

Installation Help Contents

Using Install Help

Understand how to use onscreen Help.

System Requirements

Understand the hardware, system software, memory, and disk space requirements for using Ami Pro.

Specifying User Information

Type the company name and your name and initials.

Using the Main Menu

Install Ami Pro on a hard disk or a network server, or view information about new features.

Choosing the Type of Installation

Choose Complete, Laptop, Custom, or Options as the type of installation.

Choosing Windows or NewWave

Choose to install Ami Pro for Windows or Ami Pro for Hewlett-Packard NewWave.

Specifying Installation Options

Specify the directory where you want to install Ami Pro and select the features you want to install.

Specifying the Program Directory

Specify the directory where you want to install Ami Pro.

Overwriting Existing Paths

Specify the directories where you want to install Ami Pro style sheets, documents, and macros.

Selecting Text Import and Export Filters

Select the text import and export filters you want to install.

Selecting Graphics Import Filters

Select the graphics import filters you want to install.

Installing the WordPerfect SwitchKit

Choose to install the WordPerfect SwitchKit.

Completing the Installation

Exit the Install program and start Ami Pro for Windows.

Specifying the NewWave Path

Specify the directory for the NewWave initialization file.

Completing the Installation for NewWave

Create an Ami Pro object and start Ami Pro for NewWave.

Converting Ami Pro Objects to Windows Files

Convert existing Ami Pro objects to Windows-compatible files.

Converting Ami Pro NewWave Aware Objects to Ami Pro Bridged Objects

Convert existing Ami Pro NewWave Aware objects to Ami Pro Bridged objects.

Installing Ami Pro on a Network

Understand how to install Ami Pro and Adobe Type Manager on a network server.

Setting Up User Nodes

Use NODE.EXE to set up user nodes and run the QuickStart tutorial from a node.

Using Ami Pro on a Network

Share files among multiple users on a network.

Specifying a Node Directory

Specify the directory where you want to install NODE.EXE and LICENSER.EXE.

Using Install Help

The Install program provides onscreen Help for every dialog box.

To use Install Help

1. Choose the Help command button.
Keyboard: Press F1.
2. Choose the desired Help button to display another Help topic.
3. Choose File/Exit to close the Help window and return to the dialog box.

To print Install Help

You can print any Help topic by choosing File/Print Topic.

The Install program sends the current Help topic to the default printer.

See also:

[System Requirements](#)

[Specifying User Information](#)

[Using the Main Menu](#)

[Installation Help Contents](#)

System Requirements

This section describes the hardware, system software, memory, and disk space requirements for using Ami Pro on a stand-alone computer or on a network.

Hardware

Ami Pro requires the following hardware:

- A 286-, 386-, or 486-based computer certified for use with Microsoft® Windows Version 3.x
- An EGA, VGA, Super VGA, or Hercules® graphics card compatible with Microsoft Windows Version 3.x
- A Microsoft Windows-compatible mouse, recommended but not required
- One 1.2MB 5.25" disk drive or one 1.44MB or 720KB 3.5" disk drive.

System software

You must have Microsoft Windows Version 3.x or higher and DOS Version 3.x or higher installed on your computer to use Ami Pro.

Memory

Ami Pro requires a minimum of 2MB of RAM.

Ami Pro does not operate in Windows real mode.

Disk space

Ami Pro requires a minimum of 5MB of available hard disk space.

Depending upon the options you choose to install, you may need up to 15MB of available hard disk space. You will also need at least an additional 3MB for the temporary files Ami Pro creates.

See also:

[Using Install Help](#)

[Specifying User Information](#)

[Using the Main Menu](#)

[Installation Help Contents](#)

Specifying User Information

The Install program prompts you for the company name and your name and initials.

To specify user information

1. Type your company name.

The Company Name dialog box only displays the first time you use the Program disks. You must type something in the text box to continue the installation.

The name you type will appear in the About Ami Pro dialog box after you load Ami Pro.

2. Choose OK.

3. Type your name and initials.

The Name and Initials dialog box only displays if you have not previously specified your name and initials in the Ami Pro User Setup or during an Ami Pro installation.

The Install program automatically places the first character of each word you type in the Initials text box, and saves up to a maximum of 5 characters. You can edit the initials.

The name and initials you type will appear in the User Setup dialog box after you load Ami Pro.

4. Choose OK.

The Install program displays the Main Menu dialog box.

See also:

[Using the Main Menu](#)

[System Requirements](#)

[Installation Help Contents](#)

Using the Main Menu

You can install Ami Pro on your hard disk or on a network server. If you are upgrading from a previous release of Ami Pro, you can view information about the new features before you start the installation.

Click the desired icon or press ENTER when the icon is selected.

Install Ami Pro

Installs Ami Pro to the hard disk on a stand-alone computer.

Install Ami Pro as server

Installs Ami Pro on a network server.

View What's New in 3.0

Displays information about the new features in Ami Pro Release 3.0.

See also:

[Installing Ami Pro on a Network](#)
[Choosing the Type of Installation](#)
[Choosing Windows or NewWave](#)
[Installation Help Contents](#)

Choosing the Type of Installation

You can choose the type of installation you want to perform. The type of installation determines the Ami Pro features you can use.

Complete Ami Pro Install

Choose Complete if you have sufficient available hard disk space and you want to use all Ami Pro features.

If you are using Windows 3.0, you must install Adobe Type Manager to use the Equations Editor.

Laptop Ami Pro Install

Choose Laptop if you are using a laptop computer or you want Ami Pro to take up less than 5MB of disk space.

The Install program installs the basic word processing features, including the Spell Checker. However, you can select additional options in the Specifying Options and Directories dialog box.

Custom Ami Pro Install

Choose Custom if you do not have sufficient available hard disk space or you want to select the features that should be installed.

You can select the desired options in the Specifying Options and Directories dialog box.

Options Install

Choose Options if you previously installed Ami Pro Release 3.0 but you omitted certain features. You can select just the desired options without reinstalling the entire application.

See also:

[Specifying Installation Options](#)

[Choosing Windows or NewWave](#)

[Installation Help Contents](#)

Choosing Windows or NewWave

You can install Ami Pro as a Windows application or as a Hewlett-Packard NewWave Aware application.

Windows

Choose Windows if you are using Windows or if you are using Hewlett-Packard NewWave 4.0 and you want Ami Pro to be an Object type.

NewWave

Choose NewWave if you are using Hewlett-Packard NewWave and you want Ami Pro to be a NewWave Aware application.

The QuickStart Tutorial is not available for NewWave users.

If NewWave is not yet installed, choose Main Menu and Exit Install, install NewWave, and then start the Ami Pro installation again.

See also:

[Completing the Installation for NewWave](#)

[Converting Ami Pro Objects to Windows Files](#)

[Specifying Installation Options](#)

[Specifying the Program Directory](#)

[Installation Help Contents](#)

Specifying Installation Options

If you chose the Laptop, Custom, or Options install, you can specify the directory where you want to install Ami Pro and select the features you want to install.

As you select the options, the Install program displays the amount of disk space required for each option and adds or subtracts that requirement from the Total space needed.

To choose installation options

1. Specify the complete path to the directory where you want to install Ami Pro.
2. Select the desired options.

Ami Pro Basics

Installs the basic program files into the AMIPRO directory or into the directory you specified.

QuickStart Tutorial

Installs the tutorial files into the AMIPRO directory or into the directory you specified. The first time you load Ami Pro, the QuickStart Tutorial runs automatically. After that you can access the tutorial by choosing Help/QuickStart Tutorial.

Drawing

Installs the Drawing program files into the AMIPRO directory or into the directory you specified.

Charting

Installs the Charting program files into the AMIPRO directory or into the directory you specified.

Image Processing

Installs the Image Processing program files into the AMIPRO directory or into the directory you specified.

Equation Editor

Installs the Equation Editor program files into the AMIPRO directory or into the directory you specified.

If you are using Windows 3.0, you must install Adobe Type Manager to use the Equations Editor.

If you are using Windows 3.1, you do not need to install ATM. Ami Pro uses the True Type fonts provided with Windows.

Thesaurus

Installs the Thesaurus program files into the AMIPRO directory or into the directory you specified.

Grammar Checker

Installs the Grammar Checker program files into the AMIPRO directory or into the directory you specified.

Spell Checker

Installs the dictionary files into the AMIPRO directory or into the directory you specified.

Text import and export filters

Installs text import and export filters into the AMIPRO directory or into the directory you specified. You can select the desired filters in the File Import and Export Filters dialog box.

Graphic import filters

Installs graphic import filters into the AMIPRO directory or into the directory you specified. You can select the desired filters in the Graphics File Import Filters dialog box.

Macro Documentation

Installs the online macro language documentation into the AMIPRO directory or into the directory you specified.

Dialog Editor

Installs the Dialog Editor program files into the AMIPRO directory or into the directory you specified.

The Dialog Editor enables you to create your own dialog boxes and use them in Ami Pro macros.

Sample Macros

Installs sample macros into a MACROS directory under the AMIPRO directory or under the directory

you specified.

You can learn about the macros by opening GOODIES.SAM after you load Ami Pro.

Style Sheets/Sample Documents

Installs Ami Pro style sheets into a STYLES directory under the AMIPRO directory or under the directory you specified. The Install program also installs several sample documents into a DOCS directory under the AMIPRO directory or under the directory you specified.

The Install program automatically creates a STYLES directory and installs four style sheets (_DEFAULT.STY, _INDEX.STY, _OUTLINE.STY, _TOC.STY) even if you do not select the Style Sheet option.

Clip Art

Installs over 100 sample AmiDraw files into a DRAWSYM directory under the AMIPRO directory or under the directory you specified.

If you modified any clip art files provided with a prior release of Ami Pro and saved the changes to the original files, the Install program overwrites them. You can choose Main Menu, choose Exit Install, copy the modified clip art files to another directory, and then start the Ami Pro installation again.

Help

Installs online help files into the AMIPRO directory or into the directory you specified.

The Install program does not install any help files unless you select the Help option.

ATM

Installs Adobe Type Manager into the ATM directory or into the directory specified in a prior installation of ATM.

3. Choose OK.

The Install program installs the options into the directory you specified.

See also:

[Overwriting Existing Paths](#)

[Selecting Text Import and Export Filters](#)

[Selecting Graphics Import Filters.](#)

[Installation Help Contents](#)

Specifying the Program Directory

You can specify the directory where you want to install Ami Pro.

The Install program displays the amount of disk space required and the space available. If you do not have sufficient available hard disk space, you can choose Main Menu, choose Install Ami Pro, and then choose Custom Ami Pro Install, or you can exit the Install program and create additional space by deleting unnecessary files.

If you have a prior release of Ami Pro on this computer, you can install Ami Pro Release 3.0 into the same directory as the prior release. However, you will no longer be able to run the previous release.

To specify the program directory

1. Specify the complete path to the directory where you want to install Ami Pro.

The Install program displays C:\AMIPRO as the default directory.

2. Choose OK.

The Install program installs Ami Pro into the directory you specified.

See also:

[Overwriting Existing Paths](#)

[Completing the Installation](#)

[Completing the Installation for NewWave](#)

[Installation Help Contents](#)

Overwriting Existing Paths

The Install program checks for an existing release of Ami Pro. If it finds existing STYLES, DOCS, and MACROS directories, it displays the paths to those directories. You can leave the existing paths and overwrite the files in those directories or specify the directories where you want to install Ami Pro style sheets, documents, and macros.

All the Ami Pro Release 3.0 style sheets begin with either an _ or MERC*. If you created style sheets with similar file names, you should specify another directory for the Ami Pro Release 3.0 style sheets.

Ami Pro Release 3.0 installs the following files into the DOCS directory: README.SAM, SENATORS.SAM, GOODIES.SAM, DEMO.SAM and several MERC*. * files. If you created documents with similar names, you should specify another directory for the Ami Pro Release 3.0 documents.

The macros provided with Ami Pro Release 3.0 have changed substantially. If you modified any macros provided with Ami Pro and saved the changes to the original files, you should specify another directory for the Ami Pro Release 3.0 macros.

To overwrite existing paths

1. Specify the complete path to the directories where you want to install the Ami Pro style sheets, documents, and macros.
2. Choose OK.

The Install program installs the files into the directories you specified.

See also:

[Specifying Installation Options](#)

[Completing the Installation](#)

[Completing the Installation for NewWave](#)

[Installation Help Contents](#)

Selecting Text Import and Export Filters

You can select the text filters you want to install. If you need to use documents created in other applications or use Ami Pro documents in other applications, select the filters for those applications. If you never use certain applications, you can conserve disk space by not installing those filters.

To select text import and export filters

1. Select the filters you want to install or choose Install All to install all the text import and export filters.
2. Choose OK.

The Install program installs the filters you selected.

See Also:

[Selecting Graphics Import Filters](#)

[Specifying Installation Options](#)

[Installation Help Contents](#)

Selecting Graphics Import Filters

You can select the graphics filters you want to install. If you need to import pictures created in other applications, select the filters for those applications. If you never use certain applications, you can conserve disk space by not installing those filters.

To select graphic import filters

1. Select the filters you want to install or choose Install All to install all the graphics import filters.
2. Choose OK.

The Install program installs the filters you selected.

See also:

[Completing the Installation](#)

[Specifying Installation Options](#)

[Installation Help Contents](#)

Installing the WordPerfect SwitchKit

Ami Pro provides a WordPerfect SwitchKit that enables you to upgrade easily from WordPerfect to Ami Pro.

The WordPerfect SwitchKit can convert existing WordPerfect files into Ami Pro documents. It also converts any WordPerfect key-commands you use into the equivalent Ami Pro commands.

Choose Install SwitchKit to install the WordPerfect SwitchKit.

See also:

[Installing Ami Pro on a Network](#)

[Installation Help Contents](#)

[Setting Up User Nodes](#)

Completing the Installation

While the Install program copies the Ami Pro program files, it displays the Transferring Files dialog box. This dialog box indicates:

- The percentage of the current disk that has been installed
- The percentage of the total installation that has been completed
- The current source and destination directories

To complete the installation

When the Install program finishes copying the files, it displays a message indicating that the Install procedure is complete.

1. Choose OK.

The Install program displays the Main Menu dialog box.

2. Choose Exit Install.

The Ami Pro Release 3.0 program icon (and the Dialog Editor icon if you installed the Dialog Editor) appears in a Lotus Applications group window.

3. Double-click the Ami Pro program icon to load Ami Pro.

Keyboard: Press ENTER when the Ami Pro icon is selected.

When you load Ami Pro, a logo displays on the screen. If you do not want the logo to display, you can specify /L after AMIPRO.EXE in the Properties for the Ami Pro program icon or at a DOS prompt.

The first time you load Ami Pro, the QuickStart Tutorial runs automatically. After that, you can access the tutorial by choosing Help/QuickStart Tutorial.

See also:

[Using Ami Pro on a Network](#)

[Completing the Installation for NewWave](#)

[Installation Help Contents](#)

Specifying the NewWave Path

The Install program cannot find the HP NewWave HPOMF.INI file.

To specify the NewWave Path

1. Type the path and file name for the initialization file in the text box.
2. Choose OK.

If the Install program finds the HP NewWave HPOMF.INI file, it continues the installation.

If the Install program does not find the NewWave HPOMF.INI file, choose Cancel, choose Main Menu and Exit Install, install NewWave, and then start the Ami Pro installation again.

See also:

[Choosing Windows or NewWave](#)

Completing the Installation for NewWave

If you installed Ami Pro as a NewWave Aware application, you must start NewWave and create an object for Ami Pro.

If you installed Ami Pro as a Windows application, you must start NewWave, create an Object type, and then create an object.

The first time you start NewWave after installing Ami Pro, a message, "Installing Ami Pro" and a welcome screen display.

To create an object type

The first time you start NewWave after installing Ami Pro as a Windows application, you must create an Ami Pro Object type.

1. Choose Settings/Install Application from the NewWave Office or Container menu.
2. Select C:\AMIPRO or the directory where you installed Ami Pro in the Directories list box.
3. Choose AMIPRO.EXE in the Files list box.
4. Choose OK.

NewWave installs Ami Pro as an Object type. You must now create an Ami Pro object.

To create an Ami Pro object

1. Choose Objects/Create a New from the NewWave Office or Container menu.
2. Select the Ami Pro Object type.
3. Choose OK.
4. If you want to use a master with the Ami Pro object, select a master in the Or Select a Master to Create list box.

A NewWave master is similar to an Ami Pro style sheet.

5. Specify a title for the Ami Pro object in the Title For New Object text box.
6. Choose OK.

See also:

[Converting Ami Pro Objects to Windows Files](#)

[Converting Ami Pro NewWave Aware Objects to Ami Pro Bridged Objects](#)

[Installation Help Contents](#)

Converting Ami Pro Objects to Windows Files

When you load NewWave for the first time after installing Ami Pro, Ami Pro creates an Ami Pro Bridge Kit folder on the NewWave Desktop. You can use the Bridge Kit to convert Ami Pro objects that are either Aware or Bridged to Windows-compatible files.

You must copy AMIPRO.EXE from the HPNWPROG\AMIPRO directory to the AMIPRO directory before you use the Bridge Kit.

The first time you use the Bridge Kit, it:

- Installs an Object Type named Lotus Ami Pro
- Installs all Ami Pro masters for use with bridged objects
- Sorts all Ami Pro masters
- Places an Ami Pro Convert Folder on the NewWave Desktop and creates a master folder called Ami Pro Convert

To convert Ami Pro objects to Windows files

1. Choose the Ami Pro Bridge Kit.

The Bridge Kit places the Ami Pro Convert folder on the NewWave Desktop.

2. Drag all the objects you want to convert into the Ami Pro Convert folder.
3. Open the Ami Pro Convert folder.
4. Choose Task/Convert to Windows files.
5. Select any objects you want to convert.
6. Select a destination drive and directory for the new Windows files.
7. Choose Detach.

NewWave displays the object names as Windows file names.

8. If necessary, edit the default file name and press ENTER.
9. Choose Detach.
10. Choose Done.

You can now open the Ami Pro objects as Ami Pro files.

See also:

[Converting Ami Pro NewWave Aware Objects to Ami Pro Bridged Objects](#)
[Completing the Installation for NewWave](#)
[Installation Help Contents](#)

Converting Ami Pro NewWave Aware Objects to Ami Pro Bridged Objects

When you load NewWave for the first time after installing Ami Pro, Ami Pro creates an Ami Pro Bridge Kit folder on the NewWave Desktop. You can use the Bridge Kit to convert Ami Pro NewWave Aware objects to Ami Pro Bridged objects.

You must copy AMIPRO.EXE from the HPNWPROG\AMIPRO directory to the AMIPRO directory before you use the Bridge Kit.

The first time you use the Bridge Kit, it:

- Installs an Object Type named Lotus Ami Pro
- Installs all Ami Pro masters for use with bridged objects
- Sorts all Ami Pro masters
- Places an Ami Pro Convert Folder on the NewWave Desktop and creates a master folder called Ami Pro Convert

If an Ami Pro NewWave Aware object contains any shared NewWave objects, the shared objects appear as blank text frames in the Ami Pro Bridged object.

To convert Ami Pro NewWave Aware objects to Ami Pro Bridged object

1. Choose the Ami Pro Bridge Kit.

The Bridge Kit places the Ami Pro Convert folder on the NewWave Desktop.

2. Drag all the objects you want to convert into the Ami Pro Convert folder.
3. Open the Ami Pro Convert Folder.
4. Choose Task/Convert Aware to Bridged.

The Ami Pro Convert Folder creates a destination folder named Ami Pro {date} {time}. Each Ami Pro NewWave Aware object that is converted appears in the destination folder as an Ami Pro Bridged object.

You can open these objects from the Ami Pro Convert Folder or move the objects to another location. If you move all of the objects to another location, you can delete the folder. A new folder is created each time you convert the objects.

See also:

[Completing the Installation for NewWave](#)
[Converting Ami Pro Objects to Windows Files](#)
[Installation Help Contents](#)

Installing Ami Pro on a Network

You can install and run Ami Pro on a Local Area Network (LAN). Ami Pro must be installed on networks that are compatible with Microsoft Windows Version 3.x.

To install Ami Pro on a network, log in as the supervisor and follow the installation instructions. The Install program copies all necessary files to the server directory you specify.

If you are using Windows 3.0 and you want to install Adobe Type Manager on the workstations, you must also copy all the files on the ATM disk to a directory on the network, and then copy them to each workstation.

To copy ATM to individual nodes

1. Create an ATM directory on the network server.

If node users need to copy the ATM files, they must have access to this directory.

2. Place the ATM install disk in drive A or the corresponding drive for the network server.
3. Type: COPY A:*. * and press ENTER.

The ATM files are copied to the network server.

4. Create two directories on each workstation that needs to run ATM:

ATM\PCLFONTS

ATM\PSFONTS

5. Copy ATM\PCLFONTS*. * on the server to ATM\PCLFONTS\ on each workstation.
6. Copy ATM\PSFONTS*. * on the server to ATM\PSFONTS\ on each workstation.

You can now install ATM on the workstations following the ATM installation instructions.

You must also set up user nodes so that multiple users can run Ami Pro from the network server.

See also:

[Installation Help Contents](#)

[Setting Up User Nodes](#)

[Using Ami Pro on a Network](#)

[Specifying a Node Directory](#)

Setting Up User Nodes

When the Ami Pro installation is complete, you can use the NODE.EXE program to set up user nodes. This enables multiple users to run Ami Pro from the network server.

You can also make sure the QuickStart tutorial runs automatically the first time each user loads Ami Pro.

To set up user nodes

Run the NODE.EXE program from each workstation that needs to run Ami Pro from the server.

If a user is running NODE.EXE instead of the network administrator, the user needs to know:

- The full paths to the MACROS, DOCS, and STYLES directories on the server
- Whether or not local MACROS, DOCS, and STYLES directories are permissible

To install the tutorial on user nodes

On a stand-alone computer, the QuickStart tutorial runs automatically the first time you load Ami Pro.

To make sure the tutorial runs automatically the first time Ami Pro is loaded on a workstation, the network administrator must set up the user nodes **before** Ami Pro is loaded from the server. Otherwise, users can access the tutorial by choosing Help/QuickStart Tutorial after they load Ami Pro from their workstations.

To install the WordPerfect SwitchKit on user nodes

On a stand-alone computer, the WordPerfect SwitchKit Loading Options dialog box displays automatically the first time you load Ami Pro.

To make sure the dialog box displays the first time Ami Pro is loaded on a workstation, the network administrator must set up the user nodes before Ami Pro is loaded from the server and the administrator must specify a local STYLES directory for the Ami Pro style sheets.

See also:

- [Installing Ami Pro on a Network](#)
- [Specifying a Node Directory](#)
- [Using Ami Pro on a Network](#)
- [Installation Help Contents](#)

Using Ami Pro on a Network

Once you install Ami Pro on the network server and set up each user node, multiple users can run Ami Pro from their workstations.

All users must have read, write, create, delete, and attribute rights to directories that contain documents they need to edit.

To prevent possible sharing violations on LAN Manager and other networks, even the supervisor must load Ami Pro as a read-only user.

If the users on a network are sharing documents, Ami Pro provides file locking to protect against the possibility of simultaneous data update attempts on the network server. When a user opens a document, the original file is changed to read-only and can be modified only by that user. When the original user closes the document, Ami Pro changes the rights to read-write, thereby allowing another user to edit it.

Another user can open a read-only file and save changes to it only if the changes are saved to a different file name.

If Ami Pro is terminated abnormally, as in the case of a power failure, some documents may be left in read-only mode. You can change the files back to read-write using File Manager.

See also:

[Installing Ami Pro on a Network](#)

[Setting Up User Nodes](#)

[Installation Help Contents](#)

Specifying a Node Directory

When you install Ami Pro on a network server, you can specify the directory where you want to install the NODE.EXE and LICENSER.EXE files.

If you already have Lotus network products, you must specify the same directory used for those products.

If you do not have other Lotus network products, specify LOTSHARE on a root directory of the network server as the NODE directory.

See also:

[Installing Ami Pro on a Network](#)

[Setting Up User Nodes](#)

[Using Ami Pro on a Network](#)

[Installation Help Contents](#)

