

Lotus 1-2-3 Release 3.1

Setting Up 1-2-3

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How to Use this Manual

Setting Up 1-2-3 will help you accomplish several tasks you need to complete before you use 1-2-3® Release 3.1:

- Read Chapter 1 to make sure your package is complete and to fill out the hardware chart. (If you are upgrading from 1-2-3 Release 3, you should already have most of the documentation from your Release 3 package.)
- Read Chapter 2 to make sure your system's memory is configured correctly and to learn how to change operating system files to optimize 1-2-3 Release 3.1 for your system.
- Read Chapter 3 to learn how to install 1-2-3 Release 3.1 and Wysiwyg.
- Read Chapter 6 to learn how to start and end 1-2-3 and Wysiwyg and how to change your default directory. If you are using Microsoft® Windows™ 3.0, read Chapter 6 to learn how to add the 1-2-3 icon to a group window.

If, after you use Install, you change equipment, you will need to use the Install program again. Read the following chapters of *Setting Up 1-2-3* to accomplish the necessary tasks:

- Read Chapter 4 to learn how change the equipment selections you made the first time you installed 1-2-3.
- Read Chapter 5 to learn how to generate fonts for new equipment, install new Bitstream® fonts, or switch mouse buttons.

NOTE If you are going to use add-ins created with the Lotus Add-In Toolkit, you must use the Linstall program, which is on the Add-In Support Disk, to install add-in library files. See Appendix 6 of *Reference*, or, if you are upgrading from Release 3, see the 1-2-3 Release 3.1 Usage Notes that came with this manual for instructions on the Linstall program.

Chapter 1

Checking Your Package

This chapter describes the disks, documentation, and other items in your 1-2-3 Release 3.1 package. It also contains a hardware chart for you to fill out. If your package is not complete, contact your computer dealer or supplier.

Disks

Your 1-2-3 package should contain one of the following sets of disks:

- 5 1/4" high-density (1.2 MB) disks
- 3 1/2" disks

If you want to replace your high-density 1-2-3 Release 3.1 disks with low-density 1-2-3 Release 3.1 disks, see the "Low-Density Disk Exchange Form" that came in your 1-2-3 package.

Documentation

The pieces of documentation you receive depend on whether you are a new user or an upgrader from Release 2, or an upgrader from Release 3.

New Users and Upgraders from Release 2

If you are a new 1-2-3 Release 3.1 user or if you are upgrading from 1-2-3 Release 2.01 or 2.2, your package should contain the following items:

- Setting Up 1-2-3** This is the manual you are now reading. It contains information on using 1-2-3 with your operating system, instructions for using the Install program, information on using 1-2-3 Release 3.1 with a Xerox® 4045 CP printer, and the Reader Comment Card.
- Wysiwyg Publishing and Presentation** *Wysiwyg Publishing and Presentation* is a comprehensive guide to the Wysiwyg commands. It includes procedures that teach you how to use Wysiwyg; the procedures use a sample worksheet file, which the 1-2-3 Install program transfers to your 1-2-3 Release 3.1 program directory. *Wysiwyg Publishing and Presentation* also contains a glossary of Wysiwyg terms.

- **Upgrader's Handbook** The *Upgrader's Handbook* is for users upgrading from 1-2-3 Release 2 or 2.01. It describes features new to Release 3 and 3.1 and teaches how to use them. It also provides information on sharing Release 2 and Release 3.1 files and explains incompatibilities between releases.
- **Tutorial** The *Tutorial* contains lessons that teach basic 1-2-3 skills. The *Tutorial* uses sample worksheet files, which the 1-2-3 Install program transfers to your 1-2-3 Release 3.1 program directory.
- **Reference** *Reference* is a comprehensive guide to 1-2-3 commands, @functions, and macro instructions. It provides a troubleshooting guide to common problems you might have while using 1-2-3. It also contains a glossary of 1-2-3 terms.
- **Quick Reference** *Quick Reference* summarizes the 1-2-3 keys, file types, @functions, and macro instructions. In addition, the "Task Summary" lists tasks you can do with 1-2-3 and identifies commands you can use to complete those tasks, and the menu trees display the 1-2-3 menu commands.
- **Keyboard Template** The keyboard template tells you what each of the function keys does in 1-2-3.
- **Lotus VIP Number** You will find your Lotus VIP number on the Lotus VIP Card that came in your 1-2-3 Release 3.1 package. You will need this number if you call for telephone support.
- **Lotus License Agreement** The Lotus License Agreement, includes Warranty Registration instructions, the Product Upgrade Plan, information about Customer Support, Transfer of License, the Product Replacement Plan, and a Replacement Order Form to replace defective or damaged 1-2-3 disks.

Upgraders from Release 3

If you are upgrading from 1-2-3 Release 3, you can use most of the documentation from your Release 3 package. The Release 3 to 3.1 upgrade package contains the following items, which reflect changes to the product:

- **Setting Up 1-2-3**
- **Wysiwyg Publishing and Presentation**
- **Lotus VIP Number**
- **Lotus License Agreement**

Hardware Chart

Fill in the following hardware chart so you can have the information at hand when you install 1-2-3 Release 3.1 or when you call Customer Support.

	Manufacturer	Model
Computer:	_____	_____
Monitor:	_____	_____
Screen display card:	_____	_____
Printer:	_____	_____
Plotter:	_____	_____
Mouse:	_____	_____

	Amount	Manufacturer
Conventional memory:	_____	KB
Extended memory:	_____	MB
Expanded memory:	_____	MB _____
Hard-disk capacity:	_____	MB
Math coprocessor:	_____ Yes	_____ No
Floppy-disk drive size:		
3 1/2":	_____	
5 1/4" High density:	_____	
5 1/4" Low density:	_____	
DOS version:	_____	
Network:		
Network software:	_____	
Version:	_____	
Network adapter:	_____	
Other memory-resident programs:	_____	

Chapter 2

Using 1-2-3 with Your System

You can use 1-2-3 Release 3.1 with DOS 3.0 or later and with Windows 3.0. Before you do, however, you may need to reconfigure the way your system uses memory and to modify your operating system files. This chapter describes the memory configuration that 1-2-3 Release 3.1 requires and tells you how to modify your CONFIG.SYS and AUTOEXEC.BAT files.

NOTE You can install 1-2-3 before modifying your operating system files, but you should look over the information in this chapter to see if you need to make any changes before you use 1-2-3. Many users will not need to make any changes.

Before You Use 1-2-3

Before you use 1-2-3, make sure of the following:

- Your computer has a minimum of 1 MB of memory available for 1-2-3 (made up of a combination of conventional and extended memory).
- Your CONFIG.SYS file contains certain statements.
- Your AUTOEXEC.BAT file contains certain statements.

If you are using 1-2-3 Release 3.1 with Windows 3.0 in 386 enhanced mode and have only 2 MB of memory, you should also do the following:

- Create a permanent Windows 3.0 swap file.

Read the sections that follow for information about configuring your system's memory, modifying CONFIG.SYS, modifying AUTOEXEC.BAT, and creating a permanent Windows 3.0 swap file.

Before you modify any files, make sure you have the following:

- The hardware chart from Chapter 1 of this manual
- The manual that came with your expanded memory board, if you have a memory board
- Your mouse documentation, if you have a mouse

About Memory and the Swap File

The following terms will be helpful when you read about configuring memory:

- **Conventional memory** is the amount of random access memory (RAM), up to 640 KB, that DOS makes available to application programs.
- **Extended memory** is RAM in addition to the 640 KB of conventional memory.
- **Expanded memory** is memory in addition to the 640 KB of conventional memory that meets the requirements of the Lotus/Intel®/Microsoft (LIM) Expanded Memory Specification.
- **Virtual memory** is the ability of a program to use space on a hard disk as though it were RAM.
- The **swap file** is the area on your hard disk in which a program stores data when it uses virtual memory.

Required Memory Configuration

To use 1-2-3 Release 3.1, your computer must have a minimum of 1 MB of RAM, consisting of a combination of 640 KB of conventional memory and 384 KB of extended memory.

If your computer has 640 KB of conventional memory and uses expanded memory, you will need to reconfigure that memory so that at least 384 KB is extended memory. If you reconfigure your system's memory from expanded to extended, you may also have to change the position of some switches on your memory board and modify the statement in your CONFIG.SYS file that defines how your system uses memory. For directions, see the manual that came with your memory board or call the manufacturer.

If your computer has only 1 MB of memory, make sure that no other programs, such as disk cache or RAM disk programs, are using the 384 KB of extended memory.

NOTE If you plan to use 1-2-3 Release 3.1 with Windows in standard mode, you will need 1.5 MB of memory, and if you plan to use 1-2-3 Release 3.1 with Windows in 386 enhanced mode, you will need 2 MB of memory. (The additional memory is a Windows requirement.)

With DOS or Windows Real or Standard Mode

When you use 1-2-3 with DOS or with Windows in real or standard mode, 1-2-3 uses virtual memory: If RAM is full, 1-2-3 frees up some RAM by storing data and portions of the program on the hard disk. When 1-2-3 needs this data or portion of the program, it brings it into RAM and makes room by swapping other data or portions of the program from RAM onto the hard disk.

If you have only 1 MB of memory, or if you use the SET 123SWAPSIZE or SET 123VIRTFSIZE statements in your AUTOEXEC.BAT file to provide additional work space for 1-2-3, 1-2-3 reserves an area on your hard disk for storing data with virtual memory. This area is called the swap file. The swap file is created each time you start 1-2-3; when you end 1-2-3, the swap file is automatically erased from your hard disk. The initial swap-file size for a computer with 1 MB of memory is approximately 512 KB. If you want, you can make the swap file larger so you can have larger worksheets in memory. Also, if you have more than 1 MB of memory, you may want to create a swap file to increase your work space. To do so, use the SET 123SWAPSIZE or SET 123VIRTFSIZE statements described in "Checking AUTOEXEC.BAT" later in this chapter.

The use of a swap file affects the speed of an application. If your computer has enough conventional and extended memory to run your 1-2-3 applications, your applications will run at their fastest if you do not create a swap file or increase the initial swap-file size. If an application is too large to run without creating a swap file or without increasing the initial swap-file size, determine how large to make your swap file by increasing the size of the swap file in small increments until your application will run.

With Windows 386 Enhanced Mode

When you run 1-2-3 Release 3.1 with Windows 3.0 in 386 enhanced mode, 1-2-3 uses Windows virtual memory and does not use its own virtual memory or create a swap file. You can adjust the amount of virtual memory allotted to 1-2-3 in Windows with the SET 123MEMSIZE statement, described in "Checking AUTOEXEC.BAT" later in this chapter.

If your computer has only 2 MB of memory, you should create a permanent swap file to use 1-2-3 Release 3.1 with Windows 3.0 in 386 enhanced mode. Also, if your computer has more than 2 MB of memory, you can improve Windows performance by creating a permanent swap file. To create a permanent swap file, read "Creating a Permanent Swap File for Windows 3.0 386 Enhanced Mode" later in this chapter.

Checking CONFIG.SYS

Your CONFIG.SYS file must contain the following two statements:

BUFFERS=20 (or greater)

FILES=20 (or greater)

NOTE If you plan to use a mouse with 1-2-3 Release 3.1, you should load your mouse driver before you start 1-2-3. If your mouse driver has a .SYS extension or if the manufacturer recommends you load the driver in CONFIG.SYS, include the name of this file and its path in your CONFIG.SYS file so that DOS will automatically load the mouse driver before you start 1-2-3 (see step 7). Consult your mouse documentation to find the name of your mouse driver and the recommended loading method.

Follow the steps below to check or modify your CONFIG.SYS file.

1. Change to the root directory of the disk from which you started your computer. This is where CONFIG.SYS is located if the file exists.
2. At the operating system prompt, type `type config.sys` and press **ENTER**.
 - Your CONFIG.SYS file should appear on the screen. Go on to step 3.
 - If the message 'File not found' appears, you need to create a file named CONFIG.SYS. Start a text editor that reads and saves ASCII files, such as Edlin or Brief® then, continue to step 6.
3. Check to see if CONFIG.SYS contains the necessary **BUFFERS** and **FILES** statements.

If **BUFFERS**=20 (or greater) and **FILES**=20 (or greater), go on to "Checking AUTOEXEC.BAT," which follows.

NOTE If you use a disk cache such as SMARTDRV.SYS, the **BUFFERS** statement can be 10 or lower.

NOTE The **FILES** statement controls the number of files you can have open at one time in memory. If you are using DOS 3.3 or later and plan to have more than 10 1-2-3 worksheet files in memory at the same time, you should set **FILES** to 40.

If the statements do not exist or if **BUFFERS**=19 (or lower) or **FILES**=19 (or lower), proceed to step 4.

4. Type `copy config.sys config.bak` and press **ENTER** to make a backup copy of the current version of your CONFIG.SYS file (so you can use this version of the file if necessary).
5. Read the CONFIG.SYS file into a text editor that reads and saves ASCII files.
6. Enter the statements **BUFFERS**=20 and **FILES**=20 as new lines in the file or edit the existing statement(s) by making **BUFFERS** and **FILES** equal to 20 or greater.
7. If you plan to use a mouse with 1-2-3 Release 3.1 and you have a mouse driver such as MOUSE.SYS, enter the statement

```
DEVICE = path\MOUSE.SYS
```

as a new line in the file, where *path* is the path to your mouse driver.

8. Save the CONFIG.SYS file and return to the operating system.
9. Read "Checking AUTOEXEC.BAT," which follows, to see if you need to modify that file.

Checking AUTOEXEC.BAT

You may not need to modify your AUTOEXEC.BAT file. If any of the following situations apply to you, you need to modify your AUTOEXEC.BAT file:

- You plan to use 1-2-3 with data in external databases, such as dBASE III® (see step 5).
- You are upgrading from a previous release of 1-2-3 and the PATH statement in your AUTOEXEC.BAT file includes the program directory for the previous release (see step 6).
- Your screen displays colors as shades of one color, such as plasma displays (see step 8).

If any of the following situations apply to you, you can change your AUTOEXEC.BAT file to customize your system:

- You will use a mouse with 1-2-3 and your mouse driver is a file with a .COM or .EXE extension, such as MOUSE.COM (see step 7).
- You will use 1-2-3 with DOS or with Windows in real or standard mode and you will have large applications (see steps 9 and 10).
- You will use 1-2-3 with Windows in 386 enhanced mode and have applications that require more than approximately 440 KB of memory (see step 11).

If any of the preceding situations apply to you, refer to the applicable step in the following procedure to find what statements your AUTOEXEC.BAT file should contain. Then follow these steps from the beginning to check or modify your AUTOEXEC.BAT file:

1. Change to the root directory of the disk from which you started your computer. This is where AUTOEXEC.BAT is located if the file exists.
2. At the operating system prompt, type `type autoexec.bat` and press **ENTER**.
 - Your AUTOEXEC.BAT file should appear on the screen. If the text displayed on your screen contains all the statements you need (as described in steps 5 through 11 below), restart your computer by pressing **CTRL-ALT-DEL** to use the new CONFIG.SYS file. Then go on to Chapter 3 to install 1-2-3 Release 3.1.
 - If the message 'File not found' appears, you need to create a file named AUTOEXEC.BAT if any of the situations described above apply to you. Start a text editor that reads and saves ASCII files, such as Edlin or Brief; then, continue to step 5.
 - If the text displayed on your screen does not contain all the statements you need, edit or add the statements as described in steps 3 through 9 below.
3. Type `copy autoexec.bat autoexec.bak` and press **ENTER** to make a backup copy of the current version of your AUTOEXEC.BAT file (so you can use this version of the file if necessary).

4. Read the AUTOEXEC.BAT file into a text editor that reads and saves ASCII files.
5. To use 1-2-3 with external databases, edit the PATH statement.

- If the AUTOEXEC.BAT file contains a PATH statement, add the path you will use for your 1-2-3 Release 3.1 program directory. If you use the default path, your edited PATH statement might look like this:

```
PATH=C:\;C:\DOS;C:\123R3
```

NOTE Remember, the path you add to your PATH statement must be the same path you will specify in the Install program.

- If the AUTOEXEC.BAT file does not contain a PATH statement, enter this statement as a new line in the file:

```
PATH=C:\;C:\123R3 (Substitute the path to your 1-2-3 Release 3.1 program directory if it is different.)
```

6. If you are upgrading to 1-2-3 Release 3.1 and installing it in a new program directory, delete the directory of the previous release of 1-2-3 from the PATH statement so that Release 3.1 is invoked when you start 1-2-3.
7. If you will use a mouse with 1-2-3 Release 3.1, you should load the mouse driver before you start 1-2-3. If your mouse driver is in a file with a .COM or .EXE extension, such as MOUSE.COM, you can add a statement to your AUTOEXEC.BAT file so that the operating system loads your mouse driver automatically. To do so, add the following line to the file:

```
path\mouse
```

where *path* is the path to the directory that contains your mouse driver.

NOTE If you already added the DEVICE=MOUSE.SYS statement to your CONFIG.SYS file, you do not need to add this statement to your AUTOEXEC.BAT file.

8. If your screen displays colors as shades of one color, enter this statement as a new line in the file:

```
SET 123CPBW=YES
```

9. If you use Release 3.1 with DOS or with Windows in real or standard mode, you can control the amount of memory available for worksheets (and so make room for larger worksheets) by controlling the size of the swap file. To do so, enter either the SET 123SWAPSIZE or SET 123VIRTSIZE statement. Use SET 123SWAPSIZE if you need to maintain a consistent size for the swap file because you have limited hard-disk space. Use SET 123VIRTSIZE if you want 1-2-3 Release 3.1 to adjust the size of the swap file to maintain a consistent work space.

- To make 1-2-3 always create the same size swap file, regardless of the amount of available memory, enter this statement as a new line in the file:

```
SET 123SWAPSIZE=m
```

where *m* is the size of the swap file you want 1-2-3 to create, in KB. For example, to make 1-2-3 always create a 1000 KB swap file, type `set 123swapsize=1000`. *m* can be any value up to 32767 minus the amount of available conventional and extended memory. If you make *m* equal to 0, 1-2-3 never creates a swap file. If you make *m* larger than the amount of available space on your hard disk, or if the total of conventional memory, extended memory, and virtual memory (swap-file size) is greater than 32767 KB, 1-2-3 will display an error message when you try to start the program.

- To make 1-2-3 create a swap file whose size depends on the amount of available memory, enter this statement as a new line in the file:

```
SET 123VIRTSIZE=m
```

where *m* is the size of all conventional, extended, and virtual memory in KB. For example, to make sure 1-2-3 always has at least 2 MB of virtual space regardless of the amount of RAM available, type `set 123virtsize=2048`. *m* can be any value up to 32767. If you make *m* equal to a number less than the amount of available conventional and extended RAM, 1-2-3 never creates a swap file.

NOTE If both the SET 123VIRTSIZE statement and the SET 123SWAPSIZE statements are in AUTOEXEC.BAT, 1-2-3 uses only the SET 123SWAPSIZE statement.

10. When 1-2-3 creates a swap file, it does so in the drive and directory that is current when you start 1-2-3. You can optimize the speed with which 1-2-3 moves data between the swap file and RAM by specifying a path for the swap file in your AUTOEXEC.BAT file. To do so, create a directory on your hard disk in its own DOS partition or a directory on the fastest hard disk you have available (for example, C). Then enter this statement as a new line in the file:

```
SET 123SWAPPATH=path
```

path should contain the disk-drive letter and name of the directory you created for the swap file. For example, if you want 1-2-3 to create a swap file in the directory C:\123SWAP, create the directory with the operating system MD command. Then enter the line `set 123swappath=c:\123swap` in your AUTOEXEC.BAT file.

1-2-3 does not create directories for a swap file. Make sure *path* contains only the names of directories that already exist.

NOTE Do not specify a diskette drive for *path*.

NOTE 1-2-3 works faster if the swap file is unfragmented. Run a disk unfragmenter utility, such as the Norton Utilities Speed Disk™, on the swap-file drive regularly to make sure most of its free disk space is unfragmented.

11. If you use 1-2-3 with Windows 3.0 in 386 enhanced mode, you may want to change the amount of virtual memory Windows sets aside for 1-2-3, especially if you have large applications. By default, 1-2-3 Release 3.1 uses 516 KB of Windows virtual memory. To make more Windows virtual memory available for 1-2-3, enter this statement as a new line in the AUTOEXEC.BAT file:

```
SET 123MEMSIZE=m
```

m can be any value from 100 to 32767. If less than 384 KB of virtual memory is available for 1-2-3, 1-2-3 will display an error message when you try to start it.

NOTE At startup, Windows 386 enhanced mode users have approximately 440 KB of memory available for 1-2-3, as displayed in the 1-2-3 /Worksheet Status command status screen.

12. Save the edited AUTOEXEC.BAT file and return to the operating system.
13. Restart your computer by pressing CTRL-ALT-DEL to use the new AUTOEXEC.BAT file. Then go on to Chapter 3 to install 1-2-3 Release 3.1.

Creating a Permanent Swap File for Windows 3.0 386 Enhanced Mode

If you want to use 1-2-3 Release 3.1 with Windows 3.0 on a 386 machine with only 2 MB available memory, Lotus recommends that you create a permanent swap file. In addition, if you plan to use 1-2-3 Release 3.1 with Windows 3.0 on a 386 machine with 2 MB or more available memory and you have available disk space, you can create a permanent swap file to improve Windows performance. To do so, follow these steps:

1. Remove all memory-resident programs from memory, including all network software.
2. Type `win/r` and press ENTER at the operating system prompt to start Windows in real mode.
3. Select File Run from the Program Manager menu bar.
4. Type `swapfile` and select OK.
5. Specify a size for the swap file and select Create.
6. Exit Windows.
7. Type `win` and press ENTER to start Windows in 386 enhanced mode.

Chapter 3

Installing 1-2-3 Release 3.1

Before you can use 1-2-3, you must use the 1-2-3 Release 3.1 Install program. This chapter describes the Install program and guides you through the steps you need to complete it.

The Install program does the following:

- Transfers 1-2-3 Release 3.1 files to your hard disk.
- Transfers the Wysiwyg files to your hard disk, if you want them.
- Asks you to specify the equipment you will use with 1-2-3.

You can specify 2 screen display modes and a total of 16 printer model/option combinations to use at one time with 1-2-3.

When you finish specifying your equipment, Install transfers the files necessary for 1-2-3 to work with your equipment to your 1-2-3 Release 3.1 program directory.

- Generates fonts for use with Wysiwyg display and printing, if you chose to transfer the Wysiwyg files to your hard disk.

You can specify whether Install generates fonts now or later.

NOTE The 1-2-3 Release 3.1 files have been compressed to reduce the number of disks included in your Release 3.1 package. If you do not use the Install program to transfer the files to your hard disk, you will not be able to use them. If you choose to back up your 1-2-3 disks, do not back them up until after you complete the Install program.

NOTE If you are going to use add-ins created with the Lotus Add-In Toolkit, you must use the Linstall program, which is on the Add-In Support Disk, to install add-in library files. See Appendix 6 of *Reference*, or, if you are upgrading from Release 3, see the 1-2-3 Release 3.1 Usage Notes that came with this manual for instructions on the Linstall program.

How to Use this Chapter

- **First-time 1-2-3 users:** Read “Terms You Need to Know,” which follows. Then proceed to “Starting Install for the First Time” to start Install. When you finish Install, read “Backing Up Your Disks” for instructions on how to make backup copies of your 1-2-3 Release 3.1 disks.
- **Release 3 to 3.1 upgraders and Release 1A or Release 2 upgraders who want to use the same 1-2-3 program directory used for a previous release:** Read “For Upgraders: Using a Previous 1-2-3 Directory.” Then proceed to “Starting Install for the First Time” to start Install. If you need instructions on how to make backup copies of your 1-2-3 Release 3.1 disks, read “Backing Up Your Disks” after you complete Install.
- **Release 1A or Release 2 upgraders who plan to use a new program directory for the Release 3.1 files:** Read “Starting Install for the First Time” to start Install. If you need instructions on how to make backup copies of your 1-2-3 Release 3.1 disks, read “Backing Up Your Disks” after you complete Install.
- **Experienced 1-2-3 users installing for the first time:** Read “Starting Install for the First Time” to start Install. If you need instructions on how to make backup copies of your 1-2-3 Release 3.1 disks, read “Backing Up Your Disks” after you complete Install.

Terms You Need to Know

Read the following sections if you need to learn about directories, paths, defaults, and drivers.

Directories, Subdirectories, and Paths

Directories are subdivisions of the hard disk in your computer. You use them to keep the files on your hard disk organized, much like you use folders in a file cabinet. To differentiate between directories, you name them as you create them. It is a good idea to give a directory a name that relates to the type of files it contains. For example, an accounting agency might create a directory named WILLIAMS to store files about a client named Sarah Williams and create another directory named LICINI to store files about a client named Michael Licini.

Directories can contain other directories, as well as files. Directories inside other directories are called **subdirectories**.

A **path** identifies the location of a file by showing the drive letter, directory, and subdirectories the file is in. For example, if the file STATS.WK3 is on drive C in directory 123R3 and subdirectory DATA, the path to the file is
C:\123R3\DATA\STATS.WK3.

Defaults

A **default** is a setting that a program uses unless you tell it to use another setting. Usually, the program displays a default when it is the suggested setting for you to use. To accept a default, you press **ENTER** without changing the displayed setting. For example, Install prompts you to specify the program directory name and displays 123R3 as the default. To accept the name 123R3 as your 1-2-3 program directory, you would press **ENTER**.

Drivers and Driver Configuration Files

A **driver** tells 1-2-3 how to work with your equipment. When you finish specifying your equipment, Install saves your selections in a file called a **driver configuration file (DCF)**. The DCF tells 1-2-3 which drivers to use so that 1-2-3 can work correctly with your equipment.

For Upgraders: Using a Previous 1-2-3 Directory

If you are upgrading from a previous release of 1-2-3, follow the directions in this section if you want to use your existing program directory for your 1-2-3 Release 3.1 files. (If you are upgrading from Release 1A or 2, Lotus recommends that you let Install create a new program directory for your 1-2-3 Release 3.1 files.)

NOTE 1-2-3 Release 3.1 does not run with OS/2. If you are upgrading from Release 3 and want to continue using 1-2-3 Release 3 with OS/2, create a new program directory and install 1-2-3 Release 3.1 in that directory.

Using a Release 3 Directory

To use the same program directory you used for 1-2-3 Release 3, you must follow these steps:

1. If your previous 1-2-3 program directory contains data files (such as .WK3, .WK1, .WKS, .ENC, .PRN, .CGM, and .PIC files), create a data directory and copy your data files to it. You can read the files from this directory when you use them with Release 3.1. To create a data directory and copy data files to it, follow these steps:
 - Type `cd\` and press **ENTER** to make the root directory of your hard disk current.
 - Type `md\123data` and press **ENTER** to create a new directory for your data files.
 - Type `cd` followed by the name of your previous 1-2-3 program directory, and press **ENTER** to make that directory current.
 - Type `copy *.w?? c:\123data` and press **ENTER** to copy any worksheet files to your data directory. Repeat this step for print files, encoded files, .CGM files, and .PIC files. Substitute the extensions .prn, .enc, .cgm, and .pic for .w??.

2. If you want to keep Release 3 worksheet settings or any Release 3 external database settings for use in 1-2-3 Release 3.1, create a temporary directory and copy to it the configuration file, 123.CNF, which stores default worksheet settings, and the registration file, LOTUS.BCF, which stores settings for external databases. (You need to save the registration file only if you used external database drivers that did not come with your 1-2-3 Release 3 package.) To create a temporary directory and copy the files to it, follow these steps:
 - Type `cd\` and press `ENTER` to make the root directory of your hard disk current.
 - Type `md\123temp` and press `ENTER` to create a temporary directory for your configuration and registration files.
 - Type `cd` followed by the name of your 1-2-3 Release 3 program directory, and press `ENTER` to make that directory current.
 - Type `copy 123.cnf c:\123temp` and press `ENTER` to copy 123.CNF to the temporary directory.
 - Type `copy lotus.bcf c:\123temp` and press `ENTER` to copy LOTUS.BCF to the temporary directory.
3. Type `erase *.*` and press `ENTER` to erase the contents of your 1-2-3 Release 3 program directory.
4. Complete the instructions that follow in this chapter to install 1-2-3 Release 3.1.
5. If you followed step 2 above to save worksheet settings, complete the following steps after you install 1-2-3 Release 3.1:
 - Type `cd\123temp` and press `ENTER` to make the temporary directory current.
 - Type `copy 123.cnf c:\123r3\123r31.cnf` (substitute the name of your program directory if it is not `C:\123R3`) and press `ENTER` to rename the 1-2-3 configuration file 123R31.CNF and copy it to your program directory.
6. If you followed step 2 above to save external database settings, complete the following steps:
 - Type `cd\123r3` and press `ENTER` to make the 1-2-3 Release 3 program directory current. (Substitute the name of your program directory if it is not `C:\123R3`.)
 - Type `copy lotus.bcf+c:\123temp\lotus.bcf lotus.bcf` and press `ENTER` to add the settings in your Release 3 LOTUS.BCF file to the LOTUS.BCF file that came in your Release 3.1 package.

After you perform all these steps, you can start 1-2-3. See Chapter 6 for directions on how to start 1-2-3.

Using a Release 1A or 2 Directory

To use the same program directory you used for a release of 1-2-3 previous to Release 3, follow these steps:

NOTE If you want to use the PrintGraph program to print your Release 2 .PIC files, complete the steps in the following section, "Using the PrintGraph Program," before going on to the steps below.

1. If your previous 1-2-3 program directory contains data files (such as .WKS, .WK1, .PRN, and .PIC files), create a data directory and copy your data files to it. You can read the files from this directory when you use them with Release 3.1. To do this, follow these steps:
 - Type `cd\` and press `ENTER` to make the root directory of your hard disk current.
 - Type `md\123data` and press `ENTER` to create a new directory for your data files.
 - Type `cd` followed by the name of your previous 1-2-3 program directory, and press `ENTER` to make that directory current.
 - Type `copy *.w?? c:\123data` and press `ENTER` to copy any worksheet files to your data directory. Repeat this step for print files and .PIC files. Substitute the extensions .prn and .pic for .w??.
2. If you are upgrading from Release 1A, proceed to step 4. If you are upgrading from Release 2 or 2.01, check to see whether your 1-2-3 files are copy-protected:

Make sure your Release 2 program directory is current, type `dir 123.com`, and press `ENTER`. If the file size is 2000 bytes, proceed to step 3 to remove copy protection before you erase your files. If the message 'File not found' appears, or if the file size is not 2000 bytes, skip to step 4.

3. If you are upgrading from Release 2, remove copy protection from your Release 2 or 2.01 files.

If you have your original System Disk, follow one of these procedures:

- If you are using Release 2 and have your original System Disk, follow the `COPYOFF` or `COPYHARD/U` directions that came in your 1-2-3 Release 2 package.
- If you are using Release 2.01, start the 1-2-3 Release 2.01 Install program, select `Advanced Options`, and then select `Remove 1-2-3 from a Hard Disk`.

If you do not have your original System Disk, follow these steps:

- Make sure your Release 2 program directory is current.
- Insert Disk 1 (the Install disk) from your 1-2-3 Release 3.1 package in drive A.
- If you are using Release 2, type `a:zap 2.0` and press `ENTER`. If you are using Release 2.01, type `a:zap 2.01` and press `ENTER`.

4. Erase the contents of your previous 1-2-3 program directory.
5. Complete the instructions that follow in this chapter to install 1-2-3 Release 3.1.

Using the PrintGraph Program

If the two conditions below apply to you, complete the following two procedures before step 1 of the procedure on the previous page. These procedures let you save the PrintGraph and Install program files from a previous release of 1-2-3 before you erase your 1-2-3 program directory.

- You are upgrading from a release of 1-2-3 previous to Release 3.1 and plan to use the same program directory for Release 3.1 as you used for the previous release.
- You need to print graphs you created in previous releases of 1-2-3 and saved in .PIC files. To use 1-2-3 to print .PIC files, you need to use the PrintGraph program.

To save the PrintGraph program files, do the following:

1. Type `cd\` and press `ENTER` to make the root directory of your hard disk current.
2. Type `md\pgraph` and press `ENTER` to create a directory named PGRAPH for your PrintGraph program files.
3. Type `cd` followed by a space and the name of your previous 1-2-3 program directory, and press `ENTER` to make that directory current.
4. Copy the necessary PrintGraph program files from your previous 1-2-3 program directory to the PGRAPH directory by doing the following:
 - Type `copy pgraph.* c:\pgraph` and press `ENTER`.
 - Type `copy *.set c:\pgraph` and press `ENTER`.
 - Type `copy *.fnt c:\pgraph` and press `ENTER`.
 - Type `copy lotus.com c:\pgraph` and press `ENTER`.
5. Whenever you need to use the PrintGraph program to print .PIC files, change to the PGRAPH directory and then either type `pgraph` and press `ENTER` or, to start the program from the Access menu, type `lotus`, press `ENTER`, and then select PrintGraph.

NOTE The first time you use PrintGraph, remember to change the Fonts-Directory setting to the PGRAPH directory and the Graphs-Directory setting to whatever directory you copy your .PIC files to.

In addition to saving your PrintGraph program files, you also need to save the Install program files from your previous release of 1-2-3. These files are necessary if you change the printer you use to print graphs or if you change your monitor or graphics card, at which time you must run Install to change your graphics printer driver or screen display driver. To save the Install program files, do the following:

1. Insert a blank, formatted disk in drive A.
2. Copy the necessary Install program files from your previous 1-2-3 program directory to the disk in drive A by doing the following:
 - Type `copy install.* a:` and press ENTER.
 - Type `copy *.lbr a:` and press ENTER.
 - If you have .DRV files, type `copy *.drv a:` and press ENTER.

NOTE Instead of copying the Install program files to a diskette, you can copy them directly to the PGRAPH directory. By copying them to a diskette, however, you save space on your hard disk.

3. Whenever you change the printer you use to print graphs or whenever you change your monitor or graphics card, copy all the Install program files from the diskette to the PGRAPH directory, start the Install program, and use the Change Selected Equipment option to change your graphics printer driver or screen display driver. When you are finished using Install, you can delete the copied Install program files from your PGRAPH directory.

NOTE Remember that whenever you change your graphics printer driver in Install, you also need to change the Printer setting in PrintGraph.

Starting Install for the First Time

Before you start Install, be sure you have the following:

- Your completed hardware chart from Chapter 1.
- Your 1-2-3 Release 3.1 disks.
- The minimum amount of hard-disk space required for your 1-2-3 Release 3.1 files (5 MB).

To use 1-2-3 Release 3.1 and Wysiwyg with one screen display card and two printers, you need a minimum of 5 MB of hard-disk space.

To generate fonts for use with Wysiwyg, you need at least 198 KB of hard-disk space and 640 KB of available RAM, regardless of whether you choose to generate the Basic, Medium, or Extended set of fonts.

The first time you use Install, you must start the program with Disk 1 (the Install disk). The directions below assume you are starting Install from drive A. If you are starting Install from a different drive, substitute the letter of that drive in this procedure.

1. Insert Disk 1 (the Install disk) in drive A.

If you are using the high-density disks, make sure you insert the disk in the high-density disk drive.

2. Type `a:` and press `ENTER` to make drive A current.
3. Type `install` and press `ENTER`.

Install starts. The first screen you see is an introductory screen that explains what the Install program does.

4. Press `ENTER` to begin the program.

What's Next

Follow the instructions on your screen to complete Install. In most cases, all the information you need to complete Install will be on the screen you are using. If you need more information about a particular screen, try one of the following:

- Read the sections that follow in this manual. Each section heading corresponds to a screen title in Install. The sections appear in the same order as the Install screens.
- Press `F1` to see a Help screen related to the step you are completing in Install.

Transferring 1-2-3 Release 3.1 Files

This section describes the screens you use to create a 1-2-3 Release 3.1 program directory and transfer your 1-2-3 Release 3.1 files to it.

Recording Your Name and Company Name

Install uses the information you enter on this screen to record your name and company name permanently on your copy of 1-2-3. This screen appears only the first time you use Install.

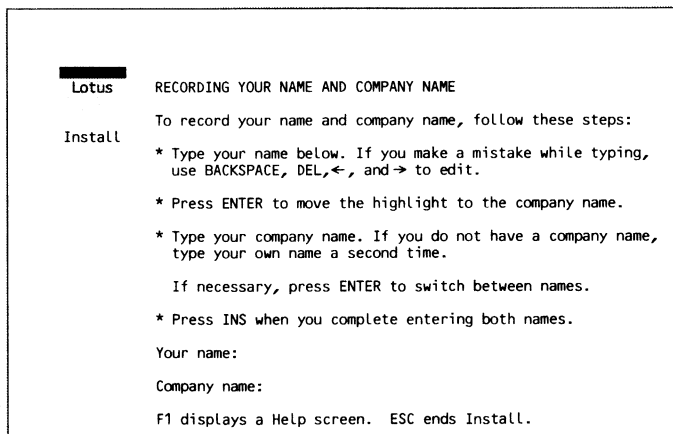


Figure 3-1 Recording your name and company name

When you enter the information on this screen, remember the following:

- You will see your name and company name every time you start 1-2-3.
- Be careful to enter the names correctly because you cannot change them once they are recorded.
- Limit your names to 30 characters each.

Transferring the Translate Utility

The Translate utility is a program that lets you convert data files to and from the 1-2-3 Release 3 file format. Because you can use Translate only from your hard disk, Lotus recommends that you transfer the Translate utility to your 1-2-3 Release 3.1 program directory now unless you are certain that you will never need to use it.

NOTE If you do not transfer the Translate utility now and find that you need it later, you can either use Install again, or use a utility called Inflate to transfer the files necessary to use Translate. For more information on using Install to transfer the Translate utility, see "Starting Install from the Install Disk" in Chapter 4. For information on using Inflate to transfer the Translate utility, see Appendix 1 of *Reference*.

Transferring the Wysiwyg Files

Wysiwyg provides a set of commands to format and print data, change the way 1-2-3 displays worksheets on the screen, save formatting information in files, and edit graphs and data in worksheets. Because you can use Wysiwyg only from your hard disk, Lotus recommends that you transfer the Wysiwyg files to your 1-2-3 Release 3.1 program directory now.

NOTE If you do not transfer the Wysiwyg files now and find that you want to use Wysiwyg later, you can use Install again. For more information on using Install to transfer the Wysiwyg files, see “Starting Install from the Install Disk” in Chapter 4.

Specifying Your Hard-Disk Drive

Before Install can transfer the 1-2-3 Release 3.1 files to your hard disk, you must specify your hard-disk drive and the directory you will use for those files.

This screen asks you to specify the letter of the hard-disk drive that will contain the directory. Because most hard-disk drive letters are C, Install offers C as the default.

- If the letter of your hard-disk drive is C, accept the default by pressing ENTER.
- If the letter of your hard-disk drive is not C, type the correct letter and press ENTER.

Specifying Your 1-2-3 Release 3.1 Program Directory

This screen asks you to specify a name for the 1-2-3 Release 3.1 program directory Install will create for you. Lotus recommends that you accept the default name, 123R3.

NOTE You must use the same name for this directory as the one you use when you modify your CONFIG.SYS or AUTOEXEC.BAT file.

- To accept 123R3, press ENTER. Install then asks you to confirm your choice.
- If you want to use an existing directory, that directory must be empty or contain only 1-2-3 Release 3 or 3.1 files.
- If you want to name the directory something other than 123R3, use BACKSPACE to erase 123R3, type the new name, and press ENTER. If you name the directory something other than 123R3, limit the name of the directory to eight characters. If you use subdirectories in your path, limit each subdirectory name to eight characters.

Transferring the 1-2-3 Files

Now that you have specified your hard-disk drive and your 1-2-3 Release 3.1 program directory, Install can transfer the 1-2-3 Release 3.1 files to that directory.

Install asks you to insert only the disks it needs for your files. Each time Install finishes transferring files from a disk, it will prompt you to insert another disk. You will not use all the 1-2-3 disks during this procedure.

NOTE Because the 1-2-3 Release 3.1 program files are compressed, Install not only transfers the files to the program directory, it also decompresses them to make them usable. For this reason, transferring the files takes time.

File Transfer Successful

When Install finishes transferring your 1-2-3 Release 3.1 files, it displays this screen, which tells you that you have completed the first part of Install and will now go on to the next part — specifying your equipment.

Specifying Your Equipment

This section describes the screens you use to specify the following:

- Your screen display card and screen display modes
- Your printers and printer options

To specify your equipment, you select items from menus. Before you begin making selections, read the following table to become acquainted with the keys you will use.

Key	Action
Space bar	Makes or deletes a selection for a screen display mode or printer option. When you press the space bar to make a selection, a number or letter appears next to the selection. When you press the space bar to delete a selection, the number or letter next to the selection disappears.
INS	Confirms selections you made by pressing the space bar. When you press INS, Install moves to the next screen.
DEL	Deletes a selection. If you can make another selection on that screen, Install stays on that screen to let you make the selection. If you have more selections to delete, Install moves to the next screen.
ENTER	Makes and confirms a single selection and moves to the next screen.
F9	Returns to the Main Menu and clears any selections you have made.
F10	Displays any selections you have made. See “Viewing Current Selections,” which follows, for more information.

Viewing Current Selections

Whenever you press F10 after you make equipment selections, Install displays a screen that lists the equipment you have selected.

Figure 3-2 shows the current selections in a DCF named 123. The display card selected is a color Enhanced Graphics Adapter and the default display mode is 80x25. The printer selected is an Apple® LaserWriter® Plus and the default option is Times/Helvetica. The Country selection determines the international settings 1-2-3 will use, including the collating sequence. The default collating sequence is Numbers First. (For information on changing the collating sequence, see “Change Selected Country” in Chapter 4.)

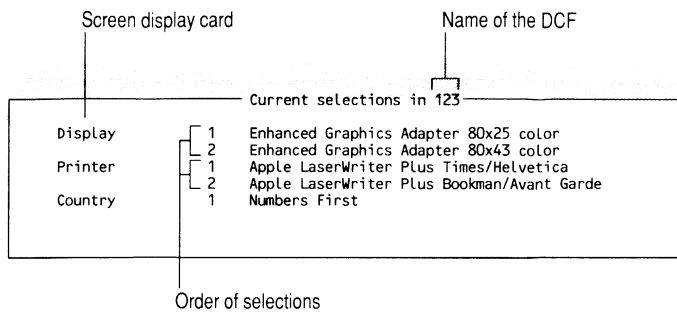


Figure 3-2 Current selections displayed by pressing F10

Screen display card selections are always numbered 1 and 2. Printer selections are either numbered or lettered (the first nine are numbered 1 through 9 and the next seven are lettered a through g). The numbers and letters correspond to the order in which you select the equipment, with number 1 indicating your default. When you delete a selection, the selection next in line moves up a number. For example, if you have three printer selections, they are numbered 1, 2, and 3. If you delete number 1, selection 2 becomes 1 and 3 becomes 2.

Main Menu

This screen lets you choose from four options: First-Time Installation, Change Selected Equipment, Wysiwyg Options (if you specified that you wanted Install to transfer Wysiwyg to your hard disk), and End Install Program. Select First-Time Installation now and continue using the directions on the screen.

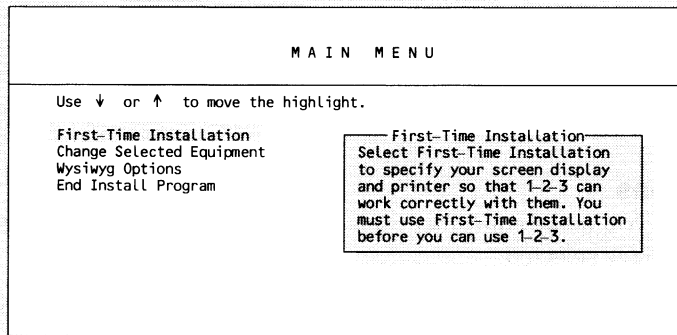


Figure 3-3 The Install Main Menu

If you decide, as you are making selections, that you want to start again from the beginning of First-Time Installation, press F9. This will return you to the Main Menu without recording any of the selections you've made.

The following sections correspond to the screens you will use to complete First-Time Installation.

Screen Display Detection

This screen shows you the type of screen display card Install detects in your computer. On the next screen you will be asked to select the type of your screen display card. A **screen display card** is the device that makes your monitor display images. In most cases, Install can correctly identify the type of screen display card in your computer.

In some instances, Install will display a generic name for several different types of screen display cards. You will get more specific information on the next Install screen.

Screen Selection (Display Card)

The item highlighted on this screen is the screen display card Install detected in your computer. Press ENTER to select the highlighted screen display card.

NOTE If you use a Hercules® Graphics or Hercules InColor® screen display card and you want to display graphs and worksheets at the same time using the 1-2-3 /Worksheet Window Graph command, select 90x43. If you have a Hercules InColor display card and want to use Wysiwyg graphics mode, select Hercules Graphics as one of your two choices for display modes. Hercules InColor display cards do not support Wysiwyg graphics mode.

Some screen display cards offer only one screen display mode. If your screen display card does not offer more than one mode, Install will move to the first Printer Selection screen after you select the card. Some screen display cards offer two screen display modes. You can select two modes for the Enhanced Graphics Adapter (EGA), High-Resolution CGA, Video Graphics Array (VGA), and Hercules Graphics and InColor cards.

Hercules modes appear on the same screen as the Hercules cards. The method you use to select two Hercules modes is different from the method you use to select modes for other cards. To select more than one screen display mode for your card, follow the directions in the section that applies to your screen display card.

Screen Selection (Display Mode)

A **screen display mode** determines how much of the worksheet is displayed on your screen. The standard screen display mode is 80 characters across by 25 lines down. If you prefer to see more rows of the worksheet on your screen, select a display mode with more lines. You can select one or two screen display modes. If you select two modes, you can switch between them during a 1-2-3 session with /Worksheet Window Display. The mode you select first in Install will be the default screen display mode when you start 1-2-3. For information about switching screen display modes in 1-2-3, see /Worksheet Window in Chapter 2 of *Reference*.

Selecting Screen Display Modes

To select one screen display mode, highlight your choice, press the space bar, and press **INS**.

To select two screen display modes for the EGA, High-Resolution CGA, or VGA screen display cards, do the following:

1. Highlight the screen display mode you want as your first choice.

This will be your default screen display mode in 1-2-3.

2. Press the space bar.

Install displays a 1 next to your selection. If you selected the wrong mode, press the space bar again. The number next to the selection disappears, indicating that it is no longer selected. Repeat steps 1 and 2 to make a new selection.

3. Highlight the screen display mode you want as your secondary mode.

4. Press the space bar.

Install displays a 2 next to your selection. If you selected the wrong mode, press the space bar again. The number next to the selection disappears, indicating that it is no longer selected. Repeat steps 3 and 4 to make a new selection.

5. Press **INS** to accept your selections and move to the next screen.

Selecting a Second Hercules Display Mode

To select a second Hercules screen display mode after you have finished selecting the first display mode, do the following:

1. Press **ESC** to return to the Screen Display Detection screen.
2. Press **ENTER** to move to the Screen Selection (display card) screen.

Your default Hercules selection appears with a 1 next to it.

3. Highlight the Hercules selection you want as your secondary mode and press **ENTER**.

Changing Screen Display Modes

If you want to change your screen display mode or modes after you have finished selecting them, press **F9** to return to the Main Menu. Install will clear any selections you have made. You can then use First-Time Installation again to make new selections.

NOTE If you have already made several selections and don't want Install to clear them, you can complete First-Time Installation, name your DCF, and instead of ending Install, return to the Main Menu. Then use Change Selected Equipment to change any of the selections in your DCF.

Printer Selection

This screen asks if you want to use a printer with 1-2-3. If you select Yes, Install continues to the next Printer Selection screen. If you select No, Install continues with Naming Your DCF.

Printer Selection (Manufacturer)

Selecting a printer manufacturer is your first step in selecting a printer. When you select a printer manufacturer, Install may display additional screens that ask you to select a printer model, model series, or printer options. The screen or series of screens you see depends on the printer manufacturer. You can select a total of 16 printer model/option combinations. You should select the printer you will use most often first because 1-2-3 uses your first selection as your default printer. Before you can select additional printers, you must complete the selection of each printer model and option.

To select a printer manufacturer, highlight your choice and press **ENTER**.

If your printer is not listed, select Generic or the manufacturer of the printer your printer emulates. If you are not sure what manufacturer or model your printer emulates, see your printer manual.

NOTE If you select Generic, you will not be able to print graphs.

Printer Selection (Model)

This screen prompts you to select your printer model series or printer model. To select a printer model, highlight your choice and press **ENTER**.

- A printer model series is the group to which a printer belongs. For example, Epson® manufactures many different styles of letter-quality printers, all of which are part of the LQ model series.
- A printer model is a specific type of printer. For example, the LQ-1500 is a specific model of printer within the LQ series.

Selecting an HP LaserJet Printer

If you select HP® as your printer manufacturer, Install offers a selection of eight LaserJet® printer model series. Install offers the following HP LaserJet choices:

- HP LaserJet
- HP LaserJet+, 500+
- HP LaserJet+, 500+ added mem
- HP LaserJet Series II
- HP LaserJet Series II added mem
- HP LaserJet IIP

- HP LaserJet IIP added mem
- HP LaserJet III

One of the main distinctions between these printers is the density of graphics they print.

HP LaserJet prints graphics at 75 DPI (dots per inch).

HP LaserJet+, 500+, Series II, and IIP print draft-density graphics at 75 DPI and final-density graphics at 150 DPI.

HP LaserJet+, 500+, IIP, and Series II printers with added memory and HP LaserJet III printers print draft-density graphics at 150 DPI and final-density graphics at 300 DPI.

If you select one of the added-memory drivers for an HP LaserJet printer that does not have added memory, when you try to print graphs, the printer returns Error 20 and only part of the graph prints.

If your HP LaserJet printer has added memory and you do not select one of the added-memory drivers, when you try to print graphs, the printer will print draft-density graphics at 75 DPI and final-density graphics at 150 DPI.

Printer Selection (Options)

If your printer model has further options to choose from, Install displays this screen. You can select a font, cartridge, output media, or color.

Fonts A font determines the appearance of text on your printed page. The fonts you can select depend on the printer you use. Consult your printer manual for a description of the fonts available on your printer. If you are using the Xerox 4045 printer, see Appendix 1 for a description of the fonts you can select with the printer options Install displays.

Cartridges Some of the HP printers let you select the cartridge you will use with your printer. Each of these cartridges contains a set of fonts. You receive a number of fonts with your printer. This option lets you add other fonts available for your printer. See your printer manual for a description of the fonts provided with a specific cartridge.

Output Media Some printer models let you specify the output media on which you will be printing, such as paper or transparencies. With some models, you can specify the size of the paper on which you will print.

Color This option lets you print in color if you have a color ribbon.

Selecting Printer Options

Some printers have several options. If you select more than one printer option, you can change the one 1-2-3 uses during a 1-2-3 session with /Worksheet Global Default Printer Name. 1-2-3 uses the selection that is numbered 1 as the default selection. For information about changing printer options in 1-2-3, see /Worksheet Global Default Printer in Chapter 2 of *Reference*.

To select one printer option, highlight your choice, press the space bar, and press **INS**.

To select more than one printer option, do the following:

1. Highlight the printer option you want as your default.
2. Press the space bar.

Install displays a 1 next to your selection. If you selected the wrong option, press the space bar again. The number next to the selection disappears, indicating that it is no longer selected.

3. Repeat steps 1 and 2 for each option you want to select.

Install displays a number (or letter if you select more than nine options) next to each selection. If you want to delete an option, highlight the option again and press the space bar. The number next to the selection disappears, indicating that it is no longer selected.

4. Press **INS** to accept your selections and move to the next screen.

NOTE If you have an HP LaserJet printer and your cartridge is not one of the cartridges Install lists, press **ESC** to return to the screen that asks if you want to use a printer with 1-2-3. Select **Yes** to continue to the Printer Selection (manufacturer) screen. Select **Generic** and then select **Generic Printer** to continue to the Printer Selection (options) screen. Select **No** backspacing capability.

To print with the fonts in your cartridge from the 1-2-3 /Print menu, use printer control codes. See Appendix 3 of *Reference* for information about using printer control codes.

Changing Printer Models and Options

If you want to change your printer model and options after you have finished selecting them, press **F9** to return to the Main Menu. Install will clear any selections you have made. You can then use First-Time Installation again to make new selections.

If you have already made several selections and you don't want Install to clear them, complete the following steps:

1. Press **ESC** to return to the Printer Selection screen that asks if you want to use a printer with 1-2-3.
2. Select **Yes** to move to the Printer Selection (manufacturer) screen.
3. Highlight the printer manufacturer you want to delete and press **ENTER**. (No number or letter appears next to the selected printer manufacturer because numbers and letters appear only on model and option screens.)

Install moves to a printer model screen.

4. Highlight the model you want to delete and press **DEL**. If you are deleting a printer model that has options, Install will move to an options screen so you can make further deletions. If you are deleting a printer model that has no options, Install will move to the screen that asks if you want to use another printer.

5. If Install displays a printer options screen, highlight the option you want to delete and press the space bar. Repeat this step for all options you want to delete. When you finish deleting options, press **INS**. Install will move to the screen that asks if you want to use another printer.
6. Select **Yes** if you want to make additional changes to your printer selections. Select **No** if you want to save your current selections.

Printer Selection (Selecting Another Printer)

This screen asks if you want to use another printer with 1-2-3. If you select **No**, Install will proceed to the Naming Your DCF screen.

If you select **Yes**, Install will return to the Printer Selection (manufacturer) screen to let you repeat the process for selecting another printer.

Naming Your DCF

Now that you have finished making equipment selections, Install will save your selections in a file named 123.DCF. The file is called a driver configuration file (DCF), and this screen asks if you want to name your DCF something other than the default name, 123. If this is your only DCF or your primary DCF, select **No**.

If you need to create more than one DCF, you can use First-Time Installation again to select equipment for another DCF. You would then select **Yes** to give that DCF a different name. For example, if you have several printers and options, you may reach the 16-printer model/option limit before you finish selecting printer options. In that case, you would create a second DCF for the remaining printer options and give that DCF a different name.

Naming Your DCF

Install displays this screen if you selected **Yes** on the previous screen.

This screen displays a default path and file name made up of your 1-2-3 Release 3.1 program directory and the default DCF name, 123.

- To change the DCF name only, press **BACKSPACE** three times to erase 123, type the new name, and press **ENTER**.
- To change the DCF name and path, press **ESC**, type the new path and DCF name, and press **ENTER**.

NOTE If you use a DCF with a name other than 123, you must type that name each time you start 1-2-3. For example, if your DCF is named PLOTTER, you type 123 plotter each time you start 1-2-3. See “Starting 1-2-3” in Chapter 6 for more information.

Transferring the 1-2-3 Files

This screen prompts you to insert the disks that contain the files for the equipment you specified. Install transfers the files to your 1-2-3 Release 3.1 program directory when you press **ENTER**. Install transfers only the files needed; therefore, you will not use all the 1-2-3 disks at this time.

Installation Successful

After Install finishes transferring the files, it displays this screen. If you specified that you wanted Install to transfer the Wysiwyg files to your hard disk, when you press **ENTER**, Install will proceed to a screen that describes how to choose a set of fonts to use with Wysiwyg display and printing. Otherwise, when you press **ENTER**, Install will proceed to an Exit screen, where you can choose to end the program or return to the Main Menu. Unless you need to make any changes, end Install and start 1-2-3.

This screen also reminds you to check your operating system files to make sure that you have configured your memory correctly and modified the necessary operating system files, as explained in Chapter 2. If you have not configured your system's memory correctly or modified the necessary files, 1-2-3 will not work properly.

Installation Unsuccessful

If Install cannot transfer the files for your equipment, it displays this screen. You must complete the installation process again. To do so, press **F9** to return to the Main Menu and complete First-Time Installation to select your equipment again.

If you do not have enough space on your hard disk for Install to finish transferring the files, Install displays an error message telling you that your disk is full. At this point, press **ENTER** and Install will display the Installation Unsuccessful screen. Press **F9** to return to the Main Menu and select End Install Program so you can delete files from your hard disk to make room for your 1-2-3 files. After you delete the files, change to your 1-2-3 Release 3.1 program directory, type `install`, and press **ENTER**. Select First-Time Installation from the Main Menu and complete the procedure again.

Generating Fonts

If you specified that you wanted Install to transfer the Wysiwyg files to your hard disk, Install displays this screen, which asks if you want to generate the Basic, Medium, or Extended set of fonts for the equipment you selected.

The Basic set produces Swiss and Dutch typefaces in 4, 6, 8, 10, 12, 14, 18, and 24 point, and Courier and Xsymbol in 12 point, with optimal resolution. Of the three set sizes, Basic takes the least amount of time to generate.

The Medium set produces fonts in the Basic set, plus Dutch and Swiss in 9, 11, 16, 20, and 36 point, with optimal resolution. Medium takes more time to generate than Basic, but less time than Extended.

The Extended set produces fonts in the Medium set, plus Dutch and Swiss in 5, 7, 13, 30, 48, 60, and 72 point, with optimal resolution. Select Extended if resolution of all your displayed and printed data is important. Of the three set sizes, Extended takes the most time to generate.

NOTE The length of time font generation takes depends on the font set you select, the number of equipment selections you have, and the computer you are using. Font generation can take a considerable amount of time, especially if you are generating the Medium or Extended font set for many equipment selections. For example, generating the Extended font set for two display selections and three printer selections on an IBM® PS/2® Model 60 takes about 50 minutes.

Follow these steps to generate fonts for use with Wysiwyg.

1. Select Basic, Medium, or Extended.
2. Select Yes to generate fonts now or No to generate fonts later.

If you select Yes, Install generates fonts for the set you specified, and the program ends automatically. If you select No, Install returns to the Main Menu.

To generate fonts later with the Fontgen program, follow these instructions:

1. At the operating system prompt, type `cd\123r3\wysiwyg` and press **ENTER** to make the WYSIWYG subdirectory of your 1-2-3 Release 3.1 program directory current. Substitute the name of your program directory for `C:\123R3` if it is different.
2. Type `fontgen` and press **ENTER** to start the Fontgen program.

Fontgen generates the set of fonts (Basic, Medium, or Extended) you selected during Install. Fontgen generates fonts for the DCF that was current when you selected Basic, Medium, or Extended.

Backing Up Your Disks

NOTE If you are using 5 1/4" disks, the density of the formatted disks must be the same as the density of the disks that came in your 1-2-3 package. In addition, if you are using 5 1/4" disks, you cannot back up files on 3 1/2" disks, or if you are using 3 1/2" disks, you cannot back up files on 5 1/4" disks.

To back up your disks, follow the procedure below:

1. Insert one of the 1-2-3 Release 3.1 disks in drive A.
2. If you have two disk drives, place a blank, formatted disk in drive B.

If you do not have two disk drives, have a blank, formatted disk available.

3. Type `copy a:*.* b:` and press ENTER.

If you have two disk drives, your computer copies all the files from the 1-2-3 disk to the blank, formatted disk. If you do not have two disk drives, follow the directions on the screen to copy the files to the blank, formatted disk.

4. Repeat steps 1 through 3 for each of the 1-2-3 disks.
5. Put the backup copies of the disks in a safe place, in case you need them in the future.

Chapter 4

Using Install to Change Selections

The first time you used Install, you made several selections, which Install used to transfer 1-2-3 files to your hard disk. For example, you specified whether you wanted Install to transfer the Wysiwyg files to your hard disk. You also selected the equipment you use with 1-2-3. After you made the equipment selections, Install saved them in a file called a DCF, which 1-2-3 uses every time you start the program.

You can use Install again to change the selections you made the first time you used Install. For example, you can change equipment selections in the DCF Install created or create a new DCF for different equipment selections.

How to Use this Chapter

This chapter is divided into two main sections. Depending on the type of changes you need to make, read one or both of the sections:

- To transfer the Wysiwyg files, transfer the Translate utility, or change your hard-disk drive or 1-2-3 Release 3.1 program directory, read "Starting Install from the Install Disk."
- To change any of the equipment you selected and saved in a DCF, read "Changing Equipment Selections."

Before you start, be sure you have the following:

- The hardware chart from Chapter 1. If you changed your hardware since you completed the hardware chart, make the appropriate changes now.
- Your 1-2-3 Release 3.1 disks.

Starting Install from the Install Disk

Read this section to transfer the Wysiwyg files and/or the Translate utility to your hard disk. The directions below assume you are starting Install from drive A. If you are starting Install from a different drive, substitute the letter of that drive in the following procedure.

1. Insert Disk 1 (the Install disk) in drive A.
2. Type a: and press ENTER to make drive A current.

3. Type `install` and press `ENTER`.

Install starts and displays an introductory screen.

4. Press `ENTER` to begin the program.

5. Follow the directions on the screen to make the changes you want.

6. When Install displays the File Transfer Successful screen, press `ENTER`.

Install displays the Main Menu.

7. Either end Install or generate Wysiwyg fonts.

- If the only change you made during this part of Install was to transfer the Translate utility to your hard disk, you can end Install now. To do that, select End Install Program.
- If you transferred the Wysiwyg files to your hard disk, you can now generate fonts for use with Wysiwyg and your specific printers and screen displays. To do this, continue to step 8.

8. To generate fonts for a DCF other than 123.DCF, select Change Selected Equipment, then select Choose Another DCF to Modify. Install prompts you for the name of the DCF, offering the current path and DCF name. Use `BACKSPACE` to erase the name (and path if necessary) and then enter the name (and path if necessary) of the DCF you want to use. Then select Return to Main Menu.

9. Select Wysiwyg Options from the Install Main Menu.

10. Select Generate Fonts.

11. Select Basic, Medium, or Extended.

See "Generating Fonts" in Chapter 3 for information about the Basic, Medium, and Extended sets of fonts.

12. Select Yes to generate fonts now or No to generate fonts later.

If you select Yes, Install generates fonts for the set you specified, and the program ends automatically. If you select No, Install returns to the Main Menu.

To generate fonts later, follow these instructions:

1. At the operating system prompt, type `cd\123r3\wysiwyg` and press `ENTER` to make the WYSIWYG subdirectory of your 1-2-3 Release 3.1 program directory current. Substitute the name of your program directory for `C:\123R3` if it is different.

2. Type `fontgen` and press `ENTER` to start the Fontgen program.

Fontgen generates fonts for the set (Basic, Medium, or Extended) you selected during Install. Fontgen generates fonts for the DCF that was current when you selected Basic, Medium, or Extended.

Changing Equipment Selections

Read this section if you are using Install to change equipment selections you made the first time you installed 1-2-3. If you are using Install to make any other changes, read “Starting Install from the Install Disk” earlier in this chapter.

Starting Install from Your Hard Disk

If you are changing equipment selections but not transferring the Translate utility or Wysiwyg files, start Install from your 1-2-3 Release 3.1 program directory on your hard disk, as follows:

1. Make sure your 1-2-3 Release 3.1 program directory is current.

If it is not current, type `cd\123r3` and press **ENTER**. (If your directory is not named 123R3, substitute its name for 123R3.)

2. Type `install` and press **ENTER**.

NOTE If you want to change selections in a DCF that is not named 123, type `install`, press the space bar, type the name of the DCF, and then press **ENTER**. When Install starts, it will use that DCF as the current DCF. For example, to make PLOTTER.DCF the current DCF, type `install plotter`, and then press **ENTER**.

Install starts and displays an introductory screen.

3. Press **ENTER** to begin the program.

Install displays the Main Menu.

Main Menu

To change equipment selections, you can use either Change Selected Equipment or First-Time Installation. The one you use depends on the changes you want to make.

- If you want to make only a minor change in your DCF, use Change Selected Equipment.
- If you need to change most of the selections in your DCF, use First-Time Installation, make new selections, and use the same name as the original name for your DCF when you save the changes. See Chapter 3 for information on First-Time Installation.

Change Selected Equipment

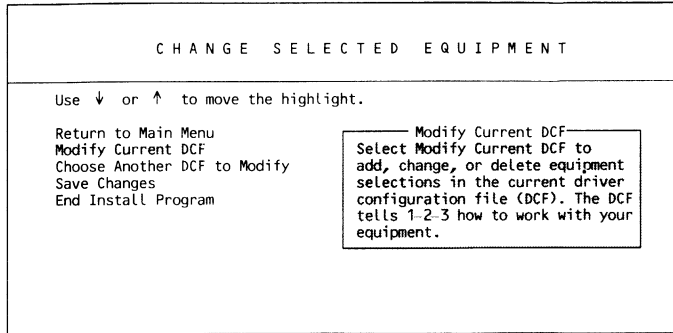


Figure 4-1 Change Selected Equipment menu

Use the Change Selected Equipment menu to select the DCF you want to modify and then to save the changes you make to that DCF.

- To change selections in the current DCF, select **Modify Current DCF**.
- To change selections in a DCF other than the current one, select **Choose Another DCF to Modify**. Install prompts you for the name of the DCF, offering the current path and DCF name. Use **BACKSPACE** to erase the name (and path if necessary) and then enter the name (and path if necessary) of the DCF you want to use. Then select **Modify Current DCF**.

NOTE After you select **Modify Current DCF**, you can press **F10** to see the selections in that DCF.

Modify Current DCF

This screen displays the following options:

- **Return to Menu** lets you return to the Change Selected Equipment menu to save your changes.
- **Change Selected Display** lets you change screen display cards and modes.
- **Change Selected Printer** lets you change printer models and options.
- **Change Selected Country** lets you change the collating sequence.

The following sections describe the procedures for changing your equipment. Read the section that applies to the equipment you want to change.

Change Selected Display

You can change the screen display mode you currently use or you can select a second mode for the Enhanced Graphics Adapter (EGA), High-Resolution CGA, Video Graphics Array (VGA), and Hercules Graphics and InColor cards. The method you use to add, change, or delete a mode for a Hercules card is different from that of other cards. Directions for adding, changing, and deleting modes for EGA, High-Resolution CGA, and VGA cards follow. Directions for Hercules cards follow the next three sections.

Adding a Second Screen Display Mode

Follow these steps to add a second screen display mode to an EGA, High-Resolution CGA, or VGA card:

1. Select Change Selected Display from the Modify Current DCF screen.

The Display (screen display card) screen appears. The number 1 appears next to your default screen display card.

2. Highlight your default screen display card press **ENTER**.

Install displays the Display (mode) screen for your screen display card. The number 1 appears next to your default screen display mode.

3. Highlight the new screen display mode and press the space bar.

The number 2 appears next to the screen display mode you selected.

4. Press **INS** to confirm your new selection.

Install returns to the Modify Current DCF screen.

5. If you want to change other equipment, make those changes. If you have no other equipment to change, select Return to Menu to return to the Change Selected Equipment screen.

6. Select Save Changes and name your DCF. If you did not transfer the Wysiwyg files to your hard disk, end Install. If you transferred the Wysiwyg files to your hard disk, generate fonts for your new equipment, and then end Install. To generate fonts for your new equipment, see "Generate Fonts" in Chapter 5.

Changing Screen Display Modes

If you want to change screen display modes for an EGA, High-Resolution CGA, or VGA card and your DCF already has two modes selected, complete the steps in the next section, "Deleting a Screen Display Mode," and then follow this procedure to select a new screen display mode.

If your DCF has only one screen display mode selected, follow these steps to change that mode:

1. Select Change Selected Display from the Modify Current DCF screen.

The Display (screen display card) screen appears. The number 1 appears next to your default screen display card.

2. Highlight your screen display card and press ENTER.

Install displays the Display (mode) screen for the your screen display card. The number 1 appears next to your default screen display mode.

3. Highlight the new screen display mode and press the space bar.

The number 2 appears next to the screen display mode you selected.

4. To make the display mode you just selected your default mode, you must delete the current default display mode. To do this, highlight the mode with the 1 next to it and press the space bar. The 1 next to that mode disappears and the 2 next to your newly selected mode changes to a 1, indicating that it is your new default display mode.

5. Press INS to confirm your new selections.

Install returns to the Modify Current DCF screen.

6. If you want to change other equipment, make those changes. If you have no other equipment to change, select Return to Menu to return to the Change Selected Equipment screen.

7. Select Save Changes and name your DCF. If you did not transfer the Wysiwyg files to your hard disk, end Install. If you transferred the Wysiwyg files to your hard disk, generate fonts for your new equipment, and then end Install. To generate fonts for your new equipment, see "Generate Fonts" in Chapter 5.

Deleting a Screen Display Mode

Follow the procedure below to delete a screen display mode for an EGA, High-Resolution CGA, or VGA card:

1. Select Change Selected Display from the Modify Current DCF screen.

Install displays the Display (screen display card) screen.

2. Highlight the card for the mode you want to delete and press ENTER.

Install displays the Display (mode) screen for the screen display card you selected. Numbers (1 and 2) appear next to the current modes in your DCF.

3. Highlight the mode you want to delete and press the space bar.

The number next to the mode you deleted disappears.

4. Press INS to confirm your deletion.

Install returns to the Modify Current DCF screen.

5. If you want to change other equipment, make those changes. If you have no other equipment to change, select Return to Menu to return to the Change Selected Equipment screen.
6. Select Save Changes, name your DCF, and end Install.

Adding a Second Hercules Screen Display Mode

Follow these steps to add a second Hercules mode:

1. Select Change Selected Display from the Modify Current DCF screen.
The Display (screen display card) screen appears. The number 1 appears next to your default Hercules card.
2. Highlight the second Hercules card and press **ENTER**.
Install returns to the Modify Current DCF screen.
3. Press **F10** to see your selections. The Hercules card you just selected should appear with a 2 next to it, and your default Hercules card should appear with a 1 next to it.
4. Press **ESC** to return to the Modify Current DCF screen. If you want to change other equipment, make those changes. If you have no other equipment to change, select Return to Menu to return to the Change Selected Equipment screen.
5. Select Save Changes and name your DCF. If you did not transfer the Wysiwyg files to your hard disk, end Install. If you transferred the Wysiwyg files to your hard disk, generate fonts for your new equipment, and then end Install. To generate fonts for your new equipment, see "Generate Fonts" in Chapter 5.

Changing Hercules Screen Display Modes

Follow these steps to change a Hercules mode:

1. Select Change Selected Display from the Modify Current DCF screen.
The Display (screen display card) screen appears. The number 1 appears next to your default Hercules card.
2. Highlight the Hercules card you want to delete and press **DEL**.
3. Highlight the Hercules card you want to use and press **ENTER**.
Install returns to the Modify Current DCF screen.
4. Press **F10** to see your selections.
5. Press **ESC** to return to the Modify Current DCF screen. If you want to change other equipment, make those changes. If you have no other equipment to change, select Return to Menu to return to the Change Selected Equipment screen.

6. Select Save Changes and name your DCF. If you did not transfer the Wysiwyg files to your hard disk, end Install. If you transferred the Wysiwyg files to your hard disk, generate fonts for your new equipment, and then end Install. To generate fonts for your new equipment, see “Generate Fonts” in Chapter 5.

Change Selected Printer

You can select a total of 16 printer model/option combinations. If you need to use more than 16 printers or printer options with 1-2-3, you must create a second DCF with a different name.

Adding Printer Selections

Follow the steps below to add new printer selections:

1. Select Change Selected Printer from the Modify Current DCF screen.
Install displays the Printer (manufacturer) screen.
2. Highlight the printer manufacturer you want to add and press **ENTER**.
Install displays the Printer (model) screen. Numbers or letters appear next to the models you have in your current DCF, depending on the number of selections you have already made.
3. Highlight the printer model you want to add and press **ENTER**.
In most cases, Install will display the Printer (options) screen for your printer model and you can proceed to step 4. If your printer model does not have any available options, Install will return to the Modify Current DCF screen and you can skip to step 6.
4. Highlight the printer option you want to add and press the space bar. Install marks the selection with a number or a letter, depending on the number of selections you have already made. Repeat this step for each option you want to add.
5. Press **INS** to confirm the selected printer options.
Install returns to the Modify Current DCF screen.
6. If you want to change other equipment, make those changes. If you have no other equipment to change, select Return to Menu to return to the Change Selected Equipment screen.
7. Select Save Changes and name your DCF. If you did not transfer the Wysiwyg files to your hard disk, end Install. If you transferred the Wysiwyg files to your hard disk, generate fonts for your new equipment, and then end Install. To generate fonts for your new equipment, see “Generate Fonts” in Chapter 5.

Deleting Printer Selections

Follow the steps below to delete printer selections:

1. Select Change Selected Printer from the Modify Current DCF screen.
Install displays the Printer (manufacturer) screen.
2. Highlight the manufacturer of the model or option you want to delete and press **ENTER**.
Install displays the Printer (model) screen. Numbers or letters appear next to your current selections, depending on the number of selections you have already made.
3. Highlight the printer model you want to delete and press **DEL**.
In most cases, Install will display the Printer (options) screen for your printer model and you can proceed to step 4. If your printer model does not have any available options, Install will return to the Modify Current DCF screen and you can skip to step 6.
4. Highlight the printer option you want to delete and press the space bar. Install removes the number or letter next to that option. Repeat this step for each option you want to delete.
5. Press **INS** to confirm the deleted printer options.
Install returns to the Modify Current DCF screen.
6. If you want to change other equipment, make those changes. If you have no other equipment to change, select Return to Menu to return to the Change Selected Equipment screen.
7. Select Save Changes, name your DCF, and end Install.

Change Selected Country

This screen lets you change your collating sequence. The **collating sequence** determines the order in which 1-2-3 arranges records in a database table during a Data Sort command. When you used First-Time Installation, Install automatically included the default collating sequence (Numbers First) in your DCF. For information on sort order, see /Data Sort in Chapter 2 of *Reference*.

Changing the Collating Sequence

Follow these steps to change your collating sequence:

1. Select Change Selected Country from the Modify Current DCF screen.
The Country screen appears. The number 1 appears next to your default collating sequence.
2. Highlight the current selection and press **DEL**.

3. Highlight the collating sequence you want to use and press **ENTER**.
Install returns to the Modify Current DCF screen.
4. Press **F10** to see your selections. The collating sequence you deleted should not appear and, instead, the new sequence you selected should appear with a 1 next to it.
5. Press **ESC** to return to the Modify Current DCF screen. If you want to change other equipment, make those changes. If you have no other equipment to change, select Return to Menu to return to the Change Selected Equipment screen.
6. Select Save Changes, name your DCF, and end Install.

Naming Your DCF

Install displays this screen after you select Save Changes from the Change Selected Equipment screen. Install prompts you to specify a name for your DCF, displaying the name of the current DCF. To change the name of the DCF, use **BACKSPACE** to delete the name, type the new name, and press **ENTER**.

To accept the displayed name, press **ENTER**.

Specifying a Diskette Drive

Install displays this screen if you started Install from your hard disk and need to transfer any files from the 1-2-3 disks to your 1-2-3 Release 3.1 program directory.

Install prompts you to enter the letter of a diskette drive and displays the drive letter A as the default. If this is the letter of the drive in which you will insert 1-2-3 disks, press **ENTER**. If the drive you will use has another letter, type that letter and press **ENTER**.

Transferring the 1-2-3 Files

This screen prompts you to insert the disks that contain the files for the equipment you specified. Install transfers the files to your 1-2-3 Release 3.1 program directory when you press **ENTER**. Install transfers only the files needed; therefore, you will not use all the 1-2-3 disks at this time.

Installation Successful

After Install finishes transferring the files, it displays this screen. Press **ENTER** to return to the Change Selected Equipment screen. If you did not transfer the Wysiwyg files to your hard disk, select End Install Program. If you transferred the Wysiwyg files to your hard disk, generate fonts for your new equipment, and then end Install. To generate fonts for your new equipment, see “Generate Fonts” in Chapter 5.

Installation Unsuccessful

If Install cannot transfer the files for your equipment, it displays this screen. You must complete the installation process again. To do so, press **ENTER** to return to the Change Selected Equipment screen, and then select your equipment again.

Exit

If you have not saved your changes, Install prompts you to do so. Select **Yes** if you want to save your changes or select **No** if you want to end Install without saving your changes.

Install asks you to confirm that you want to end Install. Select **No** to return to the Main Menu or select **Yes** to end Install.

Chapter 5

Using Install to Change Wysiwyg Selections

Read this chapter if you transferred the Wysiwyg files to your hard disk and are using Install to generate fonts, add new Bitstream fonts, or change the orientation of your mouse. If you are using Install to make any other changes, read Chapter 4.

Starting Install from Your Hard Disk

To change Wysiwyg selections or add fonts, start Install from your 1-2-3 Release 3.1 program directory on your hard disk, as follows:

1. Make sure your 1-2-3 Release 3.1 program directory is current.

If it is not current, type `cd\123r3` and press **ENTER**. (If your directory is not named 123R3, substitute its name for 123R3.)

2. Type `install` and press **ENTER**.

NOTE If you want to generate fonts for equipment in a DCF that is not named 123, type `install`, press the space bar, type the name of the DCF, and then press **ENTER**. When Install starts, it will use that DCF as the current DCF. For example, to make HERC.DCF the current DCF, type `install herc`, and then press **ENTER**.

Install starts and displays an introductory screen.

3. Press **ENTER** to begin the program.

Install displays the Main Menu.

Main Menu

To generate fonts for use with Wysiwyg, add new fonts, or change the orientation of your mouse, use Wysiwyg Options.

Wysiwyg Options

This screen displays the following options:

- Return to Main Menu lets you return to the Install Main Menu.
- Generate Fonts lets you generate fonts for use with Wysiwyg.
- Switch Mouse Buttons lets you change the orientation of your mouse from right-handed to left-handed.
- Add Fonts lets you add Bitstream fonts for use with Wysiwyg.

The following sections describe the procedures for changing your Wysiwyg selections. Read the section that applies to the change you want to make.

Generate Fonts

Select Generate Fonts if either of the following applies to you:

- You generated fonts for use with Wysiwyg but now you want to generate a larger set of fonts.
- You changed the equipment in your DCF and need to generate fonts for the new equipment.

NOTE Install generates fonts for the printers and screen displays in the current DCF. To generate fonts for a DCF other than the current one, select Choose Another DCF to Modify from the Change Selected Equipment menu. Install prompts you for the name of the DCF, offering the current path and DCF name. Use **BACKSPACE** to erase the name (and path if necessary) and then enter the name (and path if necessary) of the DCF you want to use. Select Return to Main Menu and then select Wysiwyg Options from the Main Menu.

Follow these steps to generate fonts to use with Wysiwyg.

1. Select Generate Fonts from the Wysiwyg Options screen.
2. Select Basic, Medium, or Extended.

See “Generating Fonts” in Chapter 3 of this manual for information about the Basic, Medium, and Extended sets.

3. Select Yes to generate fonts now or No to generate fonts later.

If you select Yes, Install generates fonts for the set you specified, and the program ends automatically. If you select No, Install returns to the Wysiwyg Options screen.

To generate fonts later, follow these instructions:

1. At the operating system prompt, type `cd\123r3\wysiwyg` and press **ENTER** to make the WYSIWYG subdirectory of your 1-2-3 Release 3.1 program directory current. Substitute the name of your program directory for `C:\123R3` if it is different.
2. Type `fontgen` and press **ENTER** to start the Fontgen program.

Fontgen generates fonts for the set of fonts (Basic, Medium, or Extended) you selected during Install. Fontgen generates fonts for the DCF that was current when you selected Basic, Medium, or Extended.

Switch Mouse Buttons

Follow these steps to switch the button you use to select items. The left button is the initial default.

1. Select Switch Mouse Buttons from the Wysiwyg Options screen.
2. Select Right to use your right mouse button to select items or select Left to use your left mouse button to select items. (The current selection is highlighted.)

Install returns to the Wysiwyg Options screen.

Add Fonts

Follow these steps if you have a disk that contains supported Bitstream fonts and you want to add the fonts to your Wysiwyg font library so you can use them for Wysiwyg display and printing. For information about Bitstream fonts, see the documentation that came with the disk that contains your fonts.

1. Select Add Fonts from the Wysiwyg Options screen.
2. Specify a diskette drive by typing a letter and pressing ENTER.
3. Insert the disk that contains the Bitstream fonts in the drive and press ENTER.
4. If you have other disks that contain Bitstream fonts, press ENTER and repeat step 3.

Install copies the necessary .BCO and .TDF files to the WYSIWYG subdirectory.

If you want to return to the Main Menu without adding fonts to your font library, press F9.

If you want to add the fonts for the .BCO and .TDF files Install copied, press ESC. Install adds the fonts to your font library and the program ends automatically.

Chapter 6

Starting and Ending 1-2-3 and Wysiwyg

This chapter tells you how to start and end 1-2-3 and Wysiwyg and how to change the default directory.

NOTE Before you start 1-2-3, you should check your operating system files, as described in Chapter 2, and complete the Install program, as described in Chapter 3.

Starting 1-2-3

You can start 1-2-3 from the operating system prompt or from Windows.

Starting from the Operating System Prompt

To start 1-2-3 from the operating system prompt, do the following:

1. Make sure your 1-2-3 Release 3.1 program directory is current.

Type `cd\123r3` and press **ENTER** to make the 1-2-3 Release 3.1 program directory current. (If your directory is not named 123R3, substitute its name for 123R3.)

2. Type `123` and press **ENTER**.

NOTE To use a named DCF with 1-2-3, type `123`, press the space bar, and type the name of the DCF. For example, type `123 herc` to use a DCF named HERC.DCF.

NOTE If you want to start 1-2-3 from the Access menu, type `lotus` and press **ENTER** at the operating system prompt when the 1-2-3 Release 3.1 program directory is current. The Access menu will appear. You can then select 1-2-3 from the menu to start the program.

Starting from Windows

Before you can start 1-2-3 from Windows, you must add 1-2-3 to a program group and make the 1-2-3 Release 3.1 icon appear in a group window.

To make the 1-2-3 Release 3.1 icon appear in an existing group window, perform the following steps:

1. At the operating system prompt, type `win` and press **ENTER**.
2. Open the group window to which you want to add 1-2-3 by double-clicking the group icon or pressing **CTRL-F6** until the icon you want is highlighted, then pressing **ENTER**.
3. Complete steps 5 through 11 in the following procedure.

To make the 1-2-3 Release 3.1 icon appear in a group window named Lotus, perform the following steps:

1. At the operating system prompt, type `win` and press **ENTER**.
2. Select File New from the Program Manager Menu bar.
3. Choose Program Group from the New Program Object dialog box and select **OK**.
4. Type Lotus (or the name you want to give to the group window that will contain the 1-2-3 Release 3.1 icon) in the Description text box in the Program Group Properties dialog box and select **OK**.

Windows creates an empty group window named Lotus.

5. Select File New from the Program Manager Menu bar.
6. Choose Program Item from the New Program Object dialog box and select **OK**.
7. Type 1-2-3 Release 3.1 (or the name you want to give the 1-2-3 Release 3.1 icon) in the Description text box in the Program Item Properties dialog box.
8. Type the path to the 123.PIF file in the Command Line text box. (The 1-2-3 Install program transfers files named 123.PIF and 123.ICO to your 1-2-3 program directory.)

For example, if your 1-2-3 program directory is `C:\123R3`, type `c:\123r3\123.pif`

9. Select Change Icon to display the Select Icon dialog box.
10. Type the path to your 123.ICO file in the File Name text box and select **OK**.

For example, if your 1-2-3 program directory is `C:\123R3`, type `c:\123r3\123.ico`

11. Select **OK** twice.

NOTE If you want to use a mouse with 1-2-3 Release 3.1 with Windows, you need to load your mouse driver before you start 1-2-3. To learn how to load your mouse automatically when you start your computer, see “Checking CONFIG.SYS” and “Checking AUTOEXEC.BAT” in Chapter 2.

To start 1-2-3 from Windows, do the following:

1. At the DOS prompt, type `win`, and press **ENTER** to display the Windows Program Manager.
2. Open the group window that contains the 1-2-3 Release 3.1 icon.
3. Double-click the 1-2-3 Release 3.1 icon with your left mouse button (or, press **CTRL-F6** until the 1-2-3 Release 3.1 icon is selected and press **ENTER**).

Starting and Ending Wysiwyg

Before you can use Wysiwyg commands, you must read Wysiwyg into memory. Use the following steps to start Wysiwyg after you have started 1-2-3:

1. Press **ADDIN (ALT-F10)**.

2. Select Load.

1-2-3 displays a list of files with the .PLC extension that are in the ADDINS subdirectory of the Release 3.1 program directory.

3. Specify **WYSIWYG.PLC** as the add-in to read into memory.

4. Select No-Key or assign a function key.

Select No-Key if you plan to use the : (colon) or a mouse to display the Wysiwyg main menu.

Select 1, 2, or 3 to assign Wysiwyg to **APP1 (ALT-F7)**, **APP2 (ALT-F8)**, or **APP3 (ALT-F9)**, respectively. You will still be able to use the : (colon) or a mouse to display the Wysiwyg main menu.

5. Select Quit to return 1-2-3 to **READY** mode.

Wysiwyg is now in memory.

NOTE You can also use **ADDIN (ALT-F10)** Settings System Set to tell 1-2-3 to read Wysiwyg into memory automatically whenever you start 1-2-3.

When you end 1-2-3, Wysiwyg ends automatically if it is in memory. To remove Wysiwyg from memory without also ending 1-2-3, do the following:

1. Press **ADDIN (ALT-F10)**.

2. Select Remove.

3. Select **WYSIWYG**.

4. Select Quit.

Changing the Default Directory

1-2-3 uses your 1-2-3 Release 3.1 program directory as the default directory when you first start the program. The **default directory** is the directory from which 1-2-3 reads and saves files. If you store your data files in a directory separate from the program directory, you can find them more easily. Lotus recommends that you create a data directory as a subdirectory of the 1-2-3 Release 3.1 program directory. For example, if your 1-2-3 program directory is named 123R3 and your data directory is a subdirectory of 123R3 named 123DATA, you would make your default directory C:\123R3\123DATA. After you create a data directory, you can change the default directory so 1-2-3 will automatically read and save files in your data directory.

To change the default directory, make sure that 1-2-3 is in READY mode, and then do the following:

1. Press / (slash) to display the 1-2-3 main menu.

2. Select Worksheet Global Default Dir.

The prompt displays the current default directory, which should be the 1-2-3 Release 3.1 program directory.

3. To add the name of a subdirectory, type a \ (backslash) and the name of your subdirectory and press ENTER.

NOTE If you need to erase the directory name or path, use BACKSPACE and then type the new directory name, including the path if necessary, and press ENTER.

4. Select Status to display the /Worksheet Global Default Status screen.

The name of the directory you just entered should appear as the default directory in the lower left corner of the screen.

5. Press ESC to return to the /Worksheet Global Default menu.

6. Select Update to save the new default directory.

7. Select Quit to return 1-2-3 to READY mode.

Ending 1-2-3

To end a 1-2-3 session, do the following:

1. Press / (slash) to display the 1-2-3 main menu.

2. Select Quit.

3. Select Yes.

If you have worksheets you have changed but not saved or if you have print jobs waiting to be printed, 1-2-3 asks you to confirm that you want to end 1-2-3. Select Yes to end 1-2-3 without saving your changes or completing your print jobs, or select No to return 1-2-3 to READY mode.

When you end 1-2-3, Wysiwyg ends automatically if it is in memory.

Appendix 1

Fonts for the Xerox 4045 Laser CP Printer

This appendix provides information to help you select font sets for the Xerox 4045 Laser CP printer (models CP50 and CP150). The first section, "Installing Xerox Printer Drivers and Font Sets," provides tables that describe Xerox font sets available for printing with 1-2-3. The next section, "Downloading Soft Fonts," lists the correct DIP switch and communications settings for transferring fonts from a diskette to a printer.

Installing Xerox Printer Drivers and Font Sets

You specify the printer and font sets you will use with 1-2-3 during the Install program. 1-2-3 provides printer drivers that let you print worksheets and graphs on Xerox 4045 Laser CP printers. The 1-2-3 Release 3.1 Install program provides a selection of eight drivers for the Xerox 4045; each of these drivers lets you print with a number of fonts contained in a specific font set.

Once you have successfully installed your printer and font sets, use the /Print menu (not the Wysiwyg Print commands) to print with the Xerox 4045 and its soft fonts.

Selecting Your Printer

When you use the 1-2-3 Release 3.1 Install program to install a printer, Install prompts you to specify your printer manufacturer. If you select Xerox as your printer manufacturer, the Printer Selection (model) screen confirms that you chose the Xerox 4045.

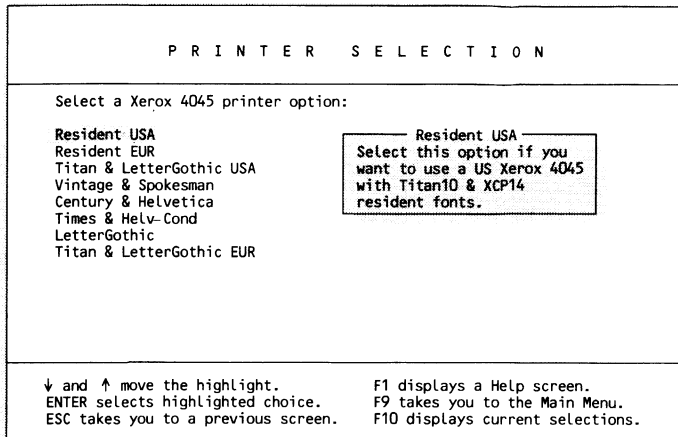


Figure A-1 The Xerox Printer Selection (options) screen

The Printer Selection (options) screen provides a selection of up to eight Xerox font sets. You must specify at least one of these if you want to use the Xerox 4045 with 1-2-3.

To specify more than one font set, select Yes when Install displays the screen that asks 'Do you want to use another printer?', then specify another font set for your Xerox 4045 at the Printer Selection (options) screen. Each time you specify another font set for the Xerox 4045, it counts as one of the 16 printer model/option selections you can include in a driver configuration file (DCF). If you want to use more than 16 printer model/options, you must create a second DCF with a different name.

Selecting Font Sets

The following table lists the eight Xerox 4045 font sets available for use with 1-2-3 Release 3.1 printer drivers: the Resident font set for the USA and European models of the Xerox 4045, and six additional sets you can purchase from Xerox. Fonts that reside in a printer's read-only memory (ROM), such as fonts in the Resident USA and Resident EUR sets or in a cartridge, are called **resident**; **soft fonts**, such as fonts in font sets 3 through 8, are fonts you must transfer from a diskette to your printer in a process called **downloading**.

You must download the soft fonts you want to use to the Xerox 4045 each time you turn your printer on. See "Downloading Soft Fonts" later in this appendix for more information.

Table 1 Xerox font sets

Font set number	Font set name	Character spacing	Lines per page P/L	Font source
1	Resident USA	Fixed	58/66	Resident
2	Resident EUR	Fixed	58/66	Disk
3	Titan & LetterGothic USA	Fixed	58/46	Disk
4	Vintage & Spokesman	Fixed	58/46	Disk
5	Century & Helvetica	Proportional	58/46	Disk
6	Times & Helv-Cond	Proportional	58/46	Disk
7	LetterGothic	Fixed	58/46	Disk & Cartridge
8	Titan & LetterGothic EUR	Fixed	58/46	Disk

NOTE

- P/L = Portrait or Landscape orientation.
- The fonts in the Resident EUR font set are resident in European models of the Xerox 4045; however, a disk with Resident USA soft fonts is available from Xerox for European models of the Xerox 4045.

Fonts Within a Font Set

The following tables describe the individual fonts in each of the eight font sets available for the Xerox 4045. The tables present the font sets in the same order as they appear on the Printer Selection (options) screen in the Install program.

The Font name column in each table lists the name of each font in the font set, and the column heading indicates whether the font is monospaced or proportional. The name of the font contains information about the font, including the typeface, point size, orientation, and whether the font is italic.

For example, Titan12Iiso-P is the name of a font that has a Titan typeface, uses 12-point type, and prints in portrait (P) orientation. The I indicates the font is italic. The iso (and, in other typeface names, i2) refers to typesetting standards.

The File name column in each table contains the exact characters you must type when downloading the corresponding font, as described in *Xerox 4045 Laser CP User Manual*, Section 3, Chapter 4, "Font Load."

The tables use the following abbreviations:

C = Compressed	CenturySBK = Century Schoolbook
D = Downloaded	HelvCond = Helvetica Condensed
E = Expanded	LtrGothic = LetterGothic
I = Italic	XCP = Resident Xerox CP Font
L = Landscape	
N = Normal	
P = Portrait	
R = Resident	
S = Serif	
SS = Sans serif	

Table 2 Resident USA (Font Set 1)

Font name (monospaced)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
Titan10iso-P	S & SS	I,N,E,C	R	22501.FNT
XCP14iso-L	S & SS	I,N,E,C	R	XCP14L.FNT

Table 3 Resident EUR (Font Set 2)

Font name (monospaced)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
Titan 12iso-P	S & SS	I,N,E,C	R	22561.FNT
XCP12.5iso-L	S & SS	I,N,E,C	R	22600.FNT

Table 4 Titan & LetterGothic USA (Font Set 3)

Font name (monospaced)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
LetterGothic10iso-P	SS	E	D	22573.FNT
LetterGothic10iso-L	SS	E	D	22574.FNT
LetterGothic12iso-P	SS	N	D	22531.FNT
LetterGothic12iso-L	SS	N	D	22532.FNT
LetterGothic15iso-P	SS	E	D	LG15ISOP.FNT
LetterGothic15iso-L	SS	E	D	LG15ISOL.FNT
Titan10iso-P	S	N,E	R	22501.FNT
Titan10iso-L	S	N,E	D	22502.FNT
Titan10liso-P	S	I,N,E	D	22503.FNT

(Continued)

Font name (monospaced)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
Titan10iso-L	S	I,N,E	D	22504.FNT
Titan15iso-P	S	C	D	22601.FNT
Titan15iso-L	S	C	D	22602.FNT

Table 5 Vintage & Spokesman (Font Set 4)

Font name (monospaced)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
Spokesman10iso-P	SS	I,N,E,C	D	22533.FNT
Spokesman10iso-L	SS	I,N,E,C	D	22534.FNT
Vintage10iso-P	S	N,E	D	22581.FNT
Vintage10iso-L	S	N,E	D	22582.FNT
Vintage12iso-P	S	C	D	22507.FNT
Vintage12iso-L	S	C	D	22508.FNT

Table 6 Century & Helvetica (Font Set 5)

Font name (monospaced)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
CenturySBK8i2-P	S	C	D	22665.FNT
CenturySBK8i2-L	S	C	D	22666.FNT
CenturySBK10i2-P	S	N	D	22681.FNT
CenturySBK10i2-L	S	N	D	22682.FNT
CenturySBK10li2-P	S	I,N	D	22685.FNT
CenturySBK10li2-L	S	I,N	D	22686.FNT
CenturySBK14i2-P	S	E	D	23607.FNT
CenturySBK14i2-L	S	E	D	23608.FNT
Helvetica8i2-P	SS	C	D	22473.FNT
Helvetica8i2-L	SS	C	D	22474.FNT
Helvetica10i2-P	SS	N	D	22489.FNT
Helvetica10i2-L	SS	N	D	22490.FNT
Helvetica10li2-P	SS	I,N	D	22493.FNT
Helvetica10li2-L	SS	I,N	D	22494.FNT

(Continued)

Font name (monospaced)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
Helvetica14i2-P	SS	E	D	22547.FNT
Helvetica14i2-L	SS	E	D	22548.FNT

Table 7 Times & Helv-Cond Set (Font Set 6)

Font name (proportional)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
HelvCond8i2-P	SS	C	D	25741.FNT
HelvCond8i2-L	SS	C	D	25742.FNT
HelvCond10i2-P	SS	N	D	25757.FNT
HelvCond10i2-L	SS	N	D	25758.FNT
HelvCond10li2-P	SS	I,N	D	25761.FNT
HelvCond10li2-L	SS	I,N	D	25762.FNT
HelvCond14i2-P	SS	E	D	25781.FNT
HelvCond14i2-L	SS	E	D	25782.FNT
Times8i2-P	S	C	D	24403.FNT
Times8i2-L	S	C	D	24404.FNT
Times10i2-P	S	N	D	24419.FNT
Times10i2-L	S	N	D	24420.FNT
Times10li2-P	S	I,N	D	24423.FNT
Times10li2-L	S	I,N	D	24424.FNT
Times14i2-P	S	E	D	24443.FNT
Times14i2-L	S	E	D	24444.FNT

Table 8 LetterGothic (Font Set 7)

Font name (monospaced)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
LetterGothic10iso-P	S & SS	E	D	22573.FNT
LetterGothic10iso-L	S & SS	E	D	22574.FNT
LetterGothic12iso-P	S & SS	N	D	22531.FNT
LetterGothic12iso-L	S & SS	N	D	22532.FNT
LetterGothic15iso-P	S & SS	I,E,C	D	LG15ISOP.FNT
LetterGothic15iso-L	S & SS	I,E,C	D	LG15ISOL.FNT
LtrGothic18.7iso-P	S & SS	I,N	R	Cartridge required
LtrGothic18.7iso-L	S & SS	I,N	R	Cartridge required
LtrGothic20iso-P	S & SS	I,C	R	Cartridge required
LtrGothic20iso-L	S & SS	I,C	R	Cartridge required

Table 9 Titan & LetterGothic EUR (Font Set 8)

Font name (monospaced)	Serif or sans serif	Italic, normal, expanded, compressed	Resident or downloaded	File name
LetterGothic10iso-P	SS	N	D	22573.FNT
LetterGothic10iso-L	SS	N	D	22574.FNT
LetterGothic12iso-P	SS	C	D	22531.FNT
LetterGothic12iso-L	SS	C	D	22532.FNT
LetterGothic15iso-P	SS	E	D	LG15ISOP.FNT
LetterGothic15iso-L	SS	E	D	LG15ISOL.FNT
Titan12iso-P	S	N,E	D	22561.FNT
Titan12iso-L	S	N,E	D	22562.FNT
Titan12liso-P	S	I,N,E	D	22565.FNT
Titan12liso-L	S	I,N,E	D	22566.FNT
Titan15iso-P	S	C	D	22601.FNT
Titan15iso-L	S	C	D	22602.FNT

The following table lists all the available soft fonts for the Xerox 4045 Laser CP printers in alphabetical order by font name. It also shows the font set by name and number in which each font is contained.

Table 10 Summary of fonts within font sets

Font name	Serif or sans serif	Italic, normal, expanded, compressed	Font set name	Font set number
CenturySBK8i2-P	S	C	Century & Helvetica	5
CenturySBK8i2-L	S	C	Century & Helvetica	5
CenturySBK10i2-P	S	N	Century & Helvetica	5
CenturySBK10i2-L	S	N	Century & Helvetica	5
CenturySBK10li2-P	S	I,N	Century & Helvetica	5
CenturySBK10li2-L	S	I,N	Century & Helvetica	5
CenturySBK14i2-P	S	E	Century & Helvetica	5
CenturySBK14i2-L	S	E	Century & Helvetica	5
HelvCond8i2-P	SS	C	Times & Helv-Cond	6
HelvCond8i2-L	SS	C	Times & Helv-Cond	6
HelvCond10i2-P	SS	N	Times & Helv-Cond	6
HelvCond10i2-L	SS	N	Times & Helv-Cond	6
HelvCond10li2-P	SS	I,N	Times & Helv-Cond	6
HelvCond10li2-L	SS	I,N	Times & Helv-Cond	6
HelvCond14i2-P	SS	E	Times & Helv-Cond	6
HelvCond14i2-L	SS	E	Times & Helv-Cond	6
Helvetica8i2-P	SS	C	Century & Helvetica	5
Helvetica8i2-L	SS	C	Century & Helvetica	5
Helvetica10i2-P	SS	N	Century & Helvetica	5
Helvetica10i2-L	SS	N	Century & Helvetica	5
Helvetica10li2-P	SS	I,N	Century & Helvetica	5
Helvetica10li2-L	SS	I,N	Century & Helvetica	5
Helvetica14i2-P	SS	E	Century & Helvetica	5
Helvetica14i2-L	SS	E	Century & Helvetica	5
LetterGothic10iso-P	SS	N	Titan & LetterGothic EUR	8

(Continued)

Font name	Serif or sans serif	Italic, normal, expanded, compressed	Font set name	Font set number
LetterGothic10iso-L	SS	N	Titan & LetterGothic EUR	8
LetterGothic10iso-P	SS	E	Titan & LetterGothic USA	3
LetterGothic10iso-L	SS	E	Titan & LetterGothic USA	3
LetterGothic10iso-P	S & SS	E	LetterGothic	7
LetterGothic10iso-L	S & SS	E	LetterGothic	7
LetterGothic12iso-P	SS	N	Titan & LetterGothic USA	3
LetterGothic12iso-L	SS	N	Titan & LetterGothic USA	3
LetterGothic12iso-P	S & SS	N	LetterGothic	7
LetterGothic12iso-L	S & SS	N	LetterGothic	7
LetterGothic12iso-P	SS	C	Titan & LetterGothic EUR	8
LetterGothic12iso-L	SS	C	Titan & LetterGothic EUR	8
LetterGothic15iso-P	SS	E	Titan & LetterGothic USA	3
			Titan & LetterGothic EUR	8
LetterGothic15iso-L	SS	E	Titan & LetterGothic USA	3
			Titan & LetterGothic EUR	8
LetterGothic15iso-P	S & SS	I,E,C	LetterGothic	7
LetterGothic15iso-L	S & SS	I,E,C	LetterGothic	7
LtrGothic18.7iso-P	S & SS	I,N	LetterGothic	7
LtrGothic18.7iso-L	S & SS	I,N	LetterGothic	7
LtrGothic20iso-P	S & SS	I,C	LetterGothic	7
LtrGothic20iso-L	S & SS	I,C	LetterGothic	7
Spokesman10iso-P	SS	I,N,E,C	Vintage & Spokesman	4
Spokesman10iso-L	SS	I,N,E,C	Vintage & Spokesman	4
Times8i2-P	S	C	Times & Helv-Cond	6
Times8i2-L	S	C	Times & Helv-Cond	6
Times10i2-P	S	N	Times & Helv-Cond	6

(Continued)

Font name	Serif or sans serif	Italic, normal, expanded, compressed	Font set name	Font set number
Times10i2-L	S	N	Times & Helv-Cond	6
Times10li2-P	S	I,N	Times & Helv-Cond	6
Times10li2-L	S	I,N	Times & Helv-Cond	6
Times14i2-P	S	E	Times & Helv-Cond	6
Times14i2-L	S	E	Times & Helv-Cond	6
Titan10iso-P	S & SS	I,N,E,C	Resident USA	1
Titan10iso-P	S	N,E	Titan & LetterGothic USA	3
Titan10iso-L	S	N,E	Titan & LetterGothic USA	3
Titan10liso-P	S	I,N,E	Titan & LetterGothic USA	3
Titan10liso-L	S	I,N,E	Titan & LetterGothic USA	3
Titan12iso-P	S & SS	I,N,E,C	Resident EUR	2
Titan12iso-P	S	N,E	Titan & LetterGothic EUR	8
Titan12iso-L	S	N,E	Titan & LetterGothic EUR	8
Titan12liso-P	S	I,N,E	Titan & LetterGothic EUR	8
Titan12liso-L	S	I,N,E	Titan & LetterGothic EUR	8
Titan15iso-P	S	C	Titan & LetterGothic USA	3
			Titan & LetterGothic EUR	8
Titan15iso-L	S	C	Titan & LetterGothic USA	3
			Titan & LetterGothic EUR	8
Vintage10iso-P	S	N,E	Vintage & Spokesman	4
Vintage10iso-L	S	N,E	Vintage & Spokesman	4
Vintage12iso-P	S	C	Vintage & Spokesman	4
Vintage12iso-L	S	C	Vintage & Spokesman	4

(Continued)

Font name	Serif or sans serif	Italic, normal, expanded, compressed	Font set name	Font set number
XCP14iso-L	S & SS	I,N,E,C	Resident USA	1
XCP12.5iso-L	S & SS	I,N,E,C	Resident EUR	1

Downloading Soft Fonts

In order to use the soft fonts in the font set you select for the Xerox 4045, you must download the fonts each time the printer is turned on. Refer to the Xerox printer documentation for the step-by-step procedures to follow. The *Xerox 4045 Laser CP User Manual*, Section 3, Chapter 4, "Font Load," contains detailed procedures on how to download the fonts. You can contact the Xerox Software Library for information on how to obtain their Font Mode Utility program (FONTLD.EXE), which performs this procedure automatically. The *Xerox 4045 Laser CP User Manual* has the address for the Xerox Software Library.

Before starting to download fonts, make sure that DIP switch packages A, B, C, and D in the configuration cartridge of the printer are set for the correct communication mode (either Centronics® parallel or RS-232 serial) according to the following table. Computer-to-printer cable connections designated as COM1 or COM2 use the RS-232 serial communication mode; LPT1 and LPT2 connections use Centronics parallel communication mode.

NOTE If your printer is on a network, it is likely that your network administrator will download the fonts to the printer from the server. Check with your network administrator to see if you need to download fonts.

Table 11 Configuration cartridge DIP switch settings

DIP switch package	Switch designation	Centronics parallel	RS-232 serial
A	1	Off	On
	2	Off	Off
	3	Off	Off
	4	Off	Off
	5	On	On
	6	On	On
	7	Off	Off
	8	Off	Off

(Continued)

DIP switch package	Switch designation	Centronics parallel	RS-232 serial
B	1	On	On
	2	On	On
	3	On	On
	4	On	On
	5	Either	Either
	6	Either	Either
	7	Off	Off
	8	Off	Off
C	1	On	On
	2	Off	Off
	3	Off	Off
	4	Either	Baud rate
	5	Either	Baud rate
	6	Either	Baud rate
	7	Off	Off
	8	Off	Off
D	1	Off	Either
	2	Off	Off
	3	Off	Off
	4	Off	Off
	5	Off	Off
	6	Off	Off
	7	Off	Off
	8	Off	Off

Tips

- You need to download only the fonts you intend to use for a 1-2-3 print session; you do not need to download the entire font set.
- If you attempt to use any fonts that are not resident or are not downloaded to the printer, unpredictable results may occur.
- If the Xerox printer is turned off for any reason while it is printing a 1-2-3 worksheet or graph, it may be necessary to end 1-2-3 temporarily, return to the operating system prompt, and then start 1-2-3 again after turning the printer back on.
- If your computer is turned off for any reason while the Xerox 4045 printer is printing a 1-2-3 worksheet or graph, attempts to run the printer from 1-2-3 or from other programs after turning your computer back on may fail. If this occurs, reset the printer using the Reset switch on the Printer Control Panel or turn the printer power switch off and then back on.
- The printer may stop printing and the error message 'Printer error – attention required – Press HELP (F1)' may appear at the bottom of the screen when the printer is processing a large amount of data.

If this happens, select /Print Resume after the printer's READY indicator lights.

- Expanded and compressed print are available only with font sets that support multiple type sizes. Refer to tables 2 through 9 for a list of type sizes each font set supports.
- The number of font sets you can use at one time depends on the amount of random access memory (RAM) available in your printer. The amount of printer RAM that a font set requires depends on the point size of and the number of characters in the fonts within the font set, and whether you print in portrait or landscape orientation.

Appendix 2

1-2-3 Release 3.1

Reader Comment Card

Once you are familiar with 1-2-3 Release 3.1, please take the time to complete this form. Your response will help us improve Lotus documentation.

Send to: Lotus Development Corporation
55 Cambridge Parkway
Cambridge, MA 02142
Attn: PCSD Documentation Department

Name _____
Last First M.I.

Title _____ Department _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone () _____

You are:

Rate your personal computer knowledge:

___ A new 1-2-3 user

___ Beginner

___ Intermediate

___ An upgrader

___ Advanced

___ Programmer

Overall, how would you rate the documentation?

___ Excellent ___ Very good ___ Good ___ Fair ___ Poor

Are there any sections in the documentation you especially like? Why?

Are there any topics you feel are left out or need more explanation?

Did you find any errors in the documentation? Where?

Other comments?

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NOTE: Boldface numbers refer to definitions.

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