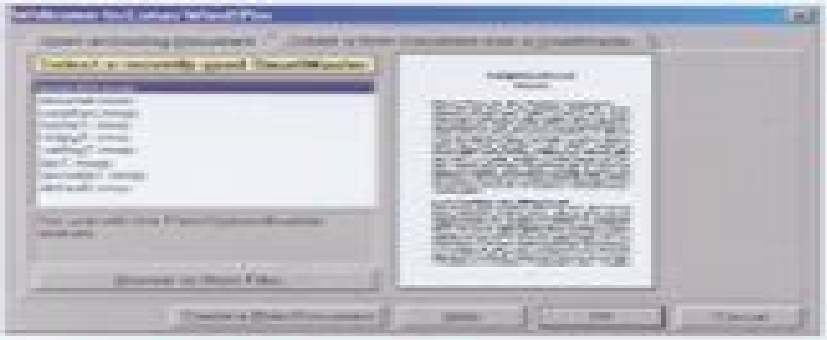
QUICK Source

Lotus Word Pro

Getting Started

When WordPro is initially opened the following Welcome screen appears.



Creating New Documents

1. Click the **Create a New Document from a SmartMaster** tab, and click the **Create a Plain Document** button to create a blank document.

Using SmartMaster Templates

1. Click the **Create a New Document from a SmartMaster** tab, and click the **Browse for More Files** button. (If WordPro is already open, select **New Document** from the **File** menu, then click the **Create from any SmartMaster** tab.)
2. Select a template from the **Select a type of SmartMaster** list.
3. Choose a style from the **Select a look** box.
4. Click the **OK** button.

Opening Existing Documents

1. Click the **Open an Existing Document** tab. Double-click on the file you wish to open if it is listed; otherwise click the **Browse for More Files** button. (If WordPro is already open, click the **Open** icon, or select **Open** from the **File** menu.)
2. Enter the file name of the document you wish to open, or browse through the files to locate the document.
3. Click the **Open** button.

Saving Documents

1. Select **Save As** from the **File** menu or click the **Save the current document** icon.
2. Select a location to save the document in.
3. Enter a name for the file in the **File name** field.
4. Select a file type from the **Save as type** pull-down menu.
5. Click the **Save** button.

Saving Formatted Documents as SmartMasters

1. Select **Save As** from the **File** menu or click the **Save the Current Document** icon.
2. Select a location to save the template in.
3. Enter a name for the template in the **File name** field.
4. Select **Lotus Word Pro SmartMaster** from the **Save as type** pull-down menu.
5. Click the **Save** button.

Views

Viewing Documents

Select one of the views below from the **View** menu.

- **Layout** – Displays the document exactly as it will print.
- **Draft** – Displays the document without headers, footers, or page breaks. The text wraps to fit the size of the window.
- **Outline** – Displays the page in outline form. Includes tools for building and editing outlines.
- **Page Sorter** – Displays the document in groups of pages based on page breaks and divisions.

Viewing Multiple Documents

There are three main ways to view multiple documents. These options can be selected from the **Window** menu.

- **Tile Left-Right** – All documents are visible at the same time tiled horizontally.
- **Tile Top-Bottom** – All documents are visible at the same time tiled vertically.
- **Cascade** – Only one document is completely visible at one time, but you can switch between documents by clicking on their title bars which are partially visible.

Using Special Views

These views allow you several ways to see and edit your document.

1. Select **Special Views** from the **View** menu.
2. Click an option button in the **Special Views** box to select a view.

PageWalker – Side-by-side layout and full page views.

Panorama – Layout and full text page views.

DocWidener – Draft, outline, and full page views.

Zoomer – Draft, layout, and full page views.

3. Click the **OK** button.

Note: To clear these views, click the **Clear all splits and Special Views** option button.

Displaying Horizontal and Vertical Rulers

1. Select **Set View Preferences** from the **View** menu.
2. Click the **Show** tab.
3. Click the **Show rulers** and/or **Show vertical ruler** checkboxes to display a horizontal or vertical ruler, respectively.
4. Click the **OK** button.

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SA Adler

Lotus Word Pro Millennium Edition 90 Quick Source Guide:

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