2. Run WS2BAKUP.BAT.
3. Reboot your machine.

The README file for the JavaSoft Developer's Kit (JDK) describes possible performance and crash problems in mail clients and browsers. For more information about Winsock2 and the JDK software, see the JDK README file.

For detailed information about the Java Runtime Environment, see README.TXT in the \EXTRA\JRE folder on the 1-2-3 or SmartSuite CD-ROM.

>Maps

Because of changes made to European and Australian map files in 1-2-3 97, European and Australian region names in 1-2-3 Release 5 files will not be recognized in 1-2-3 Release 9. You can either recreate the maps using the map files in 1-2-3 Release 9, or copy the Release 5 map files from the \EXTRA\123\MAPS folder on the 1-2-3 or SmartSuite CD-ROM. Copy the files listed below to the 1-2-3 Maps folder on the drive where you installed 1-2-3 (typically, C:\LOTUS\123\MAPS).

<u>Region</u>	<u>Files to copy</u>
Australia	OZ.TV, OZ.TVC
Europe	EUROPE.TV, EUROPE.TVC
EUC	NUTS.TV, NUTS.TVC

>Number Formats

The number formats +/-, Automatic, and Hidden are no longer available in 1-2-3 Release 9. When you open a 1-2-3 file from a previous release, numbers with these formats are converted to General format.

Numbers formatted as Hidden will remain hidden (hidden becomes a property of the cell instead of a number format). To redisplay numbers formatted as Hidden, use Range - Range Properties (Security tab) and deselect "Hide cell contents."

>Working with Paradox Files

To work with Paradox (.DB) files in 1-2-3 Release 9, you must install the Paradox ODBC driver. This driver is included with both 1-2-3 and SmartSuite Release 9, and can be installed using a customized install. For instructions, see "Installing ODBC drivers" in 1-2-3 Help.

In addition, either Paradox or the Borland Database Engine must be installed on your computer. Paradox and the Borland Database Engine do not come with either 1-2-3 or SmartSuite, and must be purchased separately.

Miscellaneous Information

>Command-Line Parameters

To specify command-line parameters for 1-2-3, you can either create a shortcut icon for 1-2-3 or add the parameter in an existing 1-2-3 shortcut. Right-click the shortcut icon and choose Properties. In the "Target" box, append the parameter to the command line. For example, C:\LOTUS\123\123W.EXE -q.

-d directory	Specifies the directory (folder) for opening and saving workbook files. For example: C:\LOTUS\123\123W.EXE -d C:\LOTUS\123\MYFILES.
-lxx	Specifies the language interface, where xx is a two-character ISO 639 language code. For example, C:\LOTUS\123\123W.EXE -len specifies an English language interface.
-q [SmartMaster]	Skips the Welcome to 1-2-3 dialog box and the 1-2-3 splash screen and, optionally, opens a SmartMaster template. If you use this parameter with a SmartMaster template, 1-2-3 creates a new document using the SmartMaster template and does not display the Welcome screen. For example, C:\LOTUS\123\123W.EXE -q INVOICE.12M opens a new workbook using the Invoice SmartMaster

template.

The -w (to load a workbook) and -q parameters are mutually exclusive. The -w parameter takes precedence.

-s Skips the 1-2-3 splash screen.

-w filename Specifies the workbook file to be loaded. This parameter is optional: you can append the file name (without -w) if you use no other parameters. You can open only one workbook file at a time. If the file name contains spaces, you need to enclose it in double quotation marks (for example, C:\LOTUS\123\123W -w "My File.123").

>Converting Data to jDOC Format

When you use File - Internet - Convert to Web Pages to convert 1-2-3 data to jDOC format, the Net-It Now! SE print driver copies additional Net-It programming files to the location where you specified to save the jDOC file. These additional files are required for viewing the jDOC file. The number of files that are copied depends on the data you selected.

>@Functions

Some 1-2-3 @functions, such as @NUMBERSTRING, are intended for use in Chinese, Japanese, Korean, or Taiwanese language environments. To display Kanji characters correctly, for example, you must use a double-byte enabled version of Windows 95 and 1-2-3 in one of these language environments. If you are not working in a double-byte enabled environment, the numeric value in 1-2-3 will be correct, but the display will use a fallback character.

>LotusScript Frequently Asked Questions (FAQ)

Information about LotusScript FAQ is available in 1-2-3 LotusScript Help and on the Web.

1-2-3 LotusScript Help is not automatically installed when you install 1-2-3. To install the LotusScript Help files, you must use the "Customize features - Manual install" option when you run Install.

To find the 1-2-3 LotusScript FAQ on the Web, go to the SmartSuite Developers site (www.lotus.com/home.nsf/welcome/suitedev). From there, click the link for FAQs of Common SmartSuite Tasks.

>Add-ins

If you are running 1-2-3 from a CD-ROM (or other read-only medium), you cannot create an add-in unless you change the default add-ins path. From the File menu, choose User Setup - 1-2-3 Preferences, and click the File Locations tab. In the "Add-ins" box, change the path to a location on your hard disk (or to any location to which you have write access).

Extra Content on the CD

The 1-2-3 Release 9 and SmartSuite Release 9 CD-ROMs include \EXTRA folders that contain additional 1-2-3 features and information. The files in these folders are not installed by the Install program. You can copy the files to your hard disk or open them from the CD-ROM.

>ViaVoice

This release of 1-2-3 includes a seamlessly integrated, custom version of IBM ViaVoice software. With voice-activated 1-2-3 SmartMasters and ViaVoice, you can enter data into 1-2-3 spreadsheets by dictation. You can obtain these voice-activated SmartMasters on the Web at www.lotus.com/smartsuiteupdates or by contacting Lotus Support. For more information, see

README.WRI in the \EXTRA\VIVOICE folder on the 1-2-3 CD-ROM.

>Macro Help

Help on macro commands is not installed when you install 1-2-3. If you have the 1-2-3 Release 9 or SmartSuite Release 9 CD-ROM, you can install macro Help from there. For more information, see MACROHLP.TXT in the \EXTRA\123\MACROHLP folder on the CD-ROM. You can also download macro Help from the Lotus Customer Support site (www.support.lotus.com) on the Web.

>Maps

1-2-3 Release 9 includes a new World map file that shows Taiwan and Hong Kong as part of China. To use this new file, copy the files listed below from the \EXTRA\123\MAPS folder on the 1-2-3 or SmartSuite CD-ROM to the 1-2-3 Maps folder on the drive where you installed 1-2-3 (typically, C:\LOTUS\123\MAPS).

<u>Map</u>	<u>Files to copy</u>
World	WORLD.TV, WORLD.TVC

For more information, see MAPS.TXT in the \EXTRA\123\MAPS folder.

>Scripts

The \EXTRA\123\SCRIPTS folder on the 1-2-3 and SmartSuite CD-ROMs contains a sample scripts file that shows you how to use LotusScript to automate various tasks in 1-2-3, and a SmartMaster template you can use to update and track investment information from the Internet. For information on how to install these files, see SCRIPTS.TXT and PCQUOTE.TXT in the \EXTRA\123\SCRIPTS folder.

>Spell

The Spell Check feature in 1-2-3 Release 9 is designed to support German reform language rules when you install the German dictionary (LOTUSDE3.DIC). If you prefer to use German non-reform language rules, you can install the appropriate files from the \EXTRA\123\SPELL folder on the 1-2-3 CD-ROM. For more instructions, see SPELL.TXT in the \EXTRA\123\SPELL folder.

>ASCII Help Files for Users with Disabilities

1-2-3 online Help files are available in ASCII format in the \EXTRA\TEXTDOC folder on the 1-2-3 and SmartSuite CD-ROMs.