



Patch-work

SR-2 is sorted but don't relax — you need a **security patch**, too, warns Tim Nott.

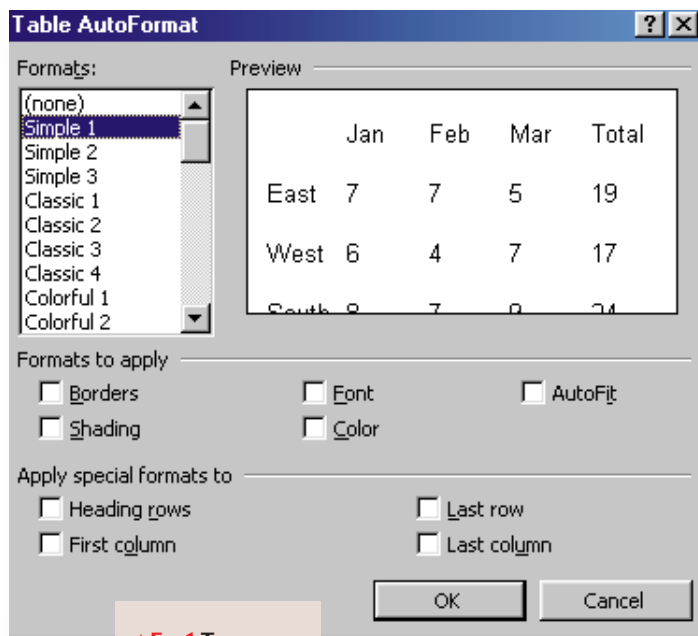
Since the launch of Word 97, two years ago, several patches and improvements have been made available. First came a 'real' file converter to Word 6/7 format (the original actually created RTF documents). This, and several other Office-wide enhancements and fixes, were later encapsulated in Service Release 1 available as a free download. Late last year, Service Release 2 (SR-2) appeared. This is an Office-wide patch but it addresses 52 problems in Word alone.

To put it mildly, the release of SR-2 has been beset with teething troubles, especially for UK users. It has been available as a free download since last November but it is rather large at 23Mb. Furthermore, it must be installed on top of SR-1, itself a hefty 7Mb.

Although the patch was also issued on CD-ROM, Microsoft admits that there have been availability problems in the UK. Now, happily, all is resolved. You can get the patch on a CD-ROM which also includes SR-1 free of charge without proof of purchase from Microsoft Connection. Alternatively, you can get a full Office-with-SR-2 replacement CD. This is also free of charge but you will need to provide proof of purchase.

➔ **Both patches** are in the library of our cover CD-ROM this month.

Having installed these patches, you might well think that you are entitled to sit back and relax. Not so. It has recently come to light that there is a security loophole with Word 97 macros which 'would allow malicious code to be run in a Word 97 document without warning a user. Word 97 will warn users when opening a document that contains macros. However, if that document does not contain macros but is linked to a template that does contain macros, no warning is issued. A hacker could exploit



▲ **FIG 1 TABLES AS THEY USED TO BE**

this vulnerability by causing malicious code to be run without warning when a user visits a web site or opens an email.

'The Word 97 Template Security Patch prevents a hacker from exploiting this vulnerability. After installing the patch, users will be warned before they launch a template that contains a macro. Installing the patch will not disable the use of templates or macros on templates.'

You can obtain the patch from officeupdate.microsoft.com/downloadaddetails/wd97sp.htm. For yet another security problem that isn't exclusive to Word users, see this month's *Hands On Windows* column (p234).

■ Office 2000 tips

Although at the time of writing, the release date of Office 2000 had still to be announced, there is a large number of users on the preview program, trying out beta 2. Last month we discovered how to turn off the 'Adaptive Menus' and here's the second of a series of 2000 tips.

One of the small but perfectly annoying changes from Word 7 to 97 was the way tables defaulted to having borders around every cell. For most tables and lists I find it unnecessary and ugly. It's not too difficult to get rid of —

Table, Table Autoformat..., None — but it is a nuisance to have to do this every time.

The latest beta has an Autoformat button in the Insert Table dialogue. It also has a check box to 'Set as default' and will show the default style as 'none'. Yet despite all this the table still appears with borders.

Anyway, I think I've cracked it. By setting the default Autoformat style to another style such as 'Simple 1' then

deselecting all the options, then making this the default, the borders don't appear. Better still, the borderless table becomes the default for the very useful Toolbar Table button whereby you drag out the rows and columns needed in the supplied mini-grid. It's a rather counter-intuitive way of doing things but with luck you should only have to do it once.

■ Not-so-SmartCentre

When I last reviewed Lotus WordPro I was mystified to find that every time I started my PC, and hence Lotus SmartCentre, it would attempt several dial-up connections to the internet. At the time, replies from Lotus support varied from 'a beta problem, now resolved' (it hadn't been) to 'so it does'. At last, reader Sharon Bailey has solved the case and shared this with the members of the Lotus conference on CIX. First came a registry hack gleaned from the Lotus web site. This stopped the unwanted connections but had the unfortunate side-effect of stopping all dial-up connections. 'So,' writes Sharon 'I put the registry back as before, then did a selective uninstall of SmartCentre and then custom reinstalled it making sure I deselected the internet option. All is now wonderful.'

Questions & answers

Q Can I use earlier WordPerfect printer drivers with Corel WordPerfect 7?

MARTIN CARR

a Corel WordPerfect 7 (and later) doesn't use WordPerfect printer drivers (.prs files) and has finally got round to trusting Windows with the printing, like practically every other application. If you open documents created using WP printer drivers they get reformatted to suit the current active Windows printer.

Q In the past I have read that if you overflow your single-page Word document by a few lines, there is a way to squeeze them onto the original page, without needing the second.

JIM DUNLOP

a Yes — what you want is the 'Shrink to fit' button, which has been tucked away in the 'Print Preview' screen since Word 6.

Q How can I get 'transparent' text in Word 97 — so that underlying images show through?

NICK CORMODY

a I'm not quite sure whether you mean text with a transparent background, i.e. a picture with words on top, or text with an opaque

The easiest way is to open the drawing toolbar then click on the WordArt button (the tilted A). Assuming you want the text to be normal — though this does work with the shaped and other effects — select the first example from the WordArt gallery then type the text and choose the font. When the WordArt object appears make sure it is still selected



background but transparent characters, i.e. part of the picture is contained inside each letter. So I'll give you both. The first is easy, just insert the picture as normal, then right click, Format Picture, and in the Wrap options choose Behind Text. For the latter, you'll need a WordArt object.

and go to Fill Effects. You can get this variously from the WordArt toolbar Format button or right click, Format WordArt. From the Colors and Lines tab, open the Fill/Color palette and choose Fill Effects. Alternatively, you can save a few steps by going straight to the Fill button on the drawing toolbar. Whichever path you choose you will arrive at a dialogue with a Picture tab that will allow you to browse to the bitmap of your choice. Note that Word will stretch the bitmap to fit, so you may want to resize or crop the picture first to minimise distortion.

Q I have a multi-paged mailshot which I want to print on a two-bin printer. The first page is on headed paper and the subsequent ones are on plain. How can I do this and collate each letter? I am using Word 97.

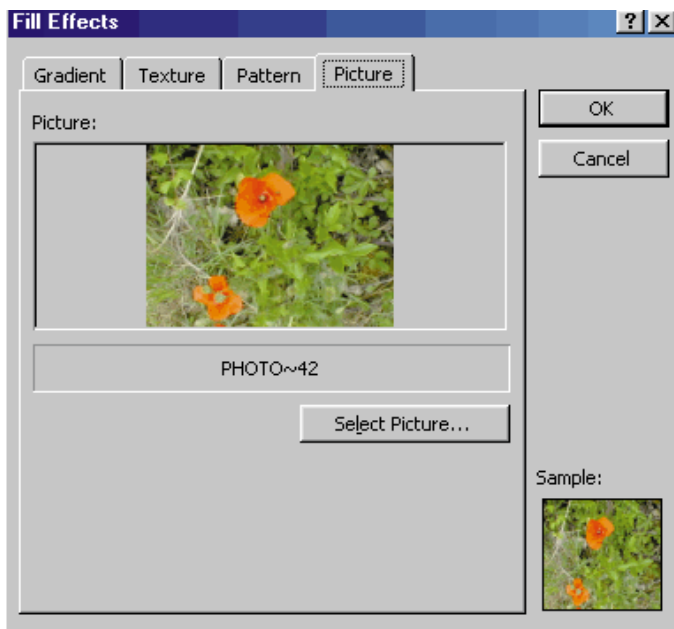
ALAN HESLOP

a The easiest — and possibly the only — way is to place a section break at the foot of the first page. You will then discover that you can specify the paper tray used for each section from the Paper Source tab of Page Setup.

Q When I use Autotext on my new personal computer at home, Word displays an error message, the essence of this being something or other to do with a fault in MSO97.DLL. It then shuts down and any unsaved changes are lost. I am certain it never used to do this and it does not do it on the computers at work, either. Can you help?

FRANCES SHIRREN

a This is a 'known issue' with Word 97 and Windows 98 but not Windows 95, which may explain the discrepancies you mention. The Office SR-2 patch will fix it. See opposite for details of how to get hold of this.



▲ FIG 2 (ABOVE)
FILL IT YOURSELF.
TRANSPARENT
TEXT...

◀ FIG 3... USING
WORDART

PCW CONTACTS

Tim Nott can be contacted via the PCW editorial office (address, p14) or email wp@pcw.co.uk
Microsoft Connection
0345 002000