

Contents

[Welcome to OS/2 Integration Tools Help](#)

Choose from the following topics for more information:

Choose

[Help Topic Titles](#)

[Installing Under Win-OS/2 \(SETUPOS2.EXE\)](#)

[Tips and Tricks](#)

[WordPerfect Programs and Folders](#)

[Workplace Shell Integration](#)

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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 WordPerfect Program 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](#)

[WordPerfect Program Folder](#)



Document Summary Information

Purpose

Use WordPerfect Document Summary information to view and sort attributes in the Settings view of all WordPerfect 6.0a 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 6.0a 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 6.0a Document Criteria page)
- Sort

! You must select WordPerfect 6.0a 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 6.0a 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 (SETUPOS2.EXE)

Purpose

Use SETUP.EXE and SETUPOS2.EXE to install the WordPerfect 6.0a for Windows and the OS/2 WPS Integration Tools files to your desktop.

Steps

To install WordPerfect 6.0a for Windows from the disk set,

- 1 Insert the Install 1 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 6.0a for Windows from the network,

- 1 Go to the folder where the WordPerfect 6.0a for Windows files are located, then double-click the SETUP.EXE icon.
- 2 Follow the on-screen instructions.

! Network administrators must use OS/2 to copy WordPerfect to the network in order to copy the extended attributes to the network.

After WordPerfect 6.0a for Windows is installed, use the following steps to install the OS/2 WPS Integration Tools files to your desktop.

- 1 Insert the OS/2 WPS 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 WPS Integration Tools disk to your desktop from the network,

- 1 Install the OS/2 WPS 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

[Setup](#)

[Tips and Tricks](#)



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 6.0a 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 Select Printer from the File menu, then choose OS/2 Printers (you will only see the OS/2 Printers option while running WordPerfect under OS/2).
- 2 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.
- 3 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
- The /SW Startup Command
- Printing to the Network
- Possible Traps While Running in Win-OS/2
- Reinstalling WordPerfect Objects
- Corrupted .INI Files
- Moving Your Desktop from HPFS to FAT
- Your .BIF file Could Not Be Opened

Settings Configuration

Running WordPerfect 6.0a for Windows under OS/2 2.1 requires some configuration of the WordPerfect Program object's Settings notebook. When you use SETUPOS2.EXE to install the WordPerfect Program 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

The /SW Startup Command

The /sw startup command is added to the SH_SH_ENV file when you run SETUP.EXE. If you are using a 256-color palette, this command will keep the background colors from changing while running WordPerfect. If you are dragging and dropping colors, the colors may not display properly, but they will print properly.

Win-OS/2 settings and the /sw startup command are automatically changed when SETUPOS2.EXE is installed.

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 6.0a for Windows while running in seamless Win-OS/2 mode, and you are using the QuickLaunch feature, you may end up with some WordPerfect 6.0a 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 6.0a 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.

Reinstalling WordPerfect Objects

Try using the SETUPPOS2.EXE program with the /fixwps option. This will destroy and recreate 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.

Corrupted .INI Files

Use SETUPPOS2.EXE with the /fixwps option to reinstall OS/2 .INI files that have become corrupted. Also, if you use different Workplace Shell .INI files, you should use SETUPPOS2.EXE /fixwps with each of those OS/2 .INI files in order to install the WordPerfect 6.0a for Windows folder in each desktop you use.

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 its 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 a long subdirectory name.

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.

The .BIF file could not be opened

If you get this error message during startup, place the SET RESTARTOBJECTS=STARTUPFOLDERONLY command in your CONFIG.SYS file.

If you get this error message after startup, you probably have WordPerfect products running in separate Win-OS/2 sessions. You cannot run WordPerfect products (including QuickLaunch) in more than one Win-OS/2 session because the .BIF file can only be used in

one session at a time.



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 Double-click the WordPerfect Templates folder, then select the appropriate template.
- 2 Drag the template to another folder or to your desktop.

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

See Also

[Document Objects](#)

[Opening WordPerfect from the Document Object](#)

[Templates Folder](#)



WordPerfect Program Folder

Purpose

The WordPerfect Program Folder contains WordPerfect program objects and folders.

Steps

To run a WordPerfect program or open a WordPerfect folder,

- 1 Double-click the program object.
or... Double-click the WordPerfect 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

[Automatic Document Detection Utility](#)

[Graphics Folder](#)

[Kickoff](#)

[QuickFinder File Indexer](#)

[Readme Folder](#)

[Setup](#)

[Speller](#)

[Templates Folder](#)

[Thesaurus](#)

[WordPerfect 6.0 Program](#)

[WordPerfect Printers Folder](#)



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 and already has the WordPerfect document details (Author, Typist and so on) selected.

Steps

To use the WordPerfect Workspace template,

- 1 Double-click the WordPerfect Program 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 6.0a for Windows integrates with the Workplace Shell in a seamless fashion. See the 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, Graphics](#)

[Opening WordPerfect from the Document Object](#)

[Templates](#)

[WordPerfect Workspace](#)



Document Objects

Purpose

A document object is a graphical representation of the 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 6.0a for Windows, it will automatically be converted into a WordPerfect 6.0a 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](#)
[Document Objects](#)
[Document Summary Information](#)
[Drag and Drop Colors](#)
[Drag and Drop Deleting](#)
[Drag and Drop Fonts](#)
[Drag and Drop Printing](#)
[Graphics Folder](#)
[Inserting a Document](#)
[Inserting Spreadsheets, Databases, and Graphics](#)
[Installing Under Win-OS/2 \(SETUPOS2.EXE\)](#)
[KickOff](#)
[Opening WordPerfect from the Document Object](#)
[QuickFinder File Indexer](#)
[Readme Folder](#)
[Reinstalling the WordPerfect Program Folder](#)
[Setup](#)
[Speller](#)
[Templates](#)
[Templates Folder](#)
[Thesaurus](#)
[Tips and Tricks](#)
[WordPerfect 6.0 Program](#)
[WordPerfect Printers Folder](#)
[WordPerfect Program Folder](#)
[WordPerfect Workspace](#)



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 options for more information:

[Drag and Drop Printing](#)

[Opening WordPerfect from the Document Object](#)

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

See Also

[WordPerfect Program Folder](#)



Templates Folder

Purpose

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

Steps

To open the Templates folder,
1 Double-click the Templates folder.

See Also

[Templates](#)

[WordPerfect Program Folder](#)



WordPerfect Printers Folder

Purpose

The WordPerfect Printers folder will contain 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 will be 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 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 /wps to restore it.

See Also

[Associate OS/2 Printers with Windows Printers](#)
[Drag and Drop Printing](#)
[Reinstalling the WordPerfect Program Folder](#)

!

Speller

Purpose

Use Speller 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 Speller,

- 1 Double-click the Speller object to start WordPerfect Speller.
or... Choose Speller from the Tools menu while in WordPerfect.

Speller 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

[Thesaurus](#)



Thesaurus

Purpose

Use Thesaurus to search for and display synonyms (words with the same or very 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 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

Speller



KickOff

Purpose

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

Steps

To setup KickOff,

- 1 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.



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 6.0a 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 6.0a 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 let you associate your Windows printer with your 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).

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

Mouse and Keystrokes

Ctrl+Drag and Drop

Ctrl+Shift+Drag and Drop

Result

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 Program 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 ATMCNTRL.EXE installed by OS/2 in your \OS2\MDOS\WINOS2\ directory.

See Also

[Document Objects](#)

[Drag and Drop Deleting](#)

[Drag and Drop Colors](#)

[Drag and Drop Printing](#)

[Inserting a Document](#)

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

!

Reinstalling the WordPerfect Program Folder

Purpose

Use SETUPOS2.EXE /wps to reinstall the WordPerfect Program folder to the desktop.

Steps

To reinstall the WordPerfect Program folder,

- 1 Open an OS/2 window.
- 2 Enter **setupos2.exe /wps**, then follow the on-screen instructions.

See Also

[WordPerfect Program Folder](#)



WordPerfect Programs and Folders

When the OS/2 WPS Integration Tools disk is installed, the following WordPerfect programs and folders are found in the WordPerfect Program folder:

Automatic Document Detection Utility

Graphics Folder

KickOff

QuickFinder File Indexer

Readme Folder

Setup

Speller

Templates Folder

Thesaurus

WordPerfect 6.0 Program

WordPerfect Printers Folder

See Also

Installing Under Win-OS/2 (SETUPOS2.EXE)

Reinstalling the WordPerfect Program Folder

WordPerfect Workspace



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.

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

Steps

To open QuickFinder,

- 1 Open the WordPerfect Program folder.
- 2 Double-click the QuickFinder File Indexer object.

See Also

[WordPerfect Program Folder](#)



Readme Folder

Purpose

Use the Readme folder to get information about WordPerfect not found in the WordPerfect 6.0a for Windows Reference or online Help.

Steps

To view a Readme file,

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

See Also

[Tips and Tricks](#)

[WordPerfect Program Folder](#)



WordPerfect 6.0 Program

Purpose

Use the WordPerfect 6.0 program object to start WordPerfect 6.0 for Windows.

Steps

To open WordPerfect,

- 1 Open the WordPerfect Program folder.
- 2 Double-click the WordPerfect 6.0 program object.

See Also

[WordPerfect Program Folder](#)



Setup

Purpose

Use Setup to install or uninstall all or part of the WordPerfect 6.0 for Windows program.

Steps

- 1 Open the WordPerfect Program folder, then double-click the Setup icon.
- 2 Choose Install, then choose an option from the Installation Type group box.
or... Choose Standard to uninstall the entire WordPerfect 6.0 for Windows program.
or... Choose Custom to uninstall selected parts of the WordPerfect 6.0 for Windows program.



Uninstall will not delete OS/2 WPS Integration Tools files.

See Also

[Installing Under Win-OS/2 \(SETUPOS2.EXE\)](#)
[WordPerfect Program Folder](#)



