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Subdocument

A subdocument is a document linked to a master document. When a master document is expanded, the linked subdocuments are retrieved into the master document.

QuickLaunch

QuickLaunch preloads a Windows session to allow WordPerfect 6.x for Windows to run faster.

QLWIN supports the following command line switches:

| Switch | Command |
|------------------|---|
| /wpc=<directory> | used to specify the location of the shared code DLLs. If this option isn't specified, the directory specified by the \WPConfig\SHWin2X\ Preferred entry in REG.DAT is used |
| /wpcnt | used when the shared code directories are located on the network. "0" specifies that the shared code DLLs should not be loaded at all. This option is normally used when a server install (of any application) exists. In order to allow the "WPCNET Settings" and "WPCNET Flagging" icons to load the proper BIF file, shared code cannot be loaded at all when they are executed. "1" through "60" specifies that QuickLaunch should periodically (every 1-60 seconds, depending on the parameter) check for the existence of the shared code DLLs. Once they exist, they should be loaded. This option is normally used when a workstation install (of any application) exists. Because QuickLaunch is normally loaded BEFORE a user logs on to the network, QuickLaunch needs to periodically check to see if the user has logged onto the network. Once the user has logged on, the shared code DLLs can be loaded. If this option is not specified at all, and the shared code DLLs cannot be located, QuickLaunch will immediately shutdown. |

Shared Applications Folder

The Shared Applications folder contains the following programs and folders:

[Automatic Document Detection Utility](#)

[Grammatik](#)

[KickOff](#)

[OS/2 Integration Tools Setup \(SETUPOS2.EXE\)](#)

[QuickFinder File Indexer](#)

[QuickLaunch](#) (only if it wasn't loaded into the Startup Folder)

[Shared Applications README Folder](#)

[Spell Checker](#)

[Thesaurus](#)

See Also

[PerfectOffice for Windows Folder](#)

[WordPerfect 6.x for Windows Folder](#)

PerfectOffice for Windows Folder

The PerfectOffice for Windows folder contains the folders for all installed PerfectOffice applications. It also contains the Shared Applications folder.

See Also

[Shared Applications Folder](#)

[WordPerfect 6.x for Windows Folder](#)

WP Docs Folder

Purpose

Use WP Docs Folder to store your WordPerfect documents.

Steps

To access your WordPerfect files,

- 1 Open the PerfectOffice for Windows folder, open the WordPerfect 6.x for Windows folder, then double-click the WP Docs Folder.

To save your WordPerfect files to the WP Docs Folder,

- 1 Choose Save from the File menu, type a name from the file in the Filename text box, then choose OK.

See Also

[Drag and Drop Deleting](#)

[Drag and Drop Printing](#)

[Inserting a Document](#)

[Inserting Spreadsheets, Databases, and Graphics](#)

[Opening WordPerfect from the Document Object](#)

Grammatik 6

Purpose

Use Grammatik 6 to check your WordPerfect documents for spelling, grammar, punctuation errors and style flaws.

Steps

To Open Grammatik 6,

- 1 Open the PerfectOffice for Windows folder, open the Shared Applications folder, then double-click the Grammatik 6 object.
- 2 If you want help on a Grammatik feature, choose Contents from the Grammatik Help menu.

See Also

[Spell Check](#)

[Thesaurus](#)

Options

The Install and Uninstall options are:

Option *

Place QuickLaunch icon in startup folder

Add SET
RESTARTOBJECTS=STARTUP
FOLDERONLY to Config.Sys

Make backup copies of OS/2
system files

Destroy existing objects before
recreating them

Lets You

Put the QuickLaunch icon in the startup folder (if not checked, QuickLaunch is placed in the Shared Applications Folder).

Change the existing CONFIG.SYS file to start only those objects located in the Startup folder when OS/2 is first started.

Backup the CONFIG.SYS, OS2.INI, and OS2SYS.INI system files (.Wxx extension).

Destroy and recreate all objects from scratch. It will also remove any objects that no longer exist on the hard disk.

* The Add SET RESTARTOBJECTS=STARTUPFOLDERONLY to Config.Sys option is dimmed (not available) when Uninstall options are selected.

Uninstall

The File Locations list button (>>) will let you view your PerfectOffice directory locations.

The Uninstall Options button will let you select options that affect the Integration Tools uninstallation (the Add SETRESTARTOBJECTS=STARTUPFOLDERONLY to Config.Sys option is dimmed (not available) when Uninstall options are selected.).

Install

The Install dialog box will list all available PerfectOffice applications. There are four installation types:

1. Normal - Stand-alone install
2. Server - Network install
3. Workstation - Workstation install
4. None - No applications installed

The File Locations list button (>>) will let you change your PerfectOffice directory locations.

The Install Options button will let you select options that affect the Integration Tools installation.

Automatic Document Detection Utility

Purpose

Use the Automatic Document Detection (ADD) Utility to configure the way the ADD feature works. The ADD Utility lets you turn the feature on or off and lets you control whether extended attributes are written to non-WordPerfect file types. In addition, you can use the ADD Utility to provide double-click to open and drag-drop printing features for document types without an OS/2 native application.

The ADD Utility automatically registers your WordPerfect 5.x and 6.x document types.

Steps

To register non-WordPerfect document formats,

- 1 Open the Shared Applications folder in the PerfectOffice for Windows folder, then double-click the ADD Utility icon.
- 2 Select a document type from the Available document types list box, then choose Add.
- 3 Choose OK.

See Also

[Document Objects](#)

OS/2 Integration Tools Setup (SETUPOS2.EXE)

Purpose

Use SETUPOS2.EXE to install the OS/2 Integration Tools files to your desktop.

Steps

- 1 Insert the OS/2 Integration Tools disk into drive A, double-click the Drive A object, then double-click the SETUPOS2.EXE icon.
- 2 Choose from the following options:

Option

Install

Uninstall

README

Lets You

Install OS/2 support for PerfectOffice applications

Uninstall OS/2 support for PerfectOffice applications

View product information not contained in current documentation

- 3 Follow the on-screen instructions for the option you chose.
- 4 Close the Drive A folder, then reboot when SETUPOS2.EXE has finished running.

To install the OS/2 Integration Tools disk to your desktop from the network,

- 1 Install the OS/2 Integration Tools files to the Server install on the network.
- 2 Go to the folder where shared code is installed on the network, then double-click the SETUPOS2.EXE icon.
- 3 Choose from the following options:

Option

Install

Uninstall

README

Lets You

Install OS/2 support for PerfectOffice applications

Uninstall OS/2 support for PerfectOffice applications

View product information not contained in current documentation

- 4 Follow the on-screen instructions for the option you chose.
- 5 Reboot when SETUPOS2.EXE has finished running.

The following four switches correspond to the checkboxes in the "Options" dialog box:

Switch

/fixwps

Command

destroys, then recreates all objects from scratch and will remove any objects that no longer exist on the hard disk.

/norestartobjects

This option works around a known OS/2 problem in the object installation and has been reported to IBM.

does not add SET RESTARTOBJECTS=STARTUPFOLDERONLY to your config.sys file.

/noquicklaunch

does not place QuickLaunch in the startup folder (it will be placed in the shared applications folder instead)

/nobackup

does not create backup copies of config.sys, os2.ini, and os2sys.ini before installing / uninstalling

The following switches will cause the user interface to be skipped completely--the (un)installation will be started immediately. Multiple instances of these switches can be used (i.e. "/i=wp6,s /i=wp6,w" to install server and workstation support at the same time):

Switch

/i=xxx,y

Command

install the workplace support for application xxx (currently only "WP6" is

/u=xxx,y supported) and installation type y (N=normal, S=server, W=workstation)
uninstall the workplace support for application xxx and installation type y

See Also

[Tips and Tricks](#)

[WordPerfect Setup \(SETUP.EXE\)](#)

Document Summary Information

Purpose

Use WordPerfect Document Summary information to view and sort attributes in the Settings view of all WordPerfect 6.x for Windows objects.

Steps

To edit the document summary details,

- 1 Open the Settings page of a WordPerfect document object.
- 2 Type the new text you want into the Settings page (the changes will be automatically saved to the document). The document summary can also be edited from WordPerfect 6.x for Windows.
- 3 Close the Settings page.

The document summary details can be seen in the Details view of a folder object. Refer to the help information provided on the following Settings notebook pages of any folder object for further information about how to display, sort by, and include by the document summary details:

- View (page 3 of 3)
- Include (WordPerfect 6.x Document Criteria page)
- Sort

! You must select WordPerfect 6.x Document in the Object type list box to activate the use of the document summary details.

Drag and Drop Deleting

Purpose

Use Drag and Drop Deleting to delete WordPerfect document objects without opening WordPerfect 6.x for Windows.

Steps

To delete a WordPerfect document object,

- 1 Open the folder containing the document object you want to delete.
- 2 Select the document object(s) you want to delete, drag the object(s) to the Shredder object, then release the mouse button.

See Also

[Document Objects](#)

[Drag and Drop Colors](#)

[Drag and Drop Fonts](#)

[Drag and Drop Printing](#)

[Inserting a Document](#)

[Inserting Spreadsheets, Databases, and Graphics](#)

Installing Under Win-OS/2

Purpose

Use SETUP.EXE and SETUPOS2.EXE to install the WordPerfect 6.x for Windows and the OS/2 Integration Tools files to your desktop.

Steps

To install WordPerfect 6.x for Windows from the disk set,

- 1 Insert the Install 1 (Setup) disk into drive A, then double-click the Drive A icon on the desktop.
- 2 Double-click the SETUP.EXE icon.
- 3 Follow the on-screen instructions.

! No application that uses WordPerfect shared code can be running while installing WordPerfect (including [QuickLaunch](#)).

To install WordPerfect 6.x for Windows from the network,

- 1 Go to the folder where the WordPerfect 6.x for Windows files are located, then double-click the SETUP.EXE icon.
- 2 Follow the on-screen instructions.

! Network administrators should use OS/2 to copy WordPerfect to the network in order to ensure the extended attributes are copied to the network.

After WordPerfect 6.x for Windows is installed, use the following steps to install the OS/2 Integration Tools files to your desktop.

- 1 Insert the OS/2 Integration Tools disk into drive A, double-click the Drive A object, then double-click the SETUPOS2.EXE icon.
- 2 Follow the on-screen instructions.
- 3 Close the Drive A folder, then reboot when SETUPOS2.EXE has finished running.

To install the OS/2 Integration Tools disk to your desktop from the network,

- 1 Install the OS/2 Integration Tools files to the Server install on the network.
- 2 Go to the folder where shared code is installed on the network, then double-click the SETUPOS2.EXE icon.
- 3 Follow the on-screen instructions.
- 4 Reboot when SETUPOS2.EXE has finished running.

See Also

[OS/2 Integration Tools Setup \(SETUPOS2.EXE\)](#)

[Tips and Tricks](#)

[WordPerfect Setup \(SETUP.EXE\)](#)

Associate OS/2 Printers with Windows Printers

Purpose

Use the Associate OS/2 Printers with Windows Printers dialog box to associate your Windows printer with your OS/2 printer. This will let you use your OS/2 printer while in WordPerfect 6.x for Windows.

Steps

To associate your printers for the first time,

- 1 Drag and drop a WordPerfect document object to an OS/2 printer (the Associate OS/2 Printers with Windows Printers dialog box appears).
- 2 Select the Windows printer you want to associate with the highlighted OS/2 printer, then choose Associate.
or... If the correct Windows printer is not displayed, choose Windows Printer Options, add the correct printer definition, select the new printer definition, then choose Associate.

To associate your printer from the Select Printer dialog box,

- 1 Choose Print from the File menu, then choose Select.
- 2 Choose Options, then choose OS/2 Printers (you will only see the OS/2 Printers option while running WordPerfect under OS/2).
- 3 Select an OS/2 printer from the OS/2 Printers list box, select a Windows printer from the Associated Windows Printers list box, then choose Close.
- 4 You can use Delete Association to delete the associations for selected OS/2 printers (the printer definitions are not deleted), or use Windows Printer Options to add, delete, or edit Windows printer definitions.

See Also

[Document Objects](#)

[Drag and Drop Printing](#)

[Tips and Tricks](#)

[WordPerfect Printers Folder](#)

Tips and Tricks

This Help screen will give you more information about the following topics:

- Settings Configuration
- Startup Commands
- Printing to the Network
- Possible Traps While Running in Win-OS/2
- Moving Your Desktop from HPFS to FAT

Settings Configuration

Running WordPerfect 6.x for Windows under OS/2 2.1 requires some configuration of the WordPerfect Program object's Settings notebook. When you use SETUP.EXE to install the WordPerfect 6.x for Windows folder, these settings are changed automatically. The following settings are changed in the Win-OS/2 settings dialog box on the Session tab:

| Setting Name | Default | Suggested |
|-------------------|----------|-----------|
| WIN_RUN_MODE | STANDARD | ENHANCED |
| DOS_FILES | 20 | 100 |
| DOS_HIGH | OFF | ON |
| DPMI_DOS_API | DISABLED | ENABLED |
| DPMI_MEMORY_LIMIT | 4 | 128 |
| IDLE_SECONDS | 0 | 5 |
| IDLE_SENSITIVITY | 75/95 | 95 |
| XMS_MEMORY_LIMIT | 2048 | 6144+ |
| WIN_CLIPBOARD | ON | ON |
| WIN_DDE | ON | ON |

Startup Commands

The following four switches correspond to the checkboxes in the Options dialog box:

| Switch | Command |
|-------------------|--|
| /fixwps | Destroys, then recreates all objects from scratch and will remove any objects that no longer exist on the hard disk. This option works around a known OS/2 problem in the object installation and has been reported to IBM. |
| /norestartobjects | Does not add SET RESTARTOBJECTS=STARTUPFOLDERONLY to your CONFIG.SYS file. |
| /noquicklaunch | Does not place QuickLaunch in the startup folder (it will be placed in the Shared Applications Folder instead). |
| /nobackup | Does not create backup copies of CONFIG.SYS, OS2.INI, and OS2SYS.INI before installing / uninstalling. |

The following switches will cause the user interface to be skipped completely--the (un)installation will start immediately. Multiple instances of these switches can be used (i.e., "/i=wp6,s /i=wp6,w" to install server and workstation support at the same time):

| Switch | Command |
|----------|--|
| /i=xxx,y | Install the workplace support for application xxx (currently only "WP6" is supported) and installation type y (N=normal, S=server, W=workstation). |
| /u=xxx,y | Uninstall the workplace support for application xxx and installation type y. |

QLWIN supports the following command line switches:

| Switch | Command |
|------------------|---|
| /wpc=<directory> | Used to specify the location of the shared code DLLs. If this option isn't specified, the directory specified by the \WPCConfig\SHWin2X\ Preferred entry in REG.DAT is used. |
| /wpcnt | Used when the shared code directories are located on the network. "0" specifies that the shared code DLLs should not be loaded at all. This option is normally used when a server install (of any application) exists. In order to allow the "WPCNET Settings" and "WPCNET Flagging" icons to load the proper BIF file, shared code cannot be loaded at all when they are executed. "1" through "60" specifies that QuickLaunch should periodically (every 1-60 seconds, depending on the parameter) check for the existence of the shared code DLLs. Once they exist, they should be loaded. This option is normally used when a workstation install (of any application) exists. Because QuickLaunch is normally loaded BEFORE a user logs on to the network, QuickLaunch needs to periodically check to see if the user has logged onto the network. Once the user has logged on, the shared code DLLs can be loaded. If this option is not specified at all and the shared code DLLs cannot be located, QuickLaunch will immediately shut down. |

Printing to the Network

If you are having difficulty printing from the LPTx printer port when using a network printer, try using the corresponding LPTx.OS2 printer port.

To use a LPTx.OS2 printer port with a WordPerfect printer driver, you must print to a file using the filename LPTx.OS2.

Possible Traps While Running in Win-OS/2

If you experience a trap in WordPerfect 6.x for Windows while running in seamless Win-OS/2 mode and you are using the QuickLaunch feature, you may end up with some WordPerfect 6.x open view entries in your Window List that cannot be closed. The operating system has not told the OS/2-Win-OS/2 communication mechanism that the WordPerfect 6.x for Windows application is no longer running. This problem has been reported to IBM.

You can resolve this problem by closing down all of your seamless Win-OS/2 applications, then closing down the QuickLaunch application. This will shut down the seamless Win-OS/2 session completely. Once the seamless Win-OS/2 session has terminated, your system should be back to normal.

Moving Your Desktop from HPFS to FAT

When running any Windows application in Win-OS/2 mode under OS/2 version 2.x, it is important to choose a disk format that will enable that application to run to the best of its ability.

With the FAT file system, all filenames and directory names have a maximum length of eight characters with a three-character extension (for example, FILENAME.EXT).

With the HPFS file system, any filename or directory name can be as long as 254 characters with more than three characters in the extension.

Any Windows or DOS application you run under OS/2 version 2.x will only be able to use files with standard DOS filenames (as many as eight characters with a maximum three-character extension). Any files with HPFS long names will be hidden from your Windows and DOS applications, including all files with long subdirectory names.

Steps

To move your OS/2 desktop from one disk partition to another without having to reinstall the operating system,

- 1 Make sure you are using OS/2 version 2.1 or later.
- 2 Double-click the OS/2 System folder.
- 3 Double-click the Drives folder within the OS/2 System folder.
- 4 Double-click the disk object where you installed OS/2 (C: by default).
- 5 Look for your desktop directory in the tree hierarchy for that disk. It should be called Desktop or OS!2 2.0 Desktop and have an office desk icon.
- 6 Once you find the desktop object, drag it to a FAT disk partition.
- 7 While your desktop is moving, do not reboot or open other objects. Once the move is complete, wait a few seconds while OS/2 writes all desktop link information back to your hard disk.

Templates

Purpose

Use templates to quickly create professional-looking newsletters, envelopes, fax cover sheets, letters, memos, and more.

Steps

To use a document template,

- 1 Open the PerfectOffice for Windows folder, open the WordPerfect 6.x for Windows folder, then double-click the WordPerfect Templates folder.
- 2 Select the appropriate template, then drag the template to another folder or to your desktop.

WordPerfect will open with the template in the document window. The template will prompt you for information (for example, your name and phone number). After you enter the information once, the template will automatically merge this information into any template subsequently opened.

See Also

[Document Objects](#)

[Opening WordPerfect from the Document Object
Templates Folder](#)

WordPerfect 6.x for Windows Folder

Purpose

The WordPerfect 6.x for Windows Folder contains the following WordPerfect 6.x for Windows objects and folders:

[Graphics Folder](#)

[Readme Folder](#)

[Templates Folder](#)

[WordPerfect 6.x for Windows Object](#)

[WordPerfect Printers Folder](#)

[WordPerfect Setup](#)

[WP Docs Folder](#)

Steps

To run a WordPerfect program or open a WordPerfect folder,
1 Double-click the program object or folder.

To access help for each object located in this folder,
1 Select the object, then press F1.
or... Select Help from the object's context menu.

See Also

[PerfectOffice for Windows Folder](#)

[Reinstalling the WordPerfect 6.x for Windows Folder](#)

[Shared Applications Folder](#)

[WordPerfect Workspace](#)

WordPerfect Workspace

Purpose

Use the WordPerfect Workspace template to create work area folders ready to hold your WordPerfect documents. A Workspace folder will open by default into Details view with the WordPerfect document details (Author, Typist, and so on) selected.

Steps

To use the WordPerfect Workspace template,

- 1 Open the PerfectOffice for Windows folder, open the WordPerfect 6.x for Windows folder, then double-click the Templates folder.
- 2 Select the WordPerfect Workspace template, then drag and drop the template to another folder or your desktop.
- 3 Open the new Workspace folder by double-clicking it. Note that it opens into Details view by default.

See Also

[Templates](#)

[Templates Folder](#)

Workplace Shell Integration

WordPerfect 6.x for Windows integrates with the Workplace Shell in a seamless fashion. Choose from the following topics below for more information about the Workplace Shell features in WordPerfect.

[Associate OS/2 Printers with Windows Printers](#)
[Automatic Document Detection Utility](#)
[Document Objects](#)
[Document Summary Information](#)
[Drag and Drop Colors](#)
[Drag and Drop Deleting](#)
[Drag and Drop Fonts](#)
[Drag and Drop Printing](#)
[Inserting a Document](#)
[Inserting Spreadsheets, Databases, and Graphics](#)
[Opening WordPerfect from the Document Object](#)
[Templates](#)
[WordPerfect Workspace](#)

Document Objects

Purpose

A document object is a graphical representation of a saved document. You can use the WordPerfect document objects from the Workplace Shell to open, print, and delete documents, databases, graphics, and spreadsheets.

If a WordPerfect document was not created in WordPerfect 6.x for Windows, it will automatically be converted into a WordPerfect 6.x document object the first time the folder containing the document is opened. You can use the Automatic Document Detection Utility to convert files from other word processing programs into document objects.

Steps

To select a document object,

- 1 Click the document object with the left mouse button.

To select more than one document object,

- 1 Click the first document object with the left mouse button.
- 2 Hold down the Ctrl key, then select the next document object with the left mouse button.
- 3 Repeat step 2 until all document objects are selected.

To drag the document object(s),

- 1 Select the object(s), press and hold the right mouse button, then move the object(s) to the desired location.

See Also

[Automatic Document Detection Utility](#)

[Drag and Drop Deleting](#)

[Drag and Drop Printing](#)

[Inserting a Document](#)

[Inserting Spreadsheets, Databases, and Graphics](#)

[Opening WordPerfect from the Document Object](#)

Help Topic Titles

[Associate OS/2 Printers with Windows Printers](#)
[Automatic Document Detection Utility](#)
[BIF Editor](#)
[Document Objects](#)
[Document Summary Information](#)
[Drag and Drop Colors](#)
[Drag and Drop Deleting](#)
[Drag and Drop Fonts](#)
[Drag and Drop Printing](#)
[Grammatik](#)
[Graphics Folder](#)
[Inserting a Document](#)
[Inserting Spreadsheets, Databases, and Graphics](#)
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[WordPerfect 6.x for Windows Folder](#)
[WordPerfect 6.x for Windows Object](#)
[WordPerfect Printers Folder](#)
[WordPerfect Workspace](#)
[WP Docs Folder](#)
[WordPerfect Setup \(SETUP.EXE\)](#)

Graphics Folder

Purpose

The Graphics folder contains predefined WordPerfect graphics.

Steps

To use a graphic from the WordPerfect Graphics folder,

- 1 Double-click the WordPerfect Graphics folder, then select the appropriate graphic.

- 2 Choose from the following topics for more information:

[Drag and Drop Printing](#)

[Inserting Spreadsheets, Databases, and Graphics](#)

[Opening WordPerfect from the Document Object](#)

See Also

[WordPerfect 6.x for Windows Folder](#)

Templates Folder

Purpose

The WordPerfect Templates folder contains over 70 templates for newsletters, envelopes, fax cover sheets, letters, memos, and more. Templates are automated and will prompt you for necessary information (for example, your name and phone number).

Steps

To open the Templates folder,

- 1 Open the PerfectOffice for Windows folder, open the WordPerfect 6.x for Windows folder, then double-click the Templates folder.

See Also

[Templates](#)

[WordPerfect 6.x for Windows Folder](#)

WordPerfect Printers Folder

Purpose

The WordPerfect Printers folder contains printer objects for all WordPerfect printer drivers found in your private and public .BIFs, and all Windows drivers found in your public .BIF. The WordPerfect Printers folder is updated each time WordPerfect is invoked.

Windows drivers located in your private .BIF are automatically mapped to the nearest compatible OS/2 printer driver using the Associate OS/2 Printers with Windows Printers dialog box.

You can move printer objects out of the WordPerfect Printers folder or create a shadow of the printer object. Printers are permanently added or deleted from your WordPerfect Printers folder as you add and delete printer definitions from the Select Printer dialog box in WordPerfect.

Steps

To open the WordPerfect Printers folder,

1. Open the PerfectOffice for Windows folder, open the WordPerfect 6.x for Windows folder, then double-click the WordPerfect Printers folder.

! If you delete the WordPerfect Printers folder, all printer objects found in your private and public .BIFs will appear on the desktop each time WordPerfect is invoked. If the WordPerfect Printers folder is deleted, you must use SETUPOS2.EXE to restore it.

See Also

[Associate OS/2 Printers with Windows Printers](#)

[Drag and Drop Printing](#)

[OS/2 Integration Tools Setup \(SETUPOS2.EXE\)](#)

[Reinstalling the WordPerfect 6.x for Windows Folder](#)

Spell Checker

Purpose

Use Spell Checker to check your document for misspelled words, two occurrences of a word in a row, and certain types of capitalization errors. You can check a word, page, document, or selected text.

You can also look up words phonetically or display all the words in the dictionary that match a pattern.

Steps

To open the WordPerfect Spell Checker,

- 1 Open the PerfectOffice for Windows folder, open the Shared Applications folder, then double-click the Spell Checker object to start WordPerfect Spell Checker.
or... Choose Spell Checker from the Tools menu while in WordPerfect.

Spell Checker is a stand-alone application, which means you can run it under Win-OS/2 without running WordPerfect. When you run it in stand-alone mode, you can only look up words--you cannot spell-check a document.

See Also

[Grammatik](#)

[Shared Applications Folder](#)

[Thesaurus](#)

Thesaurus

Purpose

Use Thesaurus to search for and display synonyms (words with the same or similar meaning) and antonyms (words with the opposite meaning) of words in your text or words you type from the keyboard.

Steps

To open WordPerfect Thesaurus,

- 1 Open the PerfectOffice for Windows folder, open the Shared Applications folder, then double-click the Thesaurus object to start WordPerfect Thesaurus.
or... Choose Thesaurus from the Tools menu while in WordPerfect.

Thesaurus is a stand-alone application, which means you can run it under Win-OS/2 without running WordPerfect. When you run it in stand-alone mode, you can only look up words--you cannot use it with a document.

See Also

[Grammatik](#)

[Shared Applications Folder](#)

[Spell Checker](#)

KickOff

Purpose

Use KickOff to automatically start any program at a certain time during the day.

Steps

To set up KickOff,

- 1 Open the PerfectOffice for Windows folder, open the Shared Applications folder, double-click the KickOff object, then choose Add.
- 2 Type the path and program name of the program you want to automatically start. or... Choose Browse, select the directory and filename of the program you want to automatically start, then choose OK.
- 3 Enter the date and time the program will first begin in the Start Time group box.
- 4 If desired, enter the time for the program to be opened again in the Repeat Interval group box.
- 5 Choose OK.

To run KickOff,

- 1 Double-click the KickOff object. or... Copy the KickOff object to the Startup folder and KickOff will run every time you start OS/2.

See Also

[Shared Applications Folder](#)

Drag and Drop Colors

Purpose

Use your OS/2 Color Palette to change text colors in your WordPerfect document.

Steps

- 1 Select the text you want to color.
or... Place the insertion point where you want the color change to begin.
- 2 Open the OS/2 Color Palette, then select a color.
- 3 Drag the color to the WordPerfect document window, then release the mouse button.
- 4 Close the OS/2 Color Palette.

See Also

[Document Objects](#)

[Drag and Drop Deleting](#)

[Drag and Drop Fonts](#)

[Drag and Drop Printing](#)

[Inserting a Document](#)

[Inserting Spreadsheets, Databases, and Graphics](#)

Drag and Drop Printing

Purpose

Use Drag and Drop Printing to print a WordPerfect document without opening WordPerfect 6.x for Windows.

Steps

- 1 Open the folder containing the document object you want to print.
- 2 Select the document object, drag the object to a printer object, then release the mouse button.

WordPerfect 6.x is a Windows application. To print from a Windows application using an OS/2 printer object, an OS/2 printer must be associated with a Windows printer. The Associate OS/2 Printers with Windows Printers dialog box will automatically appear the first time you drop a WordPerfect object on an OS/2 printer.

See Also

[Associate OS/2 Printers with Windows Printers](#)
[WordPerfect Printers Folder](#)

Inserting a Document

Purpose

Use this feature to insert one or more document(s) into a new document window or into the current document.

Steps

- 1 Place the insertion point at the location you want the document(s) to be inserted.
- 2 Select the document object(s) you want to insert.
- 3 Drag the object(s) to your document, then release the mouse and key(s).

Use the following mouse and keystroke commands to change the way a document is inserted.

Mouse and Keystrokes

Drag and Drop

Ctrl+Drag and Drop

Ctrl+Shift+Drag and Drop

Result

Inserts the document into a new WordPerfect document window

Inserts the document into the current document

Inserts a subdocument link into the current document

See Also

Document Objects

Inserting Spreadsheets, Databases, and Graphics

Inserting Spreadsheets, Databases, and Graphics

Purpose

You can insert a spreadsheet, database, or graphic into a WordPerfect document by dragging and dropping the spreadsheet, database, or graphic onto a WordPerfect document window.

Steps

- 1 Place the insertion point at the location you want the spreadsheet, database, or graphic.
- 2 Select the spreadsheet, database, or graphic object you want to insert.
- 3 Drag the object to your document, then release the mouse and key(s).
- 4 Select the Data Type, select the Data Configuration (Import As), then choose OK.

Use the following mouse and keystroke commands to change the way a document is inserted.

Mouse and Keystrokes

Drag and Drop

Ctrl+Drag and Drop

Ctrl+Shift+Drag and Drop

Result

Inserts the spreadsheet, database, or graphic into a new WordPerfect document window

Inserts the spreadsheet, database, or graphic into the current document

Inserts a data-link to the spreadsheet, database, or graphic (in the current document)

See Also

[Inserting a Document](#)

Opening WordPerfect from the Document Object

Purpose

Use the document object to open WordPerfect with the document in the document window.

Steps

- 1 Double-click the object.
or... Drag and drop the document object to the WordPerfect 6.x for Windows object.

See Also

[Document Objects](#)

[Inserting a Document](#)

Drag and Drop Fonts

Purpose

Use your OS/2 Font Palette to change the font in your WordPerfect document.

Steps

- 1 Select the text you want to change.
or... Place the insertion point where you want the font change to begin.
- 2 Open the OS/2 Font Palette, then select a font.
- 3 Drag the font to the WordPerfect document window, then release the mouse button.
- 4 Close the OS/2 Font Palette.

! If you wish to use the drag-drop font feature, you must first install your ATM fonts in the Win-OS/2 environment. Do this using the ATM Control Panel icon located in the Main folder (OS/2 for Windows) or the Win-OS/2 Main folder (OS/2 full version).

See Also

[Document Objects](#)

[Drag and Drop Colors](#)

[Drag and Drop Deleting](#)

[Drag and Drop Printing](#)

[Inserting a Document](#)

[Inserting Spreadsheets, Databases, and Graphics](#)

Reinstalling the WordPerfect 6.x for Windows Folder

Purpose

Use the Destroy existing objects before recreating them feature in SETUPOS2.EXE to reinstall the WordPerfect 6.x for Windows folder to the desktop.

Steps

To reinstall the WordPerfect 6.x for Windows folder,

- 1 Insert the OS/2 Integration Tools disk into drive A, double-click the Drive A object, then double-click the SETUPOS2.EXE icon.
- 2 Choose Install, then choose Options.
- 3 Select the Destroy existing objects before recreating them option, then choose OK.
- 4 Close the Drive A folder, then reboot when SETUPOS2.EXE has finished running.

See Also

[WordPerfect 6.x for Windows Folder](#)

BIF Editor

Purpose

Use the BIF Editor to edit binary initialization files.

Steps

To open the BIF Editor,

- 1 Open the PerfectOffice for Windows folder, open the WordPerfect 6.x for Windows Setup folder, then double-click the BIF Editor icon (WPCNET Flagging).

! The WordPerfect 6.x for Windows Setup folder and BIF Editor icon will only appear if Server Install was used when installing WordPerfect.

For further information about using the BIF Editor,

- 1 Open the BIF Editor, then choose How Do I from the Help menu.

Deleted topic

QuickFinder File Indexer

Purpose

Use QuickFinder to create, edit, search, or update directory and file indexes. Use QuickFinder when you need to find a particular word or phrase quickly.

Steps

To open QuickFinder,

- 1 Open the PerfectOffice for Windows folder, then open the Shared Applications folder.
- 2 Double-click the QuickFinder File Indexer object.

QuickFinder is a stand-alone application, which means you can run it under Win-OS/2 without running WordPerfect.

See Also

[PerfectOffice for Windows Folder](#)

[Shared Applications Folder](#)

Readme Folder

Purpose

Use the Readme folder to get information about an application or folder that wasn't available when the Reference, User's Guide, or online Help was published.

Steps

To view a Readme file,

- 1 Open the Readme folder, then double-click the appropriate Readme document object.

See Also

[Shared Applications Folder](#)

[Tips and Tricks](#)

[WordPerfect 6.x for Windows Folder](#)

WordPerfect 6.x for Windows Object

Purpose

Use the WordPerfect 6.x for Windows object to start WordPerfect 6.x for Windows.

Steps

To open WordPerfect,

- 1 Open the PerfectOffice for Windows folder, then open the WordPerfect 6.x for Windows folder.
- 2 Double-click the WordPerfect 6.x for Windows object.

See Also

[WordPerfect 6.x for Windows Folder](#)

WordPerfect Setup (SETUP.EXE)

Purpose

Use SETUP.EXE to install or uninstall all or part of the WordPerfect 6.x for Windows program.

Steps

- 1 Open the PerfectOffice for Windows folder, open the WordPerfect 6.x for Windows folder, then double-click the WordPerfect Setup icon.
- 2 Choose Install, then choose an option from the Installation Type group box.
or... Choose Uninstall, then choose an option from the Installation Type group box.

! Use the SETUPOS2.EXE uninstall feature to uninstall the OS/2 Integration Tools files.

See Also

[Installing Under Win-OS/2
WordPerfect 6.x for Windows Folder](#)

QuickLaunch

Purpose

Use QuickLaunch to preload a Windows session to allow PerfectOffice applications to run faster.

QLWIN supports the following command line switches:

`/wpc=<directory>` used to specify the location of the shared code DLLs. If this option isn't specified, the directory specified by the `\WPConfig\SHWin2X\Preferred` entry in REG.DAT is used.

`/wpcnt` used when the shared code directories are located on the network.

"0" specifies that the shared code DLLs should not be loaded at all. This option is normally used when a server install (of any application) exists. In order to allow the "WPCNET Settings" and "WPCNET Flagging" icons to load the proper BIF file, shared code cannot be loaded at all when they are executed.

"1" through "60" specifies that QuickLaunch should periodically (every 1-60 seconds, depending on the parameter) check for the existence of the shared code DLLs. Once they exist, they should be loaded. This option is normally used when a workstation install (of any application) exists.

Because QuickLaunch is normally loaded before a user logs on to the network, QuickLaunch needs to periodically check to see if the user has logged onto the network. Once the user has logged on, the shared code DLLs can be loaded.

! If this option is not specified at all, and the shared code DLLs cannot be located, QuickLaunch will immediately shutdown.

See Also

[Shared Applications Folder](#)

