OfficePower

Features Guide

OfficePower Features Guide

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TW000114	June 2001	Ninth edition, for OfficePower 2001

About this guide

Welcome to the ninth edition of the OfficePower Features Guide. The aim of this guide is to inform you of the features of the version of OfficePower released in June 2001.

The name **OfficePower** is the generic term for the product. The latest version is called **OfficePower 2001**. OfficePower 2000, OfficePower/Xtra, OfficePower 7 and OfficePower 650 are older versions.

The latest version of this guide, updated information and additional material covering the individual features of OfficePower are available on the Web at:

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www.officepower.net
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Contents

Introducing OfficePower 1

What is OfficePower?

A growing portfolio of group services

OfficePower is a portfolio of office services designed for use by medium to large organisations which have substantial office workforces, and small outposts of such organisations (a small remote office, at home or a hotel bedroom).

Services for people who aren't always sitting at the same office desk

OfficePower specialises in services which help groups of people to work together. It works well for people within the same building or even those frequently on the move 'hot desking', but works well also for those who are divided by geography or organisation.

Services for medium and large organisations

The average OfficePower customer provides services to 400-500 desks from a network of fourteen servers; the smallest serves 4 desks, the largest 20,000. Most operate a network covering a number of sites within a single time-zone; many operate across several time-zones, and some world-wide. Many also connect to other organisations through OfficePower's electronic mail system, which works to the international mail interconnection standard X.400 and the Internet standard SMTP/MIME.

Support for a mix of desktop equipment and software

Many organisations operate a variety of equipment and/or software, or need to exchange information with organisations which are differently equipped. Amongst people who work together, have a mixture of equipment or software tools inevitably provides some difficulty to users and to those who provide services to them. OfficePower helps to lower such barriers by offering four types of interface:

- Web access through standard web browsers.

- Windows access through the PC client *OfficePower for Windows.*

- Mail access using Microsoft Outlook or other standard PC mail client.

- Terminal access with familiar OfficePower menus and 'green screen' file manager.

A word processor and a spreadsheet for use from `green screens'

OfficePower provides a growing portfolio of groupware services to MS-Windows, while providing access to the same services from 'green screens'. As users of 'green screens' are not able to make use of MS-Windows-based word processors and spreadsheets, OfficePower also provides a word processor and a spreadsheet which can be used from any screen.

What does OfficePower provide?

Workgroup - action

Mail

Highly-developed X.400'88-based mail package relied on hourly by many thousands of users across large and small networks. As the mailbox is held on the server, it is secure and can be accessed by more than one person. Now with 'intelligent mailbox'.

Built into OfficePower is an Internet mail gateway that allows users to send and receive Internet mail, and POP3 support that enables them to access their mail using commodity mail clients such as Microsoft Outlook, if required.

Alerts manager

Helps the end-user to manage the flow of prompts arriving from mail, reminders, and other sources.

Task manager

Lets users schedule and manage tasks that are carried out in co-operation by several users.

Workgroup - information

PowerSearch

Ultra-fast local document content search. Now with the ability to search documents in a number of word processor formats and other types of object, including OfficePower UDAPs.

OfficePower Web

As well as supporting access to OfficePower features from standard web browsers, OfficePower Web includes a complete web server, enabling sites to build their own Intranet using OfficePower. The combination of OfficePower Web and PowerSearch adds powerful search facilities to your Intranet.

Pl@za for OfficePower

Teamware Group's new Pl@za product range provides web-based applications to help communities to share information and contact one another via an Intranet or the Internet. *Pl@za for OfficePower* provides these facilities using your existing OfficePower server - with the added benefit that the information exchanged by Pl@za users can also be accessed by existing OfficePower users, even using the "green screen" user interface.

Workgroup - time management

Diary/Calendar

With day/week/month views and repeat appointments. Others can be allowed to view or update you diary, holding back private entries or even notes within entries.

Meeting scheduler

Mail-based off-line scheduler to set up meetings in available diary slots. As it is mail-based, you can schedule meetings with people in another office.

To-do list

Simple task recording, accessible and visible from diary.

Reminder

Reminders can be generated from diary and to-do list.

Workgroup - database

Name & Address List

Can be used with word processing for mail-merge.

User Defined Applications (UDAP)

Multiple-view records with sophisticated look-up, validation, field calculation, etc. Now can be used for files which need to be open for update by a group of people together.

Personal document producers/editors

OfficePower-Word

Multi-font word processor that can be used from character screens, with multi-font preview on MS-Windows. Supports templates and logos.

20/20

Spreadsheet of similar level to Lotus 123 V2.2, that can be used from character screens. Now protects your work with undo/re-do and periodic back-up.

PowerGraph

Enables production of graphs and wordcharts from character screens.

Systems administration

OfficePower 2001 provides extensive administration capability to ensure that enterprises can adapt quickly to change, for example moving users between groups and systems.

Accessories

PowerConverters

Provides conversion between a large range of word processor formats. When installed, can be invoked directly or at point of need.

UDK (User Defined Keys)

Not a separable application, but a means for an end-user or system administrator to store keystroke sequences which automate OfficePower tasks, and invoke these from keyboard or mouse. UDK sequences can extend across and into most OfficePower applications.

PowerKit

Provides programmer access to OfficePower functionality and object formats, and the means for a programmer to provide an OfficePower 'look and feel' for their application.

OfficePower Archive

Some customers use OfficePower alongside other mail systems, and perhaps are replacing UNIX with NT systems. Some users of OfficePower also spend most of their time working away from the office, offline from their OfficePower system. These users still want to use the data they normally have available to them.

OfficePower Archive allows users or teams of users to copy and optionally convert where applicable OfficePower objects including documents, databases, calendars, mailboxes from their OfficePower filestore onto a PC drive or CDROM. While offline, users can access objects using Windows Explorer or MS Outlook. While on-line to any OfficePower server, users can choose to update the OfficePower objects but still have the master objects on their PC drive.

So the value of accumulated data need not be lost to users who are working offline or who have migrated to a different system. As a bonus to OfficePower administrators, they can now recover valuable server disk space by encouraging users to keep their 'heritage' data on their own PCs.

What does OfficePower run on?

OfficePower has a client/server architecture where the server components run on UNIX servers - under SUN SOLARIS, UnixWare, and DRS/NX version 7. Exact details of the versions supported by each release are published in the manual *OfficePower 2001 Release Notes* – see Appendix A for details on where to find this manual.

Client components are run on the server and on Windows PCs. (Note also that X-terminal and SUN SPARCstation users are supported).

What's special about OfficePower?

Privacy/security

OfficePower privacy provides the sort of subtle control which meets the users need without costing the user extra work, thus avoiding the user abandoning privacy (e.g. giving away a password) through frustration. For example, a user can:

- ❑ Give access to their diary but protect individual entries or parts of entries
- ❑ Give access to their mail in-tray but not to the personal mail log
- ❑ Give the ability to search for documents without permission to read the results
- ❑ Give ability to reply to their mail but only to reply 'authorised' by them rather than impersonating.

It also optionally provides for the kind of detailed audit of users' use of the system that is increasingly demanded by Defence establishments from even a general office system.

Reliability/recovery

OfficePower provides reassuring protection which in many cases the user will first meet when they first have need to recover from a mistake or a failure. For example, ability to undo an editing session step by step to the beginning, and then perhaps to roll it forward again; ability to recover an editing session after a crash to within a few keystrokes; ability to arrange automatic backup of particularly important documents to another machine. Undo, redo and crash recovery apply to many applications.

Scalability/robustness

OfficePower is relied on every day by users with hundreds of servers and thousands of users. OfficePower administration is also designed for large multi-server installations, in which users need to be efficiently moved between servers and software upgrades must be phased over a period of mixed-version working.

Usability/low training cost

OfficePower provides a safe environment for novice users. OfficePower's native applications have a strong family resemblance which makes it easy for a user to master new applications. End-users are not expected to become part-time specialists in the technology that serves them. Help is context-dependent; and in most cases user mistakes can be undone with a keystroke.

Tailorability

OfficePower can be tailored by end-user (Mail, Alerts, UDAP and UDK), system administrator (for example tailorable services/menus), or programmer (PowerKit). In particular, the extensive facilities for pre-programming the handling of mail and alerts can significantly improve the perceived reliability and reaction speed of an individual or department or organisation.

Support of mixed office environments

OfficePower is able to support mixed communities of terminal and PC users, and of people using their chosen word processors, spreadsheet etc. It does this by making services available via four types of interface.

- Web access through standard web browsers.

  Web access is becoming increasing popular. Many users want to view the world through a web browser, accessing local data via an Intranet and global data over the internet.

- Windows access through the PC client OfficePower for Windows.

  Windows access is still the most popular for professional people who need to get maximum benefit from applications.

- Mail access using Microsoft Outlook or other standard PC mail client.

  This is for users who want a simple mail service, and have standardised on a client like Microsoft Outlook.

- Terminal access with familiar OfficePower menus and 'green screen' file manager.

  Terminal access is retained for users with 'dumb' terminals who do not need the power of PCs to carry out their work. Most OfficePower users now use PCs but there are still a substantial number who have terminals.

Document converters can be made available at a variety of points in the system (for example at the point where mail moves from one group of servers to another, where a user handles a mail attachment, and where a user retrieves a document with PowerSearch). An 'auto-recogniser' identifies files attached to mail from other mail systems.

Extensive and growing application portfolio

OfficePower already has a wide range of applications. Applying Teamware Group and Fujitsu technology, this range is planned to grow further. Details of new developments and future plans for OfficePower are published in the latest version of the OfficePower Roadmap, available from our Web site www.officepower.net .

Keeping up-to-date with OfficePower

Upgrading from old OfficePower versions

Customers may upgrade to the latest version of OfficePower 2001 from OfficePower/Xtra or OfficePower Version 7 (and the earlier OfficePower 650) and interwork between OfficePower 2001 and OfficePower/Xtra or OfficePower 2000 systems.

Upgrading is very fast, simple and automatic. Administrators are led through the upgrade process from CD-ROM.

Files produced with Version 7, OfficePower/Xtra or OfficePower 2000 can be used with OfficePower 2001 as formats are unchanged. PowerKit applications continue to work. Printers, terminals and PCs can be used unchanged.

Files mailed between OfficePower 2001 systems and those running OfficePower 2000, OfficePower/Xtra or OfficePower Version 7 can be used successfully. However, new capabilities clearly are not available on these files on OfficePower Version 7. For example, a datafile created with records using system in-fills provided new with OfficePower/Xtra can be mailed or copied to an OfficePower Version 7 system but no additional new type system in-fills will be applied when records are created or updated on OfficePower Version 7.

Adding new versions as they are released

Customers on the **Up-to-date** service automatically receive new versions (typically one each year) as they are produced. A new release is added to an existing system from CD-ROM in less than an hour: the process is designed to be very simple and straightforward.

Where can you find more information?

A wide range of OfficePower publications are available, and are delivered with the product. Appendix A of this manual gives a complete guide to these publications, and how they are issued.

The very latest information on OfficePower can be found on the OfficePower web site: www.officepower.net .

OfficePower 2001   *2*

OfficePower 2001 is a major development in the OfficePower programme. This release supersedes OfficePower 2000, providing new and better services.

OfficePower 2001 delivers an increasingly rich set of groupware services to Windows users, while continuing to add functionality to the server-based personal applications. The new features added to the core functionality have been developed in close co-operation with customers.

OfficePower 2001 offers new features in:

■   OfficePower Web

■   Pl@za for OfficePower

■   OfficePower for Windows

Summary of new features

OfficePower Web

■   Change object permissions

■   New "data-entry mode" backend program for Questionnaire type web applications

■   Improved default recipients display preferences when sending mail

■   New toolbar option for Pl@za access

■   New application building tool kit for web based datafile access

■   Additional public web search collections

■   Referlog when viewing applicable mail messages

Pl@za for OfficePower

■   New Document Folders service

■   New Discussion Group service

■   Comprehensive Help on all Pl@za features

■   Business Card enhancements

OfficePower for Windows Version 2001

■   New option when using reply or reply cc to a mail message

■   New 'Send phone message' menu item

■   New 'Open With' menu item

■   Individual records can be sent

■   More support for tasklists

■   GUI update for UDAP's

Other new features

■   Autorecognition of MIDI files in mail attachments

■   Soft key available to get the original message when using reply

■   Internet addresses supported in name/address lists

Detail of new features

OfficePower Web

OfficePower 2001 includes version 1.6 of the Web Server. This contains the following new functionality:

■   Change object permissions via the Object Details page

■   New "data-entry" backend program for questionaire type form-based web applications. Allows records to be added automatically to a public datafile without login to OfficePower. Supports all standard HTML form capabilities.

■   Improved default recipients display preference when sending mail. Users can choose between their own distribution list, the public standard one or net/network.

■   New Pl@za toolbar option allowing the Pl@za icon to be placed on the main toolbar if required.

■   New application building tool kit for web based datafile access. This allows web form-based search applications to be built, for example job shops or holiday booking services. Supports all standard HTML form capabilities.

■   Support for addirrtional collections in Public Web Search. Up to 10 extra collections can now be added to the Web Search page allowing a search to be restricted to a particular folder (or set of folders). These additional search collections must refer to folders below the main Public Web Search Folder (i.e. be subsets of the original Public Document Area).

■   Redesigned login page with hot links to Search, Forum and Pl@za features.

■   ReferLog capability when viewing Delivery Reports, View (and Non-View) Acknowledgement messages. The reference number is highlighted as a clickable link which then displays the message from the Log mailbox.

For more information about OfficePower Web, read the manual *OfficePower Web Administration Guide* – see Appendix A for details on where to find this manual.

Pl@za for OfficePower

OfficePower Pl@za is a set of web based functionality for communities, first released in OfficePower 2000. New features in this release include:

■   Document Folders. New service allowing folder browsing, content search, document creation/upload, folder creation, document copy/move/sort within user folders or to public folders. Also allows OfficePower documents to be created directly from a web form page.

■   Discussion Groups. These allow topics of messages within groups to be used like a Forum system. Supports new/unread message statistics and list filters. Closed user groups are also available, as is a UNIX shell script API for automatic upload of new messages (can be linked to mail filters).

- Help topics including Overview, Business Cards, Document Folders and Discussion Groups.

- Direct access to Business Cards (via a static URL) without logging into the Pl@za service. The IBC attributes shown depend on the users **All** setting when designing their Business Card.

For more information about Pl@za for OfficePower, read the manual *OfficePower Web Administration Guide* – see Appendix A for details on where to find this manual.

OfficePower for Windows Version 2001

OfficePower 2001 includes an updated version of OfficePower for Windows, with many new features including:

- New 'get original text' icon when replying to a mail message

- New Server menu item 'Send phone message'

- New 'Open with' action menu item

- Individual or marked sets of records can be mailed via 'send' action menu not just the whole datafile

- Records can be copied when in view mode not just update mode

- GUI update for datafiles

  At this release the default action on clicking a datafile has changed. You can now update a datafile record using the Windows GUI interface, with a form you have designed for Windows. This is only suitable for simple forms. For complex forms use the OfficePower Terminal interface as in previous releases. To set up an icon on the Toolbar to go straight to data update avoiding menu selection, see directions below.

  To invoke Terminal UDAP access

  Set up a Toolbar Button

  In Workspace, click Options on the menu bar. Select Customize Toolbar. Click the Add button. Choose an icon for data update.

  Choose Type = Local, and

   Command = C:\OP4W\Wvt.exe -h host -c "op data share".

  Host is the name of your server.

  This will open a data update session in share mode on the specified host, asking you to specify the file and form.

  Using your own datafile form in OP4W

  To use a form you have designed to view or update a record, prepare the form in OfficePower Word, as a normal UDAP form. Download it to your PC, e.g. with WORD: Copy To PC, and bring it up in FormEdit. See formedit.htm on the OfficePower CD for help. It is in directory E:\DOCUMENT\ENGLISH\ACROBOOK and on the OP online web site www.op-online.net. Save the output to your OP4W forms directory, for example C:\OP4W\FORMS\. The name of this converted form should be the same as the name of the datafile it describes, truncated to eight characters if necessary, with a suffix of .~hu, eg

  c:\op4w\forms\datafile.~hu.

  If a form of this type exists, it will automatically be used to edit the file when a record is opened. If there is no form, the default form generated from the file descriptor is used instead.

Current limitations

Visual Basic has a limit of 255 on the number of controls allowed on a form. If this limit is exceeded a message "too many fields" appears after opening a data record. If this happens, a PC form with a subset of fields could be used, or a terminal session could be invoked (see above).

The following facilities are not in the current release:

1. Selection fields - just repeats selection number in text

2. Computed fields

3. Picture fields for display

OfficePower products *3*

OfficePower 2001

OfficePower 2001 provides users, particularly Windows users, with X.400 mail, together with time, alert and file management capabilities to complement their use of PC applications such as word processors and spreadsheets. In addition OfficePower provides full word processing, database capability (UDAP), and graphical presentation of numerical data (PowerGraph).

OfficePower 2001 is available in English only.

OfficePower 2001 includes:

- Mail.
- Mail user preferences.
- Mail filtering.
- Internet Mail Gateway
- OfficePower Web
- Alerts.
- Diary/calendar.
- Reminder.
- To-do lists.
- Meeting scheduler.
- UDK
- OfficePower-Word
- WordChart
- PowerGraph
- UDAP
- Task Manager
- Administration
- Distribution lists
- Spelling checking
- Print services.
- Converters for ASCII/DCA/RFT/RTF/Navy DIF/OP-Word/Uniplex WP V7 formats used by X.400 mail.
- View only converters for Lotus 1-2-3 and Excel spreadsheets.
- OfficePower Redundant File Store (OPRFS)
- PurgeMail
- PowerKit

More details on the other features listed above can be found in the previous edition of this guide (GI-TW-1464 issue7), which covers OfficePower/Xtra, and issue 8 which covers OfficePower 2000 can be found on the CD-ROM under specialist information or on request from Teamware Group. User and administrator documentation on all OfficePower features is provided in a range of manuals described in Appendix A.

Users want to access and process information from a simple standard but customisable interface that applies across the full scope of what they are permitted to access. OfficePower offers four types of interface:

■   Web access through standard web browsers.

Web access is becoming increasing popular. Many users want to view the world through a web browser, accessing local data via an intranet and global data over the internet.

■   Windows access through the PC client *OfficePower for Windows.*

Windows access is still the most popular for professional people who need to get maximum benefit from applications.

■   Mail access using Microsoft Outlook or other standard PC mail client.

This is for users who want a simple mail service, and have standardised on a client like Microsoft Outlook.

■   Terminal access with familiar OfficePower menus and 'green screen' file manager.

Terminal access is retained for users with 'dumb' terminals who do not need the power of PCs to carry out their work. Most OfficePower users now use PCs but there are still a substantial number who have terminals.

OfficePower 2001 options

The following options add value to OfficePower:

■   PowerSearch.

■   PowerConverters.

■   OfficePower for Windows.

■   Pl@za for OfficePower

■   OfficePower Archive

■   CA-20/20.

■   US Legal Option.

PowerSearch

Locating local documents and other files

PowerSearch allows you to search on different document types on your local host – and now you can search for other types of file with text content, including record objects (e.g. UDAP datafiles) or Microsoft Excel workbooks.

Each significant word within a file is indexed so you can locate a file by specifying a word or phrase in the text. The original file is unchanged.

PowerSearch enables you to:

■   Define a collection of OfficePower folders (or UNIX directories) which are then indexed automatically, usually overnight.

- Search rapidly any file to which you have access.

- Display documents or other files located by the search.

- Work directly on files using the appropriate application.

If a search results in a large number of hits you can refine the search definition to make it more specific. The search results in a list of retrieved files displayed as a set of OfficePower records. These may be sorted, searched, marked and printed in the normal OfficePower way.

Searches are defined by specifying:

- Individual words.

- Word stems.

- Phrases.

- Words within a specified proximity of each other.

- Boolean combinations (i.e. 'And' 'or' 'not').

- 'Wild cards' may be used for any character except the first.

After a search is complete, you can display the files that satisfy the search criteria subject to normal OfficePower security rules.

PowerSearch indexes local server based documents such as OfficePower-Word, AmiPro, WordPerfect and Microsoft Word for Windows. It will also index other files with text content, including spreadsheets and OfficePower record objects.

For more information about PowerSearch, read the manual *OfficePower PowerSearch.* For additional information on new PowerSearch features in OfficePower 2001, read the manual *OfficePower 2001 Release Notes*. See Appendix A for details on where to find these manuals.

PowerConverters

OfficePower PowerConverters enable the conversion of text between a wide range of industry standard formats. Although primarily intended for conversion to and from OfficePower-Word, they may be used for conversion between any of the supported formats provided the files are in the OfficePower filestore.

Converters for the formats listed below are included in the OfficePower Base to facilitate the transfer of these documents to and from OfficePower-Word:

- OfficePower-Word.

- ASCII.

- DCA/RFT (Revisable Form Text).

- Navy DIF.

- Microsoft RTF (Rich Text Format).

- Uniplex 11 Version 7.

In addition, the OfficePower Base also contains the ability to view the following spreadsheet formats as OfficePower-Word documents:

- Microsoft Excel 2.1, 3.0, 4.0, 5.0, 7.0

- Lotus 1-2-3 1.A, 2.0, 2.1, 3.0

and to view the following word processor formats:

- Microsoft Word 97 and 2000

The additional (optional) *PowerConverters* package provides converters for the following PC based word processors:

- DisplayWrite 2, 3, 4, 5

- WordStar for Windows 1.x

- WordStar 3.3, 3.31, 3.45, 4.0, 5.0, 5.5, 6.0

- WordStar 2000 Release 3.0, 3.5

- Uniplex onGO Write

- Ami Professional 1.x, 2.0, 3.0, 3.1

- WordPerfect 5.0, 5.1, 6.0

- WordPerfect for Windows 5.1, 5.2, 6.0, 6.1

- Microsoft Word 3.0, 3.1, 4.0, 5.0, 5.5

- Microsoft Word for Windows 1.x, 2.x, 6.0, 7.0

Due to the wide variations between formats and character sets of the different word processors, a complete conversion is not guaranteed. Some editing of the resulting document may be required.

When using OfficePower the converters may be called explicitly by the user (from Folder:Update CONVERT OBJECT*, one of the Import or Export functions, or when attaching or extracting a mail attachment); or may be configured by the system administrator to be called implicitly by other OfficePower facilities, for example Mail, to facilitate viewing or transfer of documents.

For more information about PowerConverters, read the manual *OfficePower PowerConverters* – see Appendix A for details on where to find this manual.

OfficePower for Windows.

OfficePower for Windows is used by Windows PC users as a client interface to their OfficePower system. It provides a workspace in which users can carry out their daily tasks. Users can use the 'alerts' service to manage their tasks, and they can use the mail interface to process their mail. Within the workspace users can browse the records in their OfficePower calendars, databases, To-Do lists etc. Mail, documents and other objects can be viewed off-line from the network, if needed.

Using the "integration kit" supplied with OfficePower for Windows, users can access OfficePower facilities, from within PC applications. Send a document via OfficePower mail from the menu bar of a PC-based word processor, for example.

OfficePower for Windows has the following features:

- File management of both PC and OfficePower files/objects on the server

- Mail interface (GUI) for sending and receiving email - supports off-line mailboxes too

- Mail directory and address books

- Alerts interface to organise tasks and requests

- Records browser for viewing calendars, To-do lists, reminders etc

- Integration with PC applications

- Easy installation, startup and configuration

- Works against all versions from OfficePower/Xtra onwards

- Supports access to UNIX applications using VT220+

- Additionally supports familiar OfficePower menus in text mode (but with mouse support) for experienced users

- Can be used over dial-up connections and for offline working on shared documents

For more information about OfficePower for Windows, read the manual *OfficePower for Windows* – see Appendix A for details on where to find this manual.

Pl@za for OfficePower

Teamware Group's new *Pl@za* product range provides web-based applications to help communities to share information and contact one another via an intranet or the Internet. *Pl@za for OfficePower* provides these facilities using your existing OfficePower server - with the added benefit that the information exchanged by Pl@za users can also be accessed by existing OfficePower users, even using the "green screen" user interface. Facilities in this initial version include:

- Interactive Business Cards - your personal "home page"

- Member List - identify and contact other members of the community

- Who's online? – with access to Interactive Business Cards

- Community Page - public information

- Work Space - your personal view of the community

- Login/out - secure access to community information

- Registration - allowing password change

- Message of the Day

- Preferences for session customisation

- Send mail from Business Cards to either Internet or OfficePower mailbox.

- Totally separate look-and-feel from OfficePower, but with link into normal Folders display for full OfficePower Web functions

- Document Folders service

- Discussion Group service

For more information about Plaza for OfficePower, read the manual *OfficePower Web Administration Guide*– see Appendix A for details on where to find this manual.

OfficePower Archive

Teamware recognises that some customers use OfficePower alongside other mail systems, and perhaps are replacing UNIX with NT systems. Some users of OfficePower also spend most of their time working away from the office, offline from their OfficePower system. These users still want to use the data they normally have available to them.

To support such users and to support co-existence and possible migrating of some users, Teamware have introduced *OfficePower Archive*. This product allows users or teams of users to copy and optionally convert where applicable OfficePower objects including documents, databases, calendars, mailboxes from their OfficePower filestore onto a PC drive or CDROM. While offline, users can access objects using Windows Explorer or MS Outlook. While on-line to any OfficePower server, users can choose to update the OfficePower objects but still have the master objects on their PC drive.

So the value of accumulated data need not be lost to users who are working offline or who have migrated to a different system. As a bonus to OfficePower administrators, they can now recover valuable server disk space by encouraging users to keep their 'heritage' data on their own PCs.

For more information about OfficePower Archive, read the manual *OfficePower Archive User Guide* – see Appendix A for details on where to find this manual.

CA-20/20

The 20/20 integrated spreadsheet modelling program is supplied as a fully integrated feature of OfficePower. On top of the features of the standard version of 20/20, there are valuable

additional features, such as the ability to mail spreadsheets and interchange data and text with OfficePower-Word.

For more information about 20/20, read the manual *OfficePower 20/20* – see Appendix A for details on where to find this manual.

US Legal Option

This option has been designed specifically for the US legal market, and offers the ability to collect and report statistics on OfficePower-Word processing operations, and also offers the ability to construct a Table of Authorities from within the word processor.

OfficePower US Legal Option is only available in US English language and contains terms that apply only to the US legal market.

More details on the US Legal Option can be found in the previous edition of this guide (GI-TW-1464 issue7), which covers OfficePower/Xtra, or on request from Teamware Group.

Appendix A: OfficePower Publications

This chapter describes the publications available for use with OfficePower.

In addition to the publications, context-sensitive online help is provided with your OfficePower software. This is available when you select the HELP key, or click the Help button if you are using OfficePower for Windows.

The OfficePower publications are provided on the OfficePower CD-ROM, which you can access from a PC. Even if you do not have the CD-ROM or a CD-ROM drive on your PC, you can still access the user documentation by downloading it from your server once OfficePower has been installed.

OfficePower Publications

The OfficePower publications are listed below in alphabetical order, with a brief overview of their content.

OfficePower 2001 Installation Guide (TW000095)

This explains how to install and configure OfficePower 2001, and is written for competent UNIX® system administrators.

OfficePower 2001 Release Notes (TW000094)

This contains the latest amendments and additions to information published elsewhere, and is essential reading for administrators before starting to install OfficePower 2001.

OfficePower 20/20 (TW000084)

This is a guide to using the OfficePower 20/20 spreadsheet package. It covers the basics of 20/20 for new users and gives reference information for experienced users.

If you are new to OfficePower, you should read the *OfficePower User's Guide* first.

OfficePower Administrator's Guide (TW000065)

This is a guide for OfficePower system administrators. It describes the administrative tasks that you need to perform and provides solutions to common problems. You should be familiar with simple UNIX® commands and the basic techniques for working with OfficePower records before you start to use this guide.

You may find it useful to use this guide in conjunction with the *OfficePower User's Guide*.

OfficePower Archive User Guide (TW000107)

This guide explains how to install and use the optional product OfficePower Archive. It explains how a user or the administrator can use OfficePower Archive to download data in bulk from the OfficePower server to a PC, for storage on a CD-ROM or other media. The guide also explains how the archived data can then be accessed on any PC, without requiring connection to an

OfficePower server. OfficePower Archive is based on the OfficePower for Windows client, and the guide assumes the reader is familiar with this.

OfficePower Backup and Restore (TW000088)

This guide is intended for system administrators of OfficePower systems. It describes how to back up and restore file systems on DRS 3000 and DRS 6000 servers.

OfficePower FormEdit Tool Guide (TW000111)

This guide describes the web forms editor that enables you to produce HTML forms for use with OfficePower Web, from existing OfficePower-Word forms.

OfficePower Features Guide (TW000110)

(This manual.) This guide summarises the features and benefits of OfficePower. It describes the product, its packaging, the new features introduced at each release, and the documentation that gives more details on each of these features.

OfficePower for Windows (TW000064)

This guide is intended for users of OfficePower for Windows, which enables you to use OfficePower in a Windows desktop environment. It provides instructions to help you carry out OfficePower tasks using OfficePower for Windows and explains the features that are unique to OfficePower for Windows. This guide is designed to be used together with the OfficePower for Windows context-sensitive online help, which you access by clicking the Help button in OfficePower for Windows Workspace.

OfficePower for Windows Installation Guide (TW000097)

This guide explains how to configure the OfficePower for Windows server and then install and configure OfficePower for Windows on personal computers. It is suitable for anyone familiar with the Windows environment(s) installed on PCs.

OfficePower Internet Gateway Administrator's Guide (TW000103)

This guide is intended for readers with responsibility for administering the OfficePower Internet gateway, which provides OfficePower users with access to Internet mail and other related mail systems (such as cc:mail and MS-Mail). It explains how messages pass through the gateway, including how any conversions are performed. It describes how to install, configure and control the gateway, and how to troubleshoot problems. It also explains how messages must be addressed to pass through the gateway.

OfficePower Mail (TW000083)

This is a guide to using the OfficePower X.400 electronic mail facility. It covers sending and receiving mail, creating distribution lists, communicating with non-X.400 systems, Internet mail, mail filtering and using the OfficePower Directory.

If you are completely new to OfficePower, you should read the *OfficePower User's Guide* first.

OfficePower Mail and Communications Administrator's Guide (TW000070)

This guide is intended for readers with responsibility for administering an OfficePower X.400 mail system. It explains how to set up and maintain an OfficePower mail network and provides advice on handling problems. Additionally, this guide describes the OfficePower Directory Synchronisation product.

(Note – this manual also contains, in chapter 31, information on administering OfficePower Web in OfficePower/Xtra. Users of OfficePower 2000 should ignore this chapter and instead refer to the *OfficePower Web Administrator's Guide***.**

OfficePower PowerConverters (TW000086)

This guide introduces the various converter packs that are available either with the OfficePower Base product or with optional packs, and provides step-by-step procedures for using the PowerConverters. This guide also lists the convertibility of standard features in the formats supported by PowerConverters.

OfficePower PowerGraph (TW000089)

This is a complete guide to using the OfficePower PowerGraph™ facility. It explains how to create a new record and add data, and how to create composite charts. It describes the online sample PowerGraph charts and how to customize a chart.

If you are new to OfficePower, you should read the *OfficePower User's Guide* and the *OfficePower-Word* manual first.

OfficePower PowerSearch (TW000091)

This is a reference guide for users and system administrators of PowerSearch. This guide explains how to use PowerSearch to find specific documents within collections of documents, and describes how to view, save, print and mail these documents.

Additionally, this guide contains descriptions of the PowerSearch system files for system administrators, and describes how to create and maintain document collections.

Additional information on new features of PowerSearch introduced in OfficePower 2000 will also be found in the *OfficePower 2001 Release Notes*.

OfficePower PowerWindows/X-OL (TW000092)

This is a guide for experienced Open Windows users wishing to access OfficePower in a Sun OpenWindows environment. It explains how to start and end an OfficePower session with PowerWindows/X-OL and describes the features that are unique to OfficePower when used with PowerWindows/X-OL. It also describes how to customize PowerWindows/X-OL.

If you are new to OfficePower, you should read either the *OfficePower User's Guide* or the *OfficePower Administrator's Guid*e, as appropriate. If you need more information about OpenWindows, read the user documentation supplied with the product.

OfficePower Task Manager (TW000112)

This is a complete guide to using the OfficePower workflow application, Task Manager. (Task Manager was new to OfficePower 2000).

 If you are new to OfficePower, you should read the *OfficePower User's Guide* first.

OfficePower UDAP (TW000090)

This guide is intended for users who are familiar with OfficePower and want to learn about the process of designing, creating and using user defined applications (UDAPs) and reports. It covers both simple and advanced UDAP features and describes the OfficePower report writer facility.

You should read the introductory chapter on UDAP in the *OfficePower User's Guide* before you start this guide. Additional information on new UDAP features introduced in OfficePower 2000 will also be found in the *OfficePower 2001 Release Notes*.

OfficePower User's Guide (TW000066)

This is the introductory user manual for OfficePower. It includes:

- General information about OfficePower such as folders, records and printing.

- Information on using PC applications with OfficePower.

- Information on specific applications in the OfficePower Base product such as the calendar, to-do-lists and how to use existing user defined applications.

- Information on the help system, file transfers, the work environment, and OfficePower permissions.

For information about electronic mail and word processing, see the *OfficePower Mail* and *OfficePower-Word* manual respectively. For information about creating your own user defined applications, see the *OfficePower UDAP* manual. For information about OfficePower's Task Manager (new at OfficePower 2000), see the *OfficePower Task Manager* manual.

OfficePower Web Administration Guide (TW000113)

This guide is intended for readers with responsibility for administering OfficePower Web.

OfficePower-Word (TW000055)

This is a complete guide to using the OfficePower-Word word processor. If you are new to OfficePower, you should read the *OfficePower User's Guide* first.

Additional information on new features of OfficePower-Word introduced in OfficePower 2000 will also be found in the *OfficePower 2001 Release Notes*.

PowerIt: Installation Guide (TW000104)

This guide explains how to configure PowerIt on a non-OfficePower UNIX server, and how to install and configure OfficePower for Windows on PCs so that they can access UNIX applications and services on that server.

Format of publications

Four different formats are used for OfficePower publications:

- Portable Document Format (PDF)

- Windows Help

- HTML

- OfficePower-Word

Individual publications are available in one or more of these formats, as described later.

PDF format

Publications provided in PDF can be read and searched individually online, and you can print a high quality paper copy of all or part of a publication if required. You can access PDF files from a PC using the Adobe Acrobat Reader, which is supplied on the CD-ROM but also freely available from Adobe (see the Web site `http://www.adobe.com`). If you have not already got Acrobat Reader installed on your PC or do not know how to obtain it, ask your system administrator for assistance.

WinHelp format

Publications provided in Windows Help format can be searched individually in different ways, and each topic within a publication can be printed, though this format is not suitable for printing whole publications. To be able to use these Help files on your PC, the following files must be present in your `Windows` `SYSTEM` directory:

HDKCTNTS.DLL
HYPRFIND.DLL

If you have already installed OfficePower for Windows, these DLL files will have been copied to your PC. If you do not have them on your PC, you should copy the DLL files from `public/docs/opwinhelp`, where they are stored along with the Windows Help files. You must copy `hdkctnts` to `C:\`*window*`s\SYSTEM\HDKCTNTS.DLL`, and `hyprfind` to `C:\`*window*`s\SYSTEM\HYPRFIND.DLL`, where *windows* is the name of the directory in which Windows is installed on your PC (typically `WINDOWS`, `Win95` or `WinNT`).

HTML format

Documentation relating to OfficePower Web and associated products is provided in HTML format, and can be read and searched individually online using a web browser.

OfficePower-Word format

Publications provided as OfficePower-Word documents are accessible via OfficePower from the folder **public/docs**.

Publications in PDF format only

The publications listed below are provided only in PDF. The files are installed on the OfficePower server during installation, in the public user filestore **public/docs/opmanuals** .

Title	Ref no	File name
OfficePower 2001 Installation Guide	TW000095	opxig.pdf
OfficePower 2001 Release Notes	TW000094	opxrn.pdf
OfficePower Archive User Guide	TW000107	arch.pdf
OfficePower Features Guide	TW000110	opfeat.pdf
OfficePower for Windows	TW000064	op4wm.pdf
OfficePower for Windows Installation Guide	TW000097	opwig.pdf
OfficePower Internet Gateway Administrator's Guide	TW000103	opigad.pdf
OfficePower Mail and Communications Administrator's Guide	TW000070	adm_c.pdf

OfficePower Task Manager	TW000112	taskman.pdf
PowerIt Installation Guide	TW000104	pitig.pdf

Publications in PDF and WinHelp format

The OfficePower publications listed below are provided as PDF and WinHelp files. The files are installed on the OfficePower server during installation, in the public user filestore:

- **public/docs/opmanuals** for the PDF versions
- **public/docs/opwinhelp** for the Winhelp versions

Title	Ref no	File name
OfficePower 20/20	TW000084	ca2020
OfficePower Administrator's Guide	TW000065	opadmin
OfficePower Backup and Restore (ICL NX systems only)	TW000088	opbak
OfficePower Mail	TW000083	mail
OfficePower PowerConverters	TW000086	pconv
OfficePower PowerGraph	TW000089	pgraph
OfficePower PowerSearch	TW000091	psearch
OfficePower PowerWindows/X-OL	TW000092	pwxol
OfficePower UDAP	TW000090	udap
OfficePower User's Guide	TW000066	useop
OfficePower-Word	TW000055	opword

Publications in HTML format

The publications listed below are provided only in HTML. The files are installed on the OfficePower server during installation, in the public user filestore **public/docs/ophtml** .

Title	Ref no	File name
OfficePower Web Administration Guide	TW000113	webadmin
OfficePower FormEdit Tool Guide	TW000114	formedit

Publications in OfficePower-Word format

Once you have installed OfficePower you can also access the following OfficePower-Word documents.

Documents in public/docs/Opreadme

File name	Title/description
autodocs	AutoDocs Administrator's Guide

autodocsII	RELEASE NOTE OfficePower Mail Document Server (AutoDocs)
CPIguide	PowerKit: Custom Printer Interface (CPI) Programmer's Guide
forumII	Installation Instructions OfficePower/Forum Client Version 3 [see Note 1]
PFAgentII	PowerFile Agent Installation Instructions [see Notes 1 & 2]
PKitII	Installation Instructions: OfficePower PowerKit
swopidoc	Staffware-OfficePower Integration User Manual [see Notes 1 & 2]
swopiII	Installation Instructions Staffware OfficePower Integration (SWOPI) Utilities [see Notes 1 & 2]
UMT5L3gide	OfficePower User Migration Tools Guide Version 5 Level 3

Notes

1   These documents are provided for historical reasons only.

2   Staffware OfficePower Integration Utilities (SWOPI) and PowerFile Agent are not available on Sun SPARC systems.

3   Documents delivered into **public/docs/OPreadme** supersede any documents formerly delivered into **public/docs**

Documents in public/docs/STK.

If PowerKit is installed, this folder contains a number of folders and documents that comprise the documentation for **PowerKit: Software Tool Kit (STK)**.

Changes for OfficePower 2001

The following new manuals were introduced for OfficePower 2001:

The following publications were changed for OfficePower 2001:

> *OfficePower 2001 Installation Guide*
>
> *OfficePower 2001 Release Notes*
>
> *OfficePower Features Guide*
>
> *OfficePower Web Administration Guide*

Online Access to OfficePower Documents

All OfficePower manuals, and updated sections, are available on the OfficePower Online Web service at:

> www.op-online.net

A search facility is available covering the major documents.

Appendix B: Printer interfaces supported by OfficePower

Interfaces supported	As validated with Printer(s)
Diablo	Dataproducts 2630
PostScript IBM PostScript Printer HP PostScript Cartridge	Panasonic KX-P4455
HPGL	HP 7550 Plotter
HPGL/2 (Colour)	HPIII/HP4 HP Paintjet XL300 HP Deskjet 1200C
NEC SpinWriter	NEC 7710 Spinwriter NEC 8810 Spinwriter
Hewlett-Packard PCL-3	HP LaserPrinter Panasonic KX-P4450i
Hewlett-Packard PCL-4	HP LaserJet IID HP LaserJet III HP Deskjet 600
Hewlett-Packard PCL-5	HP LaserJet III HP LaserJet 4
EPSON Level 1	Epson FX80 Panasonic KX-P4450i
Line Printer Interface	Line Printer with serial interface Line Printer with parallel interface
Table Driven Printer Interface	Epson FX80 Panasonic KX-P4450i

The table driven backend can support graphics if the printer driven is compatible with Hewlett-Packard HPGL PCL-3, PCL-4, or Epson Level 1.

We recommend that if graphics are to be printed frequently, a printer is dedicated for that purpose.

Facilities are available to support other printers via Open Printer Support. Additionally, interfaces are available within PowerKit for VARs and customers to write their own printer backends in C.

Appendix C: OfficePower and PCs, terminals and workstations

OfficePower supports connection of terminals including:

- ICL P400 range (in ICLVT220+ mode).
- ICL Model 5/1,5/2,10,15/1 (ICL VT220+ mode).
- ICL Model 303, 305, 303t, 305t.
- CCI PT2 and PT3.
- ICL PT3 and PT5.
- VT100/220.
- Tandberg (German).
- Wyse WY-30,50.

A table-driven Terminal Definition Facility is provided for open terminal support allowing third parties to define terminals not in the above list.

OfficePower supports connection of workstations including:

- Windows 3, 95, 98, or NT4 PCs running:
  - ❐ OfficePower for Windows.
  - ❐ Microsoft Internet Explorer version 4.01 or later
  - ❐ Netscape Navigator version 4.05 or later
- Windows 3 PCs running:
  - ❐ PowerWindows/3 and PowerWindows/PC (historical).
- MS-DOS or Windows 3 PCs running:
  - ❐ PowerLink Version 7 (historical).
- Sun SPARCstations running:
  - ❐ PowerWindows/X-OL, the OPEN LOOK interface

OfficePower terminals defined as being of type VT220+ will be "groped" at login by the OfficePower server to determine detailed capability. These can include M5, M10, M15, PowerLink, VT320+ Windows.

OfficePower does not support M5/10/15 terminals in VT220 mode (as distinct from ICL VT220 Plus mode) or PCs in VT220 mode. This is because of the incompatibility between their physical keyboard and the keyboard that OfficePower expects to be on a VT220.

OfficePower does not support M5/10/15 in M303 emulation mode. This is because the keyboard mapping which results does not match the OfficePower engraved keyboard for the M5/15 and no overlay is provided for this "unfriendly" mode.

OfficePower only formally supports direct connection of terminals/PCs. If any other mechanism is to be used it must first be verified that it accurately simulates direct connection and is totally 8-bit transparent.