

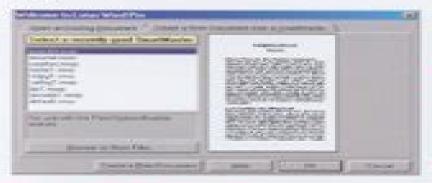
# **Lotus Word Pro**

PRODUCED SERVICE B. P.



# **Getting Started**

When Word Prv is initially opered the following Welcome screen appears.



### Creating New Decoments

- Chick the Create a New Bocument from a SecuritMaster tot. Iff Mond Pet is already open, select New Becament force the Pile tertion.
- Click the Greate a Pfain Decament button to create a black document.

### Using SmartMaster Templates

- Click the Create a New Document from a NeumrtMaster tale and click the Research for Many Files become if Word Proce develop open, which New Document Very the File many, that click the Create from any Seaso-Officetor tale?
- B. School a inception from the Select a type of Sener/Master Ltd.
- 3. Choose a stale from the Select is leak but.
- A. Chescine Officialities.

### Opening Existing Documents

- L. Click the Open an Existing Decrement list, Evolvin-viole on the tile year wish to open if it is indeed, etherwise click the Because flor Name Piles button. If Wird Pro is already ones, which the Open sors, or solect Open Ivon the Pile ments.)
- Endow the tile tower of the document you wish to open, or become through the files to imple the document.
- 2. Chair the Open bullion.

### Saving Documents

- Solvet Save As from the Pills recent or clock the Same that convent decrement.
- 2. Select a location to says the document in
- 3. Endor a storm for the file to the Pile masse field.
- 4. Select a 614 tops from the Save as type pull-down more.
- St. Chiefs this Shaws bugtions.

### Saving Formatted Documents as SmartSasters

- Solicit Save As from the Ethe manuser click the Save the Convent Decreases
- 2. Select a location to pass the template ex-
- S. Enter a more for the template in the Fife name field.
- Solvet Letter Word Fru RemarkMaster Irizo the Sacre as type pull-level tester.
- Hr. Chiefs this Shawe building.

## Views

### Viewing Documents

Select rate of the sister below from the Wire reason.

- . Laprost . Displays the document soughly as it will priva-
- Death Displays the document without headers, feeters, or page invalue. The test senge to fit the star of the senders.
- Outline Deplays the page in outline form. Includes note for building and editing outlines.
- Page Sorter Displays the document in given of pages based on page breaks and dynamics.

### Viewing Multiple Documents

There are three main ways to view reality's documents. These options out by adected from the Window manual

- Tile Left-Hight All decements are visible at the same time toled horizontaily.
- Title Top distinces All discussions are wable at the same tires blad sectionis.
- Casecade Unity tene decapement in correlatativ stablis at seatirete, but you can meth in introverse deacamements by allocking on their title tors which are partially stable.

### Daing Special Views

These views allow you seneral ween to see and edit your document.

- L. Select Special Ween from the View mone.
- 2. Linck an option button in the Special Views but to solut a view.



PageWaller - hide by suits formul and hell page viscons

Paneriams - Leonar and hill loar materiores.

- Doc'th beamer - Draft, sadding, and field page views.

Bossmer - Evalt, Injust, and full page weres.

But Chick the OM buttoon

Note: To steep these circus, citch the Cheer all apilite and Special Views center-button

### Displaying Hericantal and Vertical Rulers

- 1. Solect Set View Preferences from the Time come.
- 26. Chiefe Who Whose take
- Click the Show rules and/or Show worthead rules characterists to display a horizontal as vertical ruless, respectively.
- 46. ETROK STOP ONE TRANSPORT

# **Lotus Word Pro Millennium Edition 90 Quick Source Guide**

**David Baud** 

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