

Accessing the Internet from SmartCenter

You can access Lotus and IBM home pages on the World Wide Web.

1. Click the Suite Help drawer to open it.
2. Select the Internet folder.
3. Double-click one of the following icons:
 - IBM Home Page
 - Lotus Home Page
 - Lotus Support FTP Server
 - Lotus Support Home Page

Note You must have a browser installed to navigate to these home pages.

{button ,AL(^H_SC_OVERVIEW:_CUSTOMER_SUPPORT_WEB_OVER;H_SC_OVERVIEW:_LOTUS_HOME_PAGE_OVER;H_SC_SUITE_INFO_DRAWER_OVER;H_SC_IBM_HOME_PAGE_OVER',0)} [See related topics](#)

Adding applications to SuiteStart

You can add application icons to SuiteStart.

1. Right-click a SuiteStart icon.
2. Choose Add File.
3. Select the application icon to add.
4. Click Open.

Adding drawers

You can add your own drawers to SmartCenter. SmartCenter provides the Add Drawer Assistant to guide you through the steps for creating a new drawer.

1. Click the Cabinet Menu button.

Lotus

2. Choose Add Drawer.
3. Select a drawer type.
4. Click Next to go to subsequent steps.
5. After you complete the last step, click Done.

Tip You can add a file drawer by dragging files, folders, or shortcuts from the Windows desktop or Windows Explorer to SmartCenter.

Note You can add up to 50 drawers to SmartCenter.

{button ,AL(^H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_MOVING_DRAWERS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_DELETING_DRAWERS_STEPS',0)} [See related topics](#)

Adding files to file drawers

You can add work files, shortcuts, and application files to the SmartSuite and Suite Help drawers, as well as to file drawers that you create yourself. For example, you can add Word Pro files to the Word Pro Documents folder of your SmartSuite drawer, or you can add an application file to your Lotus Programs folder in the same drawer.

1. Click the file drawer to open it.
2. Click the folder to which you want to add the file.
3. Drag the file from the Windows desktop or from Windows Explorer and drop it into the opened folder.
4. Click the front of the file drawer to close it.

Tips

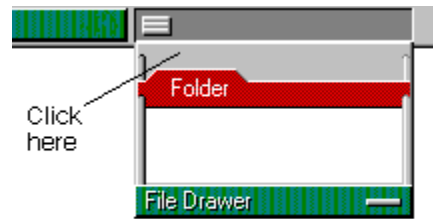
- If you use the right mouse button to drag a file to a file drawer, a menu appears with the available options.
- If you drag the file into a closed file drawer, you will add a new file drawer to SmartCenter. This new drawer will contain the file that you dragged to the closed file drawer.

{button ,AL('H_SC_ADDING_FOLDERS_STEPS;H_SC_ADDING_NOTES_DATABASE_STEPS;H_SC_REMOVING_FILES_STEPS',0)} [See related topics](#)

Adding existing folders to file drawers

You can add existing folders to the SmartSuite and Suite Help drawers, or to file drawers that you create yourself.

1. Click the file drawer to open it.
2. If any folders are open, click the back of the drawer to close them.



3. Right-click the back of the drawer.
4. Choose Add Folder.
5. From the Browse for Folder dialog box, click a folder to add it to the drawer.
6. Click OK.
7. Click the front of the file drawer to close it.

Tips

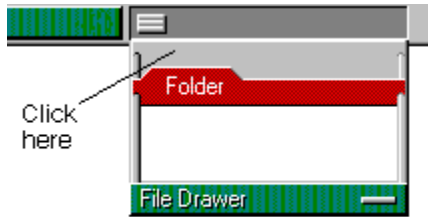
- You can drag a folder from the Windows desktop or Windows Explorer and drop it into an open file drawer. Be sure to drop the folder behind all the other folders to add it to the drawer, otherwise it appears as a folder within a folder.
- If you use the right mouse button to drag a folder to a file drawer, a menu appears with the available options.

{button ,AL('H_SC_ADDING_FILES_TO_FILE_DRAWERS_STEPS;H_SC_ADDING_NOTES_DATABASE_STEPS;
H_SC_CHANGING_DIVIDER_PROPERTIES_STEPS;H_SC_REMOVING_FILES_STEPS;H_SC_ADDING_NEW
_FOLDERS_STEPS',0)} [See related topics](#)

Adding new folders to file drawers

You can add new folders to the SmartSuite or Suite Help drawers, or to file drawers that you create yourself.

1. Click the file drawer to open it.
2. If any existing folders are open, click the back of the drawer to close them.



3. Right-click the back of the drawer.
4. Choose New Folder.
5. Type a name in the Folder name box, and click OK.
6. Click the front of the file drawer to close it.

{button ,AL(`H_SC_ADDING_FOLDERS_STEPS;H_SC_MOVING_FOLDERS_STEPS;H_SC_ADDING_FILES_TO_FILE_DRAWERS_STEPS;H_SC_ADDING_NOTES_DATABASE_STEPS',0)} [See related topics](#)

Adding Notes databases to file drawers

You can add Notes database shortcuts to file drawers.

1. Click the file drawer to open it.
2. Right-click the folder where you want to add the Notes database shortcut.
3. Choose Add Notes Database.

Note You may have to enter a password.

4. Double-click the folder that has the database that you want to add.
5. Select the database.
6. Click OK.
7. Click the front of the file drawer to close it.

{button ,AL(';H_SC_ADDING_DRAWERS_STEPS;H_SC_ADDING_FILES_TO_FILE_DRAWERS_STEPS;H_SC_ADDING_FOLDERS_STEPS;H_SC_REMOVING_FILES_STEPS',0)} [See related topics](#)

Adding screen movies

You can add screen movies that you create yourself to the Movies folder of the Suite Help drawer.

1. Click the Suite Help drawer to open it.
2. Click the Movies folder to open it.
3. Drag the screen movie file from the Windows desktop or from Windows Explorer and drop it in the open folder. (Screen movie files have an .SCM extension.)
4. Click the front of the Suite Help drawer to close it.

Note If you try dragging the screen movie file into a closed file drawer, you will add a new file drawer to SmartCenter. This new file drawer will contain the screen movie file.

{button ,AL(^H_SC_CREATING_A_SCREEN_MOVIE_STEPS;H_SC_VIEW_MOVIES_STEPS;H_SC_REMOVING_SCREEN_MOVIE_LOCATIONS_STEPS;H_SC_SUITE_INFO_DRAWER_OVER',0)} [See related topics](#)

Assigning sounds to drawer events

You can assign different sounds for opening, closing, removing, and adding drawers. You can also have a folder make a sound when you click it.


1. Click the Cabinet Menu button.



2. Choose Cabinet Properties.
3. Click the Effects tab.
4. Select the event to which you want to assign a sound from the Event box.
5. Select the sound that the drawer makes for that event from the Sound box.
6. Click OK.

Note If you want to use the sound features of SmartCenter, you must have the hardware and software for sounds installed.

Previewing sounds

Click  to preview a sound, and click



to stop the preview from playing.


{button ,AL(^H_SC_CHANGING_DRAWER_LABELS_STEPS;H_SC_CHANGING_DRAWER_SPEED_STEPS;H_SC_DEFINING_A_TEXTURE_FOR_DRAWERS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER',0)} [See related topics](#)

Overview: Calendar drawer

The Calendar drawer keeps track of your appointments. You can use it as a standalone calendar, or you can use it to make simple changes to your Organizer calendar. The Calendar drawer displays only one day when you first install SmartCenter, but you can expand the view to show up to seven days. You can add more calendar drawers to SmartCenter.

Keeping track of appointments

You can use the Calendar drawer to schedule, change, or delete appointments and to automatically update your Organizer calendar. Appointments appear in the drawer as white cards spanning the time covered by an appointment in fifteen minute increments. The Calendar drawer allows you to add brief descriptions to your appointments. You can

scroll through the day's appointments by clicking the AM  or PM



icons. Use the Date icon



to change the display date, and use the Days to display icon



to change the number of days that appear.

The current time

A red dot displays in the calendar next to the current time.

```
{button ,AL('H_SC_CHANGING_APPOINTMENT_DESCRIPTIONS_STEPS;H_SC_CHANGING_APPOINTMENTS_STEPS;H_SC_CHANGING_CALENDAR_DRAWER_OPTIONS_STEPS;H_SC_DELETING_AN_APPOINTMENT_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_SCHEDULING_APPOINTMENTS_STEPS;H_SC_CHANGING_THE_NUMBER_OF_DAYS_STEPS;H_SC_STARTING_ORGANIZER_FROM_SMARTCENTER_STEPS',0
)}
```

[See related topics](#)

Changing the duration of appointments

1. Click the calendar drawer to open it.
2. Position the mouse pointer over the current ending point of the appointment. The pointer changes to a two-headed arrow.
3. Drag the mouse pointer to the new ending point of the appointment.
4. Click the front of the drawer to close it.

{button ,AL(^H_SC_CALENDAR_DRAWER_OVER;H_SC_CHANGING_APPOINTMENT_DESCRIPTIONS_STEPS;
H_SC_CHANGING_CALENDAR_DRAWER_OPTIONS_STEPS;H_SC_DELETING_AN_APPOINTMENT_STEPS
'0)} [See related topics](#)

Changing appointment descriptions

You can change appointment descriptions that appear in calendar drawers.

1. Click the calendar drawer to open it.
2. Position the mouse pointer inside the appointment box. The pointer changes to a hand.
3. Double-click to display the Appointment Properties dialog box.
4. In the Description box, select the text that you want to change, and begin typing.
5. When you finish, click OK.
6. Click the front of the drawer to close it.

{button ,AL('H_SC_CALENDAR_DRAWER_OVER;H_SC_CHANGING_APPOINTMENTS_STEPS;H_SC_CHANGING_THE_NUMBER_OF_DAYS_STEPS',0)} [See related topics](#)

Changing calendar drawer source files

You can change the Organizer file or text file that calendar drawers use.

1. Right-click the calendar drawer.
2. Choose Drawer Properties.
3. Select the Calendar tab.
4. Select the type of source file in the Calendar data box.
5. Type the path and file name of the new Organizer file or text file that you want to use in the calendar drawer in the "Name of Organizer/text file" box.
6. Click OK.

Tip Click Browse to locate the Organizer file or text file that you want to use. Organizer files have an extension of .OR2.

{button ,AL('H_SC_CALENDAR_DRAWER_OVER;H_SC_CHANGING_CALENDAR_DRAWER_OPTIONS_STEPS;H_SC_CONVERTING_FILES_STEPS',0)} [See related topics](#)

Details: Changing folder properties**Label**

Type in the box to change the label that displays on the folder.

Color

Click the arrow to choose a color for the folder.

Display files as

Select the size of the icons that appear in the folder.

Arrange by

Click the arrow to select the criterion for sorting icons.

{button ,AL(`H_SC_CHANGING_DIVIDER_PROPERTIES_STEPS',1)} [Go to procedure](#)

Changing folder properties

You can change the label and color of folders, as well as the size and order of the icons that appear within folders.

1. Click the file drawer to open it.
2. Click the specific folder that you want to change.
3. Right-click the opened folder.
4. Choose Folder Properties.
5. Make the changes you want in the Folder Properties dialog box.
6. Click OK.

{button ,AL(`H_SC_CHANGING_DIVIDER_PROPERTIES_DETAILS',1)} [See details](#)

{button ,AL(`;H_SC_ADDING_FOLDERS_STEPS;H_SC_REMOVING_FILES_STEPS',0)} [See related topics](#)

Changing drawer labels

You can change the label that appears on the front of a drawer.

1. Right-click the drawer.
2. Choose Drawer Properties.
3. Type the label in the Drawer label box.
4. Click OK.

{button ,AL('H_SC_CHANGING_THE_HANDLE_COLORS_OF_DRAWERS_STEPS;H_SC_DISPLAYING_LABELS_ON_DRAWERS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER',0)} [See related topics](#)

Changing the opening speed for drawers

You can change the speed at which drawers open. The drawer-speed slider controls the opening speed for all the drawers in SmartCenter.

1. Click the Cabinet Menu button.



2. Choose Cabinet Properties
3. Click the Effects tab.
4. Drag the drawer-speed slider left to decrease drawer speed or right to increase drawer speed.
5. Click OK.

{button ,AL(`;H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_CHANGING_DRAWER_LABELS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_RESIZING_DRAWERS_STEPS',0)} [See related topics](#)

Changing drawer handles

You can change the handle that appears on the front of a drawer.

1. Right-click the drawer.
2. Choose Drawer Properties.
3. Select a handle from the Drawer handle box.
4. Click OK.

{button ,AL(^H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_CHANGING_DRAWER_SPEED_STEPS;H_SC_DISPLAYING_LABELS_ON_DRAWERS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_RESIZING_DRAWERS_STEPS',0)} [See related topics](#)

Changing the number of days that appears in calendar drawers

Calendar drawers can display up to seven days.

1. Click the calendar drawer to open it.
2. Click the rectangle in the Days to display icon that corresponds to the number of days that you want to appear.

For example, to display one day, click in the first rectangle of the icon.



To display four days, click in the fourth rectangle of the icon.



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{button ,AL( ;H_SC_CALENDAR_DRAWER_OVER;H_SC_DELETING_AN_APPOINTMENT_STEPS;H_SC_MOVIN  
G_APPOINTMENTS_STEPS',0)} See related topics
```

Deleting appointments

You can delete appointments from calendar drawers.

1. Click the calendar drawer to open it.
2. Right-click the appointment that you want to delete.
3. Choose Delete Appointment.
4. Click Yes in the Delete Appointment dialog box.

Note If Organizer is the source of your calendar, the appointment is deleted from your Organizer calendar, too.

{button ,AL(^H_SC_CALENDAR_DRAWER_OVER;H_SC_SCHEDULING_APPOINTMENTS_STEPS;H_SC_MOVING_APPOINTMENTS_STEPS',0)} [See related topics](#)

Deleting drawers

1. Right-click the drawer that you want to delete.
2. Choose Delete Drawer.
3. Click Yes to remove the drawer icon from SmartCenter.
4. Do one of the following:
 - Click Yes to move the contents of the drawer to the Recycle Bin.
 - Click No to preserve the contents of the drawer on disk.

Note If the deleted drawer contained a shortcut to a folder or file, the original item is still preserved on disk.

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{button ,AL(';H_SC_ADDING_DRAWERS_STEPS;H_SC_MOVING_DRAWERS_STEPS;H_SC_REMOVING_FILES_STEPS;H_SC_RESIZING_DRAWERS_STEPS',0)} See related topics
```

Displaying pop-up labels on drawers

You can have pop-up labels appear when you position the mouse over a drawer.

1. Click the Cabinet Menu button.

Lotus

2. Choose Cabinet Properties.
3. Select the "Pop-up drawer labels" box.
4. Click OK.

{button ,AL(`H_SC_CHANGING_DRAWER_LABELS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER',0)} [See related topics](#)

Moving SmartCenter

You can anchor SmartCenter to either the top or bottom of the screen.

1. Click the Cabinet Menu button.

Lotus

2. Choose Cabinet Properties.
3. Select the cabinet position that you want.
4. Click OK.


Tip You can also double-click the blank, right end of SmartCenter to move it between the top and bottom part of the screen.

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{button ,AL(^H_SC_MOVING_DRAWERS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_REMOVING_SMA  
RTCENTER_STEPS',0)} See related topics
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Overview: Using Help

All the information you need to use SmartCenter and SuiteStart and to perform cross-application tasks can be found in the SmartSuite Help system.

You can request Help in several ways:

- **Click the Cabinet Menu  button and choose Help Topics.**
- **Click the Suite Help drawer, then double-click the SmartSuite Help icon in the Help folder.**
 - Click the Contents tab, then browse through Help books to find topics of interest. You can print an entire book of Help topics by highlighting the book and clicking Print.
 - Click the Index tab to use the Help Index the same way you use the index of a book. Type a word to locate an index entry, or scroll through the list.
 - Click the Find tab to use the Find feature to do a full-text search of Help topics for what you need.
- **In an open Help topic:**
 - Click green text with a solid underline to jump to another Help topic.
 - Print the topic by clicking Print.
 - Click Go Back to return to the previously displayed Help topic.
 - Click Related Topics at the bottom of the topic to see a list of related Help topics.
- **Click the Help button in a dialog box for information about that dialog box.**

Overview: IBM Home Page

The IBM Home Page provides a place on the World Wide Web for obtaining information about IBM products and services. It is located in the Internet folder of your Suite Help drawer. The IBM Home Page provides information on:

- IBM in the news
- New products
- Technology and research
- Industry news
- How customers use IBM products

Browser options

If you already have a web browser, then SmartSuite automatically loads the IBM Home Page icon when you install the software. You can also use the Global Network Navigator, which is a browser that you can install from a separate disk that is included with your SmartSuite package. If these options are not available, see your network administrator about gaining access to the World Wide Web.

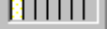
Note The Global Network Navigator may not be available in all markets.

{button ,AL('H_SC_ACCESSING_THE_INTERNET_STEPS;H_SC_SUITE_INFO_DRAWER_OVER;',0)} [See related topics](#)

Moving appointments to other times

You can change appointment times in calendar drawers.

1. Click the calendar drawer to open it.
2. Position the mouse pointer inside the appointment that you want to move. The pointer changes to a hand.
3. Drag the appointment to the new time or day.

Tip To change the number of days that appear, click the rectangle in the Days to display icon  that corresponds to the number of days you want to appear.

Moving drawers

You can move a drawer when it's either open or closed.

1. Position the mouse pointer over the drawer that you want to move.
2. Drag the drawer to its new position.

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{button ,AL(`H_SC_ADDING_DRAWERS_STEPS;H_SC_DELETING_DRAWERS_STEPS;H_SC_DRAWERS_PLAC  
E_ON_SCREEN_STEPS;H_SC_OVERVIEW_DRAWERS_OVER',0)} See related topics
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Opening and closing drawers

Click the front of a drawer to open or close it.

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{button ,AL(^;H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_CHANGING_DRAWER_SPEED_STEPS;H_SC_OVERVIEW_DRAWERS_OVER',0)} See related topics
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Overview: Lotus Support Home Page

The Lotus Support Home Page provides a place on the World Wide Web where you can learn more about Lotus products. It is located in the Internet folder of your Suite Help drawer. The Lotus Support Home Page provides:

- Updates to Lotus products
- Product support, where you can
 - Ask technical questions
 - Download updates
 - Browse frequently asked questions
- Information on all Lotus worldwide support services
- An index to the Lotus support web site.

Browser options

If you already have a web browser, SmartSuite automatically loads the Lotus Support Home Page icon when you install SmartSuite. You can also use the Global Network Navigator, which is a browser that you can install from a separate disk that comes with your SmartSuite package. If these options are not available, see your network administrator about gaining access to the World Wide Web.

Note The Global Network Navigator may not be available in all markets.

{button ,AL(^H_SC_ACCESSING_THE_INTERNET_STEPS;H_SC_SUITE_INFO_DRAWER_OVER;H_SC_OVERVIEW:_LOTUS_HOME_PAGE_OVER',0)} [See related topics](#)

Overview: Lotus Home Page

The Lotus Home Page provides a place on the World Wide Web for obtaining valuable information about Lotus products and services. It is located in the Internet folder of your Suite Help drawer. The Lotus Home Page provides information on:

- New product announcements
- Lotus Notes
- Desktop products and cc:Mail, including SmartSuite, 1-2-3, and NotesSuite
- Customer support and education
- How and where to buy Lotus products
- Lotus business partners and their products
- IBM software products
- Lotus corporate culture and fun

Browser options

If you already have a web browser, SmartSuite automatically loads the Lotus Home Page icon when you install SmartSuite. You can also use the Global Network Navigator, which is a browser that you can install from a separate disk that comes with your SmartSuite package. If these options are not available, see your network administrator about gaining access to the World Wide Web.

Note The Global Network Navigator may not be available in all markets.

{button ,AL('H_SC_ACCESSING_THE_INTERNET_STEPS;H_SC_SUITE_INFO_DRAWER_OVER',0)} [See related topics](#)

Overview: SmartCenter

SmartCenter is designed and works like a cabinet of drawers. SmartCenter lets you easily organize and start all of your SmartSuite applications and open all your files, regardless of what window is currently active. SmartCenter also lets you quickly open your Organizer address book and calendar. If you use Lotus Notes, you can open your most frequently used Notes databases from SmartCenter, too.

You can anchor SmartCenter to either the top or bottom of your screen. The first time you start SmartCenter, it automatically displays the following drawers in SmartCenter: SmartSuite, Addresses, Calendar, and Suite Help. You can move these drawers around in SmartCenter; add new address, calendar, and file drawers; rename drawers; or remove drawers that you seldom use.

SmartSuite drawer

The SmartSuite drawer contains shortcuts to your Lotus applications, work files, and SmartMaster templates. The SmartSuite drawer works like a file drawer that is organized by folders. You can add more folders or shortcuts, even for non-Lotus applications. You can change the label and color of folders, as well as the size and order of the icons that appear within the folders.

Addresses drawer

The Addresses drawer lists the names and addresses of people with whom you communicate. You can use it as a standalone address book, or you can use it to maintain addresses in Organizer. You can initiate communication from this drawer using the telephone, electronic mail, or a Word Pro letter.

Calendar drawer

The Calendar drawer keeps track of your appointments. You can use it as a standalone calendar, or you can use it to make simple changes to your Organizer calendar.

Suite Help drawer

The Suite Help drawer contains SmartSuite Help, screen movies, product tours, and access to the Internet. If you installed SmartSuite from CD-ROM, the Suite Help drawer also contains online documentation for all SmartSuite applications. The Suite Help drawer, like the SmartSuite drawer, works like a file drawer organized by folders.

{button ,AL('H_SC_CALENDAR_DRAWER_OVER;H_SC_OVERVIEW_ADDRESS_DRAWER_OVER;H_SC_SMAR
TSUITE_DRAWERS_OVER;H_SC_SUITE_INFO_DRAWER_OVER;H_SC_SMARTSTART_OVER',0)} [See
related topics](#)

Removing applications from SuiteStart

You can remove application icons from SuiteStart. When you remove an application icon from SuiteStart, SmartCenter automatically removes the application icon from the SmartSuite drawer.

1. Right-click the application icon in SuiteStart that you want to remove.
2. Choose Remove "application name" Icon.

Note This procedure removes application icons from SuiteStart. It does not delete the actual application.

{button ,AL(`H_SC_ADDING_APPLICATIONS_TO_SMARTSTART_STEPS;H_SC_SMARTSTART_OVER;H_SC_REMOVING_SMARTSTART_STEPS',0)} [See related topics](#)

Deleting files from file drawers

You can delete files and shortcuts from the SmartSuite and Suite Help drawers, as well as from any file drawers that you created yourself. For example, you can delete a Word Pro file from the Word Pro Documents folder of the SmartSuite drawer.

1. Click the file drawer to open it.
2. Click the folder that contains the file to open it.
3. Select the icon for the file that you want to delete.
4. Press Delete.
5. Click Yes to move the file to the Recycle Bin.
6. Click the front of the drawer to close it.

Note If you are deleting a shortcut to a file, the original file remains on the disk.

{button ,AL('H_SC_ADDING_FILES_TO_FILE_DRAWERS_STEPS;H_SC_ADDING_FOLDERS_STEPS',0)} [See related topics](#)

Deleting screen movies

You can delete screen movie shortcuts from the Movies folder of the Suite Help drawer.

1. Click the Suite Help drawer to open it.
2. Click the Movies folder.
3. Right-click the movie shortcut icon that you want to delete.
4. Choose Delete.
5. Click Yes to confirm the deletion.
6. Click the front of the drawer to close it.

Note This procedure does not delete the movie file, it only removes the shortcut file from the folder.

{button ,AL(^H_SC_ADDING_SCREEN_MOVIE_LOCATIONS_STEPS;H_SC_CREATING_A_SCREEN_MOVIE_STEPS;H_SC_VIEW_MOVIES_STEPS;H_SC_SUITE_INFO_DRAWER_OVER',0)} [See related topics](#)

Removing SmartCenter

You can remove SmartCenter from your screen.

1. Click the Cabinet Menu button.



2. Choose Exit.

{button ,AL(^H_SC_OVERVIEW_DRAWERS_OVER;H_SC_DRAWERS_PLACE_ON_SCREEN_STEPS',0)} [See related topics](#)

Removing SuiteStart

You can remove SuiteStart from the Windows taskbar.

1. Right-click SuiteStart.
2. Choose Exit.

{button ,AL(^H_SC_ADDING_APPLICATIONS_TO_SMARTSTART_STEPS;H_SC_REMOVING_APPLICATIONS_FROM_SMARTSTART_STEPS;H_SC_SMARTSTART_OVER',0)} [See related topics](#)

Resizing drawers

You can change the width or length of a drawer.

1. Click the drawer to open it.
2. Position the mouse pointer along the front or the right side of the opened drawer.
3. Drag the drawer until it reaches the length or width that you want.
4. Click the front of the drawer to close it.

{button ,AL('H_SC_ADDING_DRAWERS_STEPS;H_SC_DELETING_DRAWERS_STEPS;H_SC_MOVING_DRAWERS_STEPS',0)} [See related topics](#)

Scheduling appointments

You can use calendar drawers to schedule appointments.

1. Click the calendar drawer to open it.
2. Click the Date icon to select the month and day of your appointment.



Use the left and right arrows to change the month, and click a date to select it.

3. Position the mouse pointer at the beginning time for your appointment.
4. Drag the mouse pointer down to the ending time of your appointment.
5. When the Create Appointment dialog box appears, type a description of your appointment in the Description box.
6. Click OK.
7. Click the front of the drawer to close it.

Notes

- You must select a text file or an Organizer source file in the Drawer Properties dialog for this procedure to work.
- The appointment starting and ending times snap to the nearest 15 minute (quarter hour) increment. If appointments overlap, a red indicator appears on the right side of the appointment box.
- If Organizer is your source calendar, the appointment appears in your Organizer calendar, too.

{button ,AL(^H_SC_CALENDAR_DRAWER_OVER;H_SC_CHANGING_APPOINTMENT_DESCRIPTIONS_STEPS;
H_SC_CHANGING_APPOINTMENTS_STEPS;H_SC_DELETING_AN_APPOINTMENT_STEPS;H_SC_MOVING
_APPOINTMENTS_STEPS;H_SC_CHANGING_CALENDAR_DRAWER_OPTIONS_STEPS',0)} [See related
topics](#)

Overview: SuiteStart

SuiteStart is an icon palette that lets you easily start all of your SmartSuite applications. SuiteStart appears opposite the Start button on your Windows taskbar. The first time that you start SmartCenter, it automatically adds icons for all the Lotus applications that you have installed on your system. You can also add icons for non-Lotus applications and files, so you can start them easily as well.

To start a SmartSuite application, simply click the icon in SuiteStart.

{button ,AL('H_SC_ADDING_APPLICATIONS_TO_SMARTSTART_STEPS;H_SC_REMOVING_APPLICATIONS_FROM_SMARTSTART_STEPS;H_SC_REMOVING_SMARTSTART_STEPS',0)} [See related topics](#)

Overview: SmartSuite drawer

The SmartSuite drawer is a file drawer that lets you organize and easily start Lotus applications and SmartMaster templates. The drawer is installed with at least two folders: one for Lotus programs, the other for SmartMaster templates.

Lotus Programs folder

The Lotus Programs folder contains shortcuts to all of your Lotus applications. When you start SmartCenter, it adds shortcut icons for all the Lotus applications that you have installed. You can easily add shortcut icons for non-Lotus applications that you want to quickly start, too.

SmartMaster Templates folder

The SmartMaster Templates folder contains sample SmartMaster templates from individual SmartSuite applications.

Additional folders

SmartCenter adds a folder for each Lotus application that you install. Each folder contains shortcuts to files in the work folder of an individual Lotus application. For example, the Word Pro Documents folder contains shortcuts to document files located in the work folder of Word Pro. You can also add folders for non-Lotus applications.

{button ,AL('H_SC_ADDING_DRAWERS_STEPS;H_SC_OVERVIEW_DRAWERS_OVER',0)} [See related topics](#)

Overview: Suite Help drawer

The Suite Help drawer includes several different types of user assistance.

SmartSuite Help

You are currently using SmartSuite Help. It offers information on using SmartCenter to help you organize and quickly access your work. SmartSuite Help also provides information on how to use SmartSuite cross-application features. For example, you can learn how to use an Approach database for a mass mailing in Word Pro.

To open SmartSuite Help, click the SmartSuite Help icon in the Help folder. You can also open SmartSuite Help by clicking Help while you are using a dialog box in SmartCenter.

DocOnline

DocOnline provides online versions of user manuals for all the SmartSuite applications, and makes it available through Adobe Acrobat Reader. To view a DocOnline book, double-click the appropriate icon in the DocOnline folder.

Note DocOnline only is available if you installed SmartSuite from CD-ROM.

Movies

SmartCenter comes with movies that show screen activity during common cross-application operations. To view a movie, double-click the appropriate icon in the Movies folder. You can also use ScreenCam to create your own movies, which can be added to the Movies folder.

Tours

The Tours folder provides guided tours of Word Pro, Freelance Graphics, and Approach. Guided tours introduce you to SmartSuite applications and show you how these applications can help you to get your work done. To take a guided tour, double-click the appropriate icon in the Tours folder.

Internet

The Internet folder gives you access to Lotus and IBM home pages on the World Wide Web.

{button ,AL(^H_SC_OVERVIEW_DRAWERS_OVER;H_SC_ADDING_DRAWERS_STEPS;H_SC_GETTING_HELP_OVER;H_SC_REMOVING_SCREEN_MOVIE_LOCATIONS_STEPS;H_SC_VIEW_MOVIES_STEPS',0)} [See related topics](#)

Adding names to address drawers

You can add name and address information to address drawers. If you use an address drawer and Organizer together, this procedure automatically updates your Organizer address book.

1. Click the address drawer to open it.
2. Click in the opened drawer.
The Add Name and Address dialog box appears.
3. Perform one or both of the following:
 - Type in work information for the person.
 - Click the Home tab, and type in home information for the person.
4. Click OK to save the information.
5. Click the front of the address drawer to close it.

{button ,AL('H_SC_CHANGING_NAME_AND_ADDRESS_OPTIONS_STEPS;H_SC_CHANGING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_OVERVIEW_ADDRESS_DRAWER_OVER',0)} [See related topics](#)

Step 4: Actions

Use Step 4 to specify address drawer actions

Default action

Lists default address drawer actions. Select from the list to specify the action that occurs when you double-click a name in the address drawer.

Call

Select an option to display a telephone number or to automatically dial it.

Write a letter

Lists the name of the Word Pro SmartMaster template that you use when you write a letter from the address drawer. Type a file name or click Browse to select another SmartMaster.

Step 2: Basics

Use Step 2 to specify a drawer label and handle for the drawer that you are adding to SmartCenter.

Drawer type

Lists the drawer type that you specified in Step 1.

Drawer label

Type the label that you want to display on the front of the drawer.

Drawer handle

Select the handle to display on the front of the drawer.

Step 3: Calendar

Use Step 3 to specify the file that holds calendar data.

Calendar data

Select the type of file that the calendar drawer uses as a source file.

Name of Lotus Organizer/text file

Type the name of the Organizer file or text file that the calendar drawer uses, or click Browse to select a file.

Note Organizer files have an .OR2 extension.

Changing address drawer actions

You can specify the following, to define how an address drawer will work:

- The default action that occurs when you double-click a name in the address book. For example, you might want to double-click a name to display name and address information.
- Whether or not to dial a telephone number automatically
- The Word Pro SmartMaster for writing letters

Choose a task

[Changing the default action for address drawers](#)

[Changing calling options](#)

[Changing Word Pro SmartMaster templates](#)

Changing basic drawer properties

You can use the Basics tab of the Drawer Properties dialog box to change labels and handles for drawers.

Choose a task

[Changing drawer labels](#)

[Changing handles on drawers](#)

Changing calling options in address drawers

When you want to call a person listed in your address drawer, you can either automatically dial or display the person's telephone number. Use this procedure to define this option for the address drawer.

1. Right-click the address drawer.
2. Choose Drawer Properties.
3. Click the Actions tab.
4. Under Call, select an option.
5. Click OK.

{button ,AL('H_SC_OVERVIEW_ADDRESS_DRAWER_OVER;H_SC_MAKING_A_TELEPHONE_CALL_STEPS',0)}
[See related topics](#)

Changing drawer properties

You can use the Drawer Properties dialog box to customize file, address, and calendar drawers.

1. Right-click the drawer.
2. Choose Drawer Properties.
3. Make your changes to the drawer.
4. Click OK.

```
{button ,AL(^;H_SC_CHANGING_CALENDAR_DRAWER_OPTIONS_STEPS;H_SC_CHANGING_CALLING_OPTIO  
NS_STEPS;H_SC_CHANGING_DIVIDER_PROPERTIES_STEPS;H_SC_CHANGING_DRAWER_LABELS_STE  
PS;H_SC_CHANGING_NAME_AND_ADDRESS_OPTIONS_STEPS;H_SC_CHANGING_THE_DEFAULT_ACTIO  
N_STEPS;H_SC_CHANGING_THE_HANDLE_COLORS_OF_DRAWERS_STEPS;H_SC_CHANGING_WORD_P  
RO_SMARTMASTERS_STEPS;H_SC_RESIZING_DRAWERS_STEPS',0)} See related topics
```

Changing name and address information

You can change name and address information in your address drawer.

1. Click the address drawer to open it.
2. Use the tabs to select the name that has information that you want to update.
3. Click the Show name & address button.



4. Update any fields that are inaccurate.
5. Click OK.
6. Click the front of the drawer to close it.

Note If you are using Organizer as your source address book, this procedure also updates Organizer name and address information.

{button ,AL(`;H_SC_ADDING_NAMES_TO_THE_ADDRESSES_DRAWER_STEPS;H_SC_DIAPLAYING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_OVERVIEW_ADDRESS_DRAWER_OVER',0)} [See related topics](#)

Changing your name and address book

You can use Organizer or a text file as the source for your name and address book.

1. Right-click the address drawer.
2. Choose Drawer Properties.
3. Click the Name & Address tab.
4. Select a new source address book in the "Name & Address book" box.
5. Type the path and file name of your source address book in the "Name of Lotus Organizer/text file" box.
6. Under Display names, select the order in which you want names to appear.
7. Click OK.

Tip You can click Browse to locate the file that you want to use as your address book source.

{button ,AL(^H_SC_CHANGING_THE_DEFAULT_ACTION_STEPS;H_SC_OVERVIEW_ADDRESS_DRAWER_OVE
R',0)} [See related topics](#)

Details: Changing the default action for address drawers

Default action

Lists default address drawer actions. Select from the list to specify the action that occurs when you double-click a name in the address drawer.

Call

Select an option to display a telephone number or to automatically dial it.

Write a letter

Lists the name of the Word Pro SmartMaster template that you use when you write a letter from the address drawer. Type a file name or click Browse to select another SmartMaster.

{button ,AL(`H_SC_CHANGING_THE_DEFAULT_ACTION_STEPS`,1)} [Go to procedure](#)

Changing the default action for address drawers

You can change the default action that occurs when you double-click a name in an address drawer. For example, you can change the default action from dialing a telephone number to sending mail.

1. Right-click the address drawer.
2. Choose Drawer Properties.
3. Click the Actions tab.
4. Select a new action from the "Default action" box.
5. Click OK.

{button ,AL(^H_SC_CHANGING_THE_DEFAULT_ACTION_DETAILS',1)} [See details](#)

{button ,AL(^;H_SC_CHANGING_CALLING_OPTIONS_STEPS;H_SC_CHANGING_NAME_AND_ADDRESS_OPTIONS_STEPS;H_SC_CHANGING_WORD_PRO_SMARTMASTERS_STEPS;H_SC_OVERVIEW_ADDRESS_DRAWER_OVER',0)} [See related topics](#)

Changing Word Pro SmartMaster templates

You can change the SmartMaster template that you use when you want to write a Word Pro letter from an address drawer.

1. Right-click the address drawer.
2. Choose Drawer Properties.
3. Click the Actions tab.
4. Type the new SmartMaster path and file name in the "Name of the Word Pro SmartMaster" box.
5. Click OK.

Tip You can click Browse to locate the SmartMaster that you want to use. SmartMaster templates have an .MWP extension.

{button ,AL('H_SC_OVERVIEW_ADDRESS_DRAWER_OVER;H_SC_WRITING_MEMOS_STEPS',0)} [See related topics](#)

Converting files to address drawer text files

You can use Approach to convert address books of different file formats into address drawer text files. You can convert any file type that can be imported into Approach.

1. Start Approach



2. Click the Open an Existing Approach File tab.
3. Click Browse for More Files, and select address.apr from the SmartCenter folder.
4. Click Import. The Import Data dialog box appears.
5. Select the import type and file name of the file you are converting and click Import.
6. Map like fields according to the instructions in the Import Setup dialog box.
7. Click OK when you are finished mapping fields.
8. Verify that records were imported.
9. Click Export. The Export Data dialog box appears.
10. Select Text-Delimited (*.txt) in the Export type box.
11. Enter a file name.

Note This will be the file that you use in the address drawer.

12. Select all the fields in the "Database fields" box.
13. Click Add, and then click Export.
14. Select Commas and then click OK in the Text File Options dialog box.

Notes

- After the conversion is completed, click Clear to clear address.apr for future use. Click Yes to delete the records from the file.
- To change the file that you use as a source for your address drawer, see [Changing your name and address book](#)

{button ,AL(^;H_SC_OVERVIEW_ADDRESS_DRAWER_OVER',0)} [See related topics](#)

Creating screen movies

You can create your own screen movies, which record screen activity.

1. Click the SmartSuite drawer.
2. Click the Lotus Programs folder.
3. Double-click the ScreenCam icon.



4. Click one of the following buttons:
 - Mic to record sound only
 - Cam to record screen activity
 - Both to record both screen activity and sound
5. Click Rec and then OK to begin recording.
6. When the stopwatch disappears, perform the actions you want to record.
7. Click Stop to stop recording.
8. Click Play to view the movie.
9. Choose File - Save, specify a name and location for the movie, and click OK.

Note If you want to use the sound features of SmartCenter, you must have the hardware and software for sound installed.

{button ,AL(`;H_SC_ADDING_SCREEN_MOVIE_LOCATIONS_STEPS;H_SC_REMOVING_SCREEN_MOVIE_LOCATIONS_STEPS;H_SC_VIEW_MOVIES_STEPS',0)} [See related topics](#)

Changing drawer textures

You can customize the appearance of drawer fronts by selecting a texture that displays on the front.

1. Click the Cabinet Menu button.

Lotus

2. Choose Cabinet Properties.
3. Click the Appearance tab.
4. Select a texture from the box.
5. Click OK.

Tip To cycle through possible drawer textures, click the blank right end of SmartCenter and then press F8.

{button ,AL(`H_SC_ASSIGNING_SOUNDS_STEPS;H_SC_CHANGING_DRAWER_SPEED_STEPS;H_SC_DISPLAYING_LABELS_ON_DRAWERS_STEPS;H_SC_CHANGING_THE_HANDLE_COLORS_OF_DRAWERS_STEPS',0)} [See related topics](#)

Displaying name and address information

You can display the address and other information, such as telephone number, about the people listed in an address drawer.

1. Click the address drawer to open it.
2. Use the letter tabs to select the name of a person.
3. Select the name.
4. Click the Show name & address button.



5. Click OK.
6. Click the front of the drawer to close it.

Tip If you have set an address drawer default action to Show name & address, just double-click a name to display information.

{button ,AL(^H_SC_ADDING_NAMES_TO_THE_ADDRESSES_DRAWER_STEPS;H_SC_CHANGING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_CHANGING_NAME_AND_ADDRESS_OPTIONS_STEPS;H_SC_OVERVIEW_ADDRESS_DRAWER_OVER;H_SC_CHANGING_THE_DEFAULT_ACTION_STEPS',0)} [See related topics](#)

Step 1: Type

Use Step 1 to select a drawer type for a drawer that you are adding to SmartCenter.

Address

Maintain name and address information on the people with whom you communicate. You can use it to list and update address information in Organizer, or you can use it as a standalone address drawer that is not connected to an Organizer address book. By double-clicking a name, you can initiate a telephone call, send electronic mail, or open a Word Pro SmartMaster to write a letter.

Calendar

Schedule and update your appointments. You can use it to make simple changes to your calendar in Organizer, or you can use it as a standalone calendar.

File

Organized by folders that can contain:

- Files
- Applications
- Notes databases
- Shortcuts
- Other folders

Overview: Installing additional language versions of applications

SmartSuite lets you access your Lotus applications in multiple languages. This feature, part of the Lotus strategy for multilingual computing, is available in Approach, Freelance Graphics, Word Pro, as well as SmartCenter.

The first language you install becomes your default language. To add a second or third language version of a SmartSuite application, you must rerun the Install program. SmartSuite Install informs you that you already have an existing copy of the product in a different language and preserves the directory structure of the default language. SmartSuite Install adds icons for the additional languages to the Start menu. These icons are identified by the two-character ISO language tag. For example, the icon for the French version of Freelance Graphics is labeled Freelance Graphics 96 - FR.

Note The Lotus strategy for multilingual computing has not been implemented for the SmartSuite 96 versions of 1-2-3 and Organizer.

SmartCenter and SuiteStart

When you install additional language versions of SmartSuite applications, the Install program adds a folder to the SmartSuite drawer of SmartCenter for each language installed.

SuiteStart can only start the default language version of an application.

Dialing telephone numbers from SmartCenter

SmartCenter lets you dial telephone numbers from your computer by using your modem and telephone numbers stored in your address drawer.

1. Click the address drawer to open it.
2. Use the letter tabs to select the name of a person you wish to dial.
3. Click the Call button to place your call.



4. Select the type of call in the Call dialog box.
A Call Status dialog box appears instructing you to pick up your receiver.
5. Click Talk and pick up the receiver.
6. When you complete your call, click Hang-up.
7. Click the front of the address drawer to close it.

Tip If you have set your address drawer default action to Dial, just double-click a name to dial the number.

{button ,AL(^H_SC_CHANGING_CALLING_OPTIONS_STEPS;H_SC_CHANGING_THE_DEFAULT_ACTION_STEP
S;H_SC_OVERVIEW_ADDRESS_DRAWER_OVER',0)} [See related topics](#)

Moving folders to the Windows desktop

You can move folders from file drawers to the Windows desktop.

1. Click the file drawer to open it.
2. Right-click the folder that you want to move.
3. Choose Move to Desktop.

{button ,AL(^;H_SC_ADDING_FOLDERS_STEPS',0)} [See related topics](#)

Step 3: Name & Address

Use Step 3 to specify a name and address book and the order in which you want names to display in an address drawer.

Name & Address book

Select the type of file that contains the source address book for the drawer. Type a file name or click Browse to select the Organizer file or text file that you want to use.

Note Organizer files have an .OR2 extension.

Display names

Select the order for the display of first and last names in the address drawer.

Name and address information

Use the Name & Address tab to maintain information on names listed in address drawers, as well as source address books.

Choose a task

[Adding names to address drawers](#)

[Changing name and address information](#)

Overview: Addresses drawer

The Addresses drawer lets you maintain name and address information on the people with whom you communicate. You can use your Addresses drawer as a standalone address book, or you can use it to list, change, and delete names and addresses in Organizer. You can add more address drawers to SmartCenter.

Communicating from the Addresses drawer

By double-clicking a name in the Addresses drawer, you can initiate your favorite method of communication. Choose from the following methods:

Call

Dials the person's telephone number or simply displays it. You can choose between calling someone at work or at home.

Send mail

Initiates sending mail to the selected person's business or home address using TeamMail. TeamMail works with your electronic mail system to allow you to send messages from within a Lotus application.

Write a letter

Opens a Word Pro SmartMaster template for composing a letter. Address data is automatically inserted in the SmartMaster.

Show a name and address

Displays information about the person you selected.

{button ,AL('H_SC_CHANGING_CALLING_OPTIONS_STEPS;H_SC_CHANGING_NAME_AND_ADDRESS_OPTIONS_STEPS;H_SC_CHANGING_THE_DEFAULT_ACTION_STEPS;H_SC_ADDING_NAMES_TO_THE_ADDRESSES_DRAWER_STEPS;H_SC_CHANGING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_CHANGING_WORD_PRO_SMARTMASTERS_STEPS;H_SC_DISPLAYING_NAME_AND_ADDRESS_INFORMATION_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_WRITING_MEMOS_STEPS',0)} [See related topics](#)

Reserving minimum space for SmartCenter

You can reserve a minimum amount of space for SmartCenter. This allows maximized windows to hide most of SmartCenter, giving you more space to work.

1. Click the Cabinet Menu button.



2. Choose Cabinet Properties.
3. Click the "Reserve minimum space for SmartCenter" box.
4. Click OK.

Tip Simply click the unhidden part of SmartCenter to expose the whole SmartCenter.

```
{button ,AL(`;H_SC_DRAWERS_PLACE_ON_SCREEN_STEPS;H_SC_MOVING_DRAWERS_STEPS;H_SC_OVER  
VIEW_DRAWERS_OVER;H_SC_REMOVING_SMARTCENTER_STEPS',0)} See related topics
```

Sending mail

You can send mail messages to the people listed in address drawers.

1. Click the address drawer to open it.
2. Use the letter tabs to select the name of a person you wish to send mail.
3. (Optional) Click the Show name & address button to verify the person's electronic mail (e-mail) address.
4. Click the Send mail button.



The Mail dialog box appears with the mail recipient's e-mail address already inserted.

5. Type the message subject and the message that you want to send.
6. Click Send.

Setting up cabinet properties

Use the Cabinet Properties dialog box to set preferences for SmartCenter.

Choose a task

[Moving SmartCenter](#)

[Displaying pop-up labels on drawers](#)

[Assigning sounds to drawer events](#)

[Changing the opening speed of drawers](#)

[Defining textures for drawers](#)

[Reserving minimum space for SmartCenter](#)

Starting Organizer from SmartCenter

You can start Organizer from a calendar or an address drawer in SmartCenter.

1. Click the calendar or address drawer to open it.
2. Click the Organizer icon.



In a calendar drawer, Organizer starts and displays the Organizer calendar.

In an address drawer, Organizer starts and displays the Organizer address book.

Note The Organizer icon only appears if you select an Organizer file as your source calendar or address book in the Drawer Properties dialog box.

{button ,AL(`H_SC_CALENDAR_DRAWER_OVER;H_SC_OVERVIEW_ADDRESS_DRAWER_OVER;H_SC_CHANGING_DRAWER_PROPERTIES_STEPS',0)} [See related topics](#)

Using calendar drawers and Organizer together

To share and update information between your Organizer calendar and a calendar drawer:

- Use Organizer version 2.0 or later.
- Select your Organizer .OR2 file as the calendar source file in the Drawer Properties dialog box.

Every time you open the calendar drawer, it refreshes with new information from Organizer.

{button ,AL(^H_SC_CALENDAR_DRAWER_OVER;H_SC_CHANGING_CALENDAR_DRAWER_OPTIONS_STEPS',
0)} [See related topics](#)

Viewing screen movies

You can view the movies of screen activity that SmartCenter provides or ones created by you or others.

1. Open the Suite Help drawer.
2. Click the Movies folder.
3. Double-click the screen movie you want to view.
4. Click Play.
5. When the screen movie ends, exit ScreenCam.

Note SmartCenter comes with screen movies. You can also create your own screen movies or view movies created by others.

What's new in SmartSuite 96

SmartSuite 96 contains several new features beyond what is provided in individual SmartSuite applications. It extends the capabilities of the applications through SmartSuite-specific technology.

A new look for SmartCenter

SmartCenter has been redesigned to work like a cabinet of drawers for organizing your work. You can have drawers to hold shortcuts to your applications and application files, as well as drawers for keeping appointments and addresses.

SuiteStart

SuiteStart is the new Lotus icon palette. It is conveniently located right on your Windows 95 taskbar and gives you single-click access to your SmartSuite applications.

Internet access

The Lotus Home Page, the Lotus Support Home Page, the Lotus FTP Support Server, and the IBM Home Page provide access to valuable information about Lotus and IBM products. Shortcut icons for these pages are located in the Internet folder of your Suite Help drawer. These pages provide information on:

- New product announcements
- Customer support and technical assistance
- How and where to buy Lotus and IBM products
- Lotus business partners and their products

{button ,AL(^;H_SC_ACCESSING_THE_INTERNET_STEPS;H_SC_OVERVIEW_DRAWERS_OVER;H_SC_SMART_START_OVER',0)} [See related topics](#)

Word Pro SmartMaster

You need to select a Word Pro SmartMaster template to use for your letter. SmartCenter automatically inserts name and address information from the address drawer into the SmartMaster.

Type the file name and path of the SmartMaster into the "Name of Word Pro SmartMaster" box. You can click Browse to locate the SmartMaster. SmartMaster templates have an .MWP extension.

Writing letters

Using Word Pro SmartMaster templates, you can write letters to the people listed in address drawers. Word Pro automatically inserts the person's address into the letter.

1. Click the address drawer to open it.
2. Use the letter tabs to select the name of the person to whom you want to send a letter.
3. Click the Write a letter button to start your Word Pro SmartMaster for writing letters.



4. (Optional) If you have not selected a Word Pro SmartMaster, type the file name or click Browse in the Word Pro SmartMaster dialog box.
5. You can now write your letter.

Tip If you have set your address drawer default action to "Write a letter," then just double-click a name to start the Word Pro SmartMaster.

{button ,AL('H_SC_OVERVIEW_ADDRESS_DRAWER_OVER;H_SC_CHANGING_WORD_PRO_SMARTMASTER_S_STEPS;H_SC_CHANGING_THE_DEFAULT_ACTION_STEPS',0)} [See related topics](#)

Using address drawers and Organizer together

To share and update information between your Organizer and an address drawer:

- Use Organizer version 2.0 or later.
- Select your Organizer .OR2 file as the source name and address book in the Drawer Properties dialog box.

Every time you open the address drawer, it refreshes with new information from Organizer.

{button ,AL(^;H_SC_CHANGING_NAME_AND_ADDRESS_OPTIONS_STEPS;H_SC_OVERVIEW_ADDRESS_DRAWER_OVER',0)} [See related topics](#)

Attaching a file to a Notes document

When you attach a file to a Notes document, you can launch or detach the file later. You can attach a file from any SmartSuite application to a Notes document.

1. Start Notes.



2. Compose a new document or open an existing one.

Tip If you open an existing document, choose View - Edit Mode.

3. Place the insertion point where you want to attach the file.
4. Choose File - Attach.



5. Specify the file to attach.
6. Click Insert.

Copying an Organizer address into 1-2-3

You can copy a name and address from Organizer to a 1-2-3 worksheet.

1. Start 1-2-3.



2. Open an existing worksheet or create a new one.



3. Place the insertion point where you want the address to appear in the worksheet.
4. Start Organizer.



5. Open the file that contains the address you want to copy.
6. Click the Address tab.
7. Select the address record you want to copy.
8. Choose Edit - Copy Special.
9. Select "Full Address (Default)" from the Fields box.

Tip You can copy various combinations of information from the address record by selecting the appropriate item in the Fields box.

10. Click OK.
11. Switch to 1-2-3.



12. Choose Edit - Paste.



{button ,AL(^;H_SC_USING_AN_ADDRESS_FROM_ORGANIZER_IN_WORD_PRO_STEPS',0)} [See related topics](#)

Copying a 1-2-3 range to a Word Pro table

You can use drag and drop to copy a 1-2-3 range to a Word Pro table.

1. Start Word Pro and open the document in which you want to place the 1-2-3 range.



2. Start 1-2-3.



3. Open the worksheet file that contains the range you want to copy.



4. Select the range and drag the range to the Word Pro button in the Windows taskbar.

Tip To drag the range, position the mouse pointer on the border of the range you selected. When the mouse pointer changes to a hand, hold down the mouse button and drag the range to the Windows taskbar.

The taskbar switches to the Word Pro file.

5. Drag the range to the location in the Word Pro document where you want the 1-2-3 range to appear.
6. Drop the 1-2-3 range in place by releasing the mouse button.

The data appears as a table in the Word Pro document.

{button ,AL(`;H_SC_COPYING_A_WORD_PRO_TABLE_TO_123_STEPS;H_SC_EMBEDDING_123_DATA_INTO_WORD_PRO_STEPS;H_SC_LINKING_A_123_RANGE_TO_A_WORD_PRO_TABLE_STEPS',0)} [See related topics](#)

Copying a graphic from Freelance Graphics into Word Pro

You can use Copy and Paste to copy a drawing, a diagram, or clip art from Freelance Graphics into Word Pro.

1. Start Freelance Graphics.



2. Open the presentation that contains the graphic you want to copy.



3. Select the graphic.
4. Choose Edit - Copy.



5. Start Word Pro.



6. Open the document in which you want to place the graphic.



7. Place the insertion point where you want the graphic to appear.
8. Choose Edit - Paste.



The graphic appears in a frame in the Word Pro document.

{button ,AL(;H_SC_COPYING_A_FREELANCE_GRAPHIC_TO_123_STEPS',0)} [See related topics](#)

Copying a graphic from Freelance Graphics into 1-2-3

You can use Copy and Paste to copy a drawing, a diagram, or clip art from Freelance Graphics into 1-2-3.

1. Start Freelance Graphics.



2. Open the presentation that contains the graphic you want to copy.



3. Select the graphic.
4. Choose Edit - Copy.



5. Start 1-2-3.



6. Open the worksheet file in which you want to place the graphic.



7. Select the top left cell of the range where you want the graphic to appear.

Tip Make sure you paste the graphic in a blank area of your worksheet. When you paste the graphic, it overwrites any existing data.

8. Choose Edit - Paste.



{button ,AL(`;H_SC_COPYING_A_FREELANCE_TABLE_INTO_123_STEPS',0)} [See related topics](#)

Copying a Freelance Graphics table into 1-2-3

You can use Copy and Paste to copy a Freelance Graphics table into 1-2-3.

1. Start Freelance Graphics.



2. Open the presentation that contains the table you want to copy.



3. Select the table.
4. Choose Edit - Copy.



5. Start 1-2-3.



6. Open the worksheet file in which you want to place the table.



7. Select the top left cell of the range where you want the table to appear.

Tip Make sure you paste the table in a blank area of your worksheet. When you paste the table, it overwrites any existing data.

8. Choose Edit - Paste.



{button ,AL(`;H_SC_COPYING_A_FREELANCE_GRAPHIC_TO_123_STEPS;H_SC_COPYING_A_FREELANCE_T
ABLE_INTO_WORD_PRO_STEPS',0)} [See related topics](#)

Copying a Freelance Graphics table into Word Pro

You can use Copy and Paste to copy a Freelance Graphics table into Word Pro.

1. Start Freelance Graphics.



2. Open the presentation that contains the table you want to copy.



3. Select the table.
4. Choose Edit - Copy.



5. Start Word Pro.



6. Open the document in which you want to place the table.



7. Place the insertion point at the location where you want the table to appear.
8. Choose Edit - Paste.



{button ,AL('H_SC_COPYING_A_FREELANCE_TABLE_INTO_123_STEPS;H_SC_COPYING_A_FREELANCE_GRAPHIC_INTO_WORD_PRO_STEPS',0)} [See related topics](#)

Copying a Word Pro table into 1-2-3

You can use drag and drop to copy a Word Pro table to 1-2-3.

1. Start 1-2-3, open the file, and display the worksheet in which you want to place the Word Pro table.



2. Start Word Pro.



3. Open the document that contains the table you want to copy.



4. Choose Table - Select - Entire Table to select the entire table.
5. Drag the table to the 1-2-3 button in the Windows taskbar.

Tip To drag the table, position the mouse pointer on its border. When the mouse pointer changes to a hand, hold down the mouse button and drag the table to the Windows taskbar.

The taskbar switches to 1-2-3.

6. Drag the range to the location in the 1-2-3 worksheet where you want the Word Pro table to appear.
7. Drop the Word Pro table in place by releasing the mouse button.

{button ,AL(`;H_SC_COPYING_A_123_RANGE_TO_WORD_PRO_STEPS',0)} [See related topics](#)

Creating an Approach dynamic crosstab from data in a 1-2-3 file

You can analyze spreadsheet data by creating dynamic crosstabs in Approach from within 1-2-3.

1. Start 1-2-3.



2. Open the file and display the worksheet that contains the database table.
3. Select the database table, including the column headings.
Note The database table must have at least two rows and three columns.
4. Choose Tools - Database - Dynamic Crosstab.
1-2-3 starts the Crosstab Assistant.
5. Choose the fields for the crosstab's rows, click Add, and then click Next.
6. Choose the fields for the crosstab's columns, click Add, and then click Next.
7. Select the fields to use for the summary from the Fields box, select the type of summary you want to perform from the "Calculate the" box, click Add, and then click Done.

Note You cannot modify data in the crosstab.

8. Choose File - Exit & Return to Lotus 1-2-3.
1-2-3 embeds the crosstab as an icon in the worksheet.

Tip To connect to Approach and open the crosstab again, double-click the icon. If you change the data in your 1-2-3 database table, Approach updates the crosstab automatically.

Note If you change your database table definition in 1-2-3, you must also change the definition of the range containing the table. For example, if you add a field, you must expand the range definition to include this new field.

```
{button ,AL(';H_SC_CREATING_AN_APPROACH_FORM_FROM_DATA_IN_A_1-2-3_FILE_STEPS;H_SC_CREATING_AN_APPROACH_REPORT_FROM_DATA_IN_A_1-2-3_FILE_STEPS',0)}  
See related topics
```

Creating an Approach form from data in a 1-2-3 file

You can use Approach to create customizable forms that streamline data entry and ensure accuracy without leaving 1-2-3.

1. Start 1-2-3.



2. Open the file and display the worksheet that contains the database table from which you want to create the form.
3. Select the database table, including the column headings.
4. Choose Tools - Database - Form.

1-2-3 starts the Form Assistant.

Note If you modify data in your Approach form, these changes will appear in your 1-2-3 database table. You cannot modify protected cells or formulas, or change field definitions while working with data in the form.

5. Enter a title, select a layout and a SmartMaster style for your form, and then click Next.
6. Select the fields for the form, click Add, and then click Done.

Approach displays the form.

7. Choose File - Exit & Return to Lotus 1-2-3.

1-2-3 embeds the form as an icon in the worksheet.

Tip To connect to Approach and open the form again, double-click the icon. If you change the data in your 1-2-3 database table, Approach updates the form automatically.

```
{button ,AL(^;H_SC_CREATING_AN_APPROACH_DYNAMIC_CROSSTAB_WITH_A_1-2-3_RANGE_STEPS;H_SC_CREATING_AN_APPROACH_REPORT_FROM_DATA_IN_A_1-2-3_FILE_STEPS;','0)}  
See related topics
```

Creating an Approach report from data in a 1-2-3 file

You can use Approach to create sophisticated summary reports of your spreadsheet data without leaving 1-2-3.

1. Start 1-2-3.



2. Open the file and display the worksheet that contains the database table from which you want to create the form.
3. Select the database table, including the column headings.
4. Choose Tools - Database - Report.

1-2-3 starts the Report Assistant.

Note If you modify data in your Approach report, these changes will appear in your 1-2-3 database table. You cannot modify protected cells or formulas, or change field definitions while working with data in the report.

5. Enter a title, select a layout and a SmartMaster style for your report, and then click Next.
6. Select the fields for the report, click Add, and then click Next.
7. Select the fields by which to group the data, click Add, and then click Next.

Note If you do not want to perform calculations on the data, click Done and skip the next step.

8. For each field on which you want to perform a calculation, select the field, click Add, and specify the type of calculation you want to perform. Repeat this step for each field on which you want to perform a calculation, and then click Done.

Approach displays the report.

9. Click the Print Preview SmartIcon to preview the report as it will appear when printed.
10. Choose File - Exit & Return to Lotus 1-2-3.

1-2-3 embeds the report as an icon in the worksheet.

Tip To connect to Approach and open the report again, double-click the icon. If you change data in your 1-2-3 database table, Approach updates the report automatically.

{button ,AL(;H_SC_CREATING_AN_APPROACH_DYNAMIC_CROSSTAB_WITH_A_1-2-3_RANGE_STEPS;H_SC_CREATING_AN_APPROACH_FORM_FROM_DATA_IN_A_1-2-3_FILE_STEPS',0)}
[See related topics](#)

Creating Approach mailing labels in 1-2-3

You can create Approach mailing labels while working in 1-2-3.

1. Start 1-2-3.



2. Open the worksheet file that contains the addresses you want to use.



3. Select the database table that contains the addresses, including the column headings.
4. Choose Tools - Database - Mailing Labels.
1-2-3 starts the Mailing Label Assistant.
5. Select the address layout that you want to use.
6. Select the field from the Fields box that you want to appear in the first box of the address label.
7. Click Add.
8. Repeat Steps 6 and 7 for the remaining fields you want to appear on the label.
9. Select the label type.
10. Click OK.
11. Choose File - Exit & Return to Lotus 1-2-3 from the Approach menu.

A mailing label icon appears in your worksheet.

Note To print the mailing labels, double-click the Approach icon in the worksheet and choose File - Print from the Approach menu.

{button ,AL('H_SC_USING_ADDRESSES_IN_APPROACH_FOR_A_WORD_PRO_MAIL_MERGE_STEPS ',0)} See related topics

Embedding 1-2-3 data into Word Pro

When you embed data from 1-2-3 into Word Pro, the data becomes part of the document. You can use 1-2-3 from within Word Pro to edit the data.

1. Start 1-2-3.



2. Open the 1-2-3 worksheet file that you want to embed, or create and save a new worksheet.



3. Select the data in a worksheet.
4. Choose Edit - Copy.



5. Start Word Pro.



6. Open the document in which you want to embed the 1-2-3 data.



7. Place the insertion point where you want the embedded data to appear.
8. Choose Edit - Paste Special.



9. Select Paste in the Paste Special dialog box.
10. Select 1-2-3 Worksheet Object from the "As" box and click OK.

The 1-2-3 data appears in a Word Pro table.

Note To edit the data within Word Pro, double-click the table to launch 1-2-3. When you are done editing, choose File - Exit & Return to Word Pro from the 1-2-3 menu.

{button ,AL(`;H_SC_COPYING_A_123_RANGE_TO_WORD_PRO_STEPS',0)} [See related topics](#)

Importing Organizer addresses into Approach

You can import addresses from Organizer into an existing Approach database.

Note Make sure you have similar fields in the Approach and Organizer files so you can import all the information you need into Approach.

1. Start Organizer.



2. Open the file that contains the addresses you want to export.
3. Choose File - Export.
4. Select Address from the "From section" box.
5. Select dBASE Files (*.dbf) from the "List files of type" box.
6. Enter a name in the File name box for the file you are exporting.
7. Click Mapping.
8. Click Clear all.
9. In the "Fields in Organizer section" box, select the field you want to be the first field in the exported file and then click Field 1 in the "Fields in export file" box.
10. Repeat step 9 for each field you want to include in the file you are going to export.
11. Click OK to return to the Export dialog box.
12. Click OK. Organizer exports the address records.
13. Start Approach.



14. Open the Approach (.APR) file in which you want to store the Organizer addresses.
15. Choose File - Import Data.
16. Select the name of the Organizer file you want to import, as entered in step 6.
17. Click OK. Approach displays the Import Setup dialog box.
18. Rearrange the data and field names.
19. Select "Add imported data as new records" from the "Import options" box.
Note You can also select options to update existing records in the Approach file.
20. Click OK.

{button ,AL(';H_SC_IMPORTING_APPROACH_ADDRESSES_INTO_ORGANIZER_STEPS',0)} [See related topics](#)

Importing Approach addresses into Organizer

You can import addresses stored in an Approach database into the Address section of Organizer.

Note Make sure you have similar fields in the Approach and Organizer files so you can import all the information you need into Organizer.

1. Start Approach.



2. Open the Approach file that contains the addresses you want to export.
3. Choose File - Export Data.
4. Select dBASE IV (*.DBF) from the Export type box.
5. Type a name for the file to be exported in the File name box.
6. To add the fields from the "Database fields" box to the "Fields to export" box, hold down the CTRL key, select each field, and then click Add.
7. Click Export.
8. Start Organizer.



9. Open the Organizer file in which you want to store the Approach addresses.
10. Choose File - Import.
11. Select Address from the "Into section" box.
12. Select dBASE Files (*.dbf) from the "List files of type" box.
13. Select the Approach file to import.
14. Click Mapping.
15. Click Clear all.
16. Click the first field in the "Fields in import file" box and then click the corresponding Organizer field in the "Fields in Organizer section" box. Repeat this process for each field in the file you are going to import.
17. Click OK to return to the Import dialog box.
18. Click OK to import the address records into Organizer.

{button ,AL(';H_SC_IMPORTING_AN_ORGANIZER_FILE_INTO_APPROACH_STEPS',0)} [See related topics](#)

Launching 1-2-3 from Organizer at a scheduled time

You can preset an alarm in Organizer to launch a file in another SmartSuite application at a specified time. This is useful when you need to perform a specific task in 1-2-3, or another application, at a particular time.

1. Start Organizer.



2. Type an entry in your Calendar, To Do, Calls, Planner, or Anniversary section.
3. Click Alarm.
4. Click the Launch box under Preferences and click Browse.
5. Select All Files (*.*) in the "List files of type" box, locate and select the .WK4 file you want to open when the alarm goes off, and then click OK.

Tip If you want to launch 1-2-3 but not display a particular file, locate 123W.EXE, and click OK.

6. Click OK two times to set the alarm.
7. When the alarm goes off at the specified time, click OK at the prompt to display the file you selected.

{button ,AL(`;H_SC_LAUNCHING_APPROACH_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_FREELANCE_GRAPHICS_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_WORD_PRO_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS',0)} [See related topics](#)

Launching Approach from Organizer at a scheduled time

You can preset an alarm in Organizer to launch a file in another SmartSuite application at a specified time. This is useful when you need to perform a specific task in Approach, or another application, at a particular time.

1. Start Organizer.



2. Type an entry in your Calendar, To Do, Calls, Planner, or Anniversary section.
3. Click Alarm.
4. Click the Launch box under Preferences and click Browse.
5. Select All Files (*.*) in the "List files of type" box, locate and select the .APR file you want to open when the alarm goes off, and then click OK.

Tip If you want to launch 1-2-3 but not display a particular file, locate APPROACH.EXE, and click OK.

6. Click OK two times to set the alarm.
7. When the alarm goes off at the specified time, click OK at the prompt to display the file you selected.

```
{button ,AL(^;H_SC_LAUNCHING_1-2-3_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_FREELANCE_GRAPHICS_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_WORD_PRO_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS',0)} See related topics
```

Launching Freelance Graphics from Organizer at a scheduled time

You can preset an alarm in Organizer to launch a file in another SmartSuite application at a specified time. This is useful when you need to perform a specific task in Freelance Graphics at a particular time.

1. Start Organizer.



2. Type an entry in your Calendar, To Do, Calls, Planner, or Anniversary section.
3. Click Alarm.
4. Click the Launch box under Preferences and click Browse.
5. Select All Files (*.*) in the "List files of type" box, locate and select the .PRX file you want to open when the alarm goes off, and then click OK.

Tip If you want to launch 1-2-3 but not display a particular file, locate F32MAIN.EXE, and click OK.

6. Click OK two times to set the alarm.
7. When the alarm goes off at the specified time, click OK at the prompt to display the file you selected.

```
{button ,AL(^;H_SC_LAUNCHING_1-2-3_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_APPROACH_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_WORD_PRO_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS',0)} See related topics
```

Launching Word Pro from Organizer at a scheduled time

You can preset an alarm in Organizer to launch a file in another SmartSuite application at a specified time. This is useful when you need to perform a specific task in Word Pro at a particular time.

1. Start Organizer.



2. Type an entry in your Calendar, To Do, Calls, Planner, or Anniversary section.
3. Click Alarm.
4. Click the Launch box under Preferences and click Browse.
5. Select All Files (*.*) in the "List files of type" box, locate and select the .LWP file you want to open when the alarm goes off, and then click OK.

Tip If you want to launch 1-2-3 but not display a particular file, locate WORDPRO.EXE, and click OK.

6. Click OK two times to set the alarm.
7. When the alarm goes off at the specified time, click OK at the prompt to display the file you selected.

```
{button ,AL(^;H_SC_LAUNCHING_1-2-3_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_APPROACH_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS;H_SC_LAUNCHING_FREELANCE_GRAPHICS_FROM_ORGANIZER_AT_A_SCHEDULED_TIME_STEPS',0)} See related topics
```

Linking a 1-2-3 chart to Freelance Graphics

When you link a 1-2-3 chart to a Freelance Graphics presentation, the Freelance Graphics chart you create reflects changes made to the 1-2-3 chart.

1. Start 1-2-3.



2. Open the 1-2-3 worksheet file that contains the chart or create and save a new worksheet that contains the chart.



3. Select the chart.
4. Choose Edit - Copy.



5. Start Freelance Graphics.



6. Open a presentation.



7. Click New Page.
8. Select 1 Chart as the page layout and click OK.
9. Choose Edit - Paste Special.



10. Select "Paste link to source."
11. Select 1-2-3 Graph (either Unformatted or Formatted) from the "As" box.
12. Click OK.

{button ,AL(^;H_SC_LINKING_A_123_RANGE_TO_A_FREELANCE_CHART_STEPS',0)} [See related topics](#)

Linking a 1-2-3 range to a Freelance Graphics chart

When you link a 1-2-3 range to a Freelance Graphics chart, the Freelance Graphics chart you create automatically reflects any changes you make to the 1-2-3 data.

1. Start Freelance Graphics.



2. Open a presentation.



3. Click New Page.
4. Select 1 Chart as the page layout and click OK.
5. Click the box that says "Click here to create chart."
6. Choose a chart type and style, and then click OK.
7. Click Import Data.
8. Select 1-2-3 Worksheet (WK?) from the "Files of type" box.
9. Locate and select the file that contains the data to which you want to link, and then click Open.
10. Select the worksheet from the Worksheet box that contains the data to which you want to link.
11. Select the range that contains the data from the Range Names box or select the data in the worksheet itself.
12. Click Data.

Note You can use the same procedure to select the ranges for the legend and the x-axis labels, except you click Legend or X Axis Labels instead.

Tip You can specify a range for the chart title or type a name in the Title box.

13. Select "Keep file links."
14. Select either Series in Columns or Series in Rows, and then click OK to return to the Edit Data dialog box.
15. Click OK to see the Freelance Graphics chart.

{button ,AL(`;H_SC_LINKING_A_123_CHART_TO_FREELANCE_GRAPHICS_STEPS',0)} [See related topics](#)

Linking a 1-2-3 range to a Word Pro table

When you link a 1-2-3 range to a Word Pro table, the Word Pro table you create automatically reflects any changes you make to the 1-2-3 data.

1. Start 1-2-3.



2. Open the 1-2-3 worksheet file that contains the chart, or create and save a new worksheet.



3. Select the range.
4. Choose Edit - Copy.



5. Start Word Pro.



6. Open a document.



7. Place the insertion point where you want the linked data to appear.
8. Choose Edit - Paste Special.



9. Select "Paste link to source."
10. Select 1-2-3 Worksheet Object in the "As" box and click OK.

The 1-2-3 data appears in a Word Pro table.

{button ,AL(`;H_SC_COPYING_A_123_RANGE_TO_WORD_PRO_STEPS;H_SC_LINKING_A_123_RANGE_TO_A_FREELANCE_CHART_STEPS';0)} [See related topics](#)

Scheduling a meeting using Organizer

You schedule a meeting in Organizer by creating an appointment and then inviting others to it.

Note To use group scheduling, talk to your network administrator or send in the Lotus Organizer Group Scheduling Invitation Card from your SmartSuite package.

1. Start Organizer.



2. Go to the Calendar and double-click the Calendar page on the date of the meeting.
3. Select the date, time, and duration of the meeting in the Create Appointment dialog box and type a description.
4. Click Invite.
5. Enter the name of a person you want to invite in the Attendees box, click Add, and indicate whether the meeting is required (the default) or optional.

Tip You can also click Names, select the name of the person you want to invite from the list box, and then click OK. If you want to invite several people, click Add after you select each one, and then click Close when you are finished.

6. Repeat step 5 for each person you want to invite to the meeting.

As you add attendees, Organizer displays the name of the person you invited to the meeting in a time bar. The person's free time appears in white and booked time appears in blue.

Note If your original meeting time is not available for all invitees, you can find an alternate time slot. To do so, change the date or drag the time tracker to the right of the time bars to an open time slot, or click Find Time so that Organizer moves the meeting to the first available time.

7. (Optional) Click the Room box to select a room for the meeting.

Tip You can also send a file with the meeting invitation, such as an agenda, by clicking the Attach button and selecting a file name.

8. Click OK twice to send the meeting invitations and return to the Calendar page.

Your appointment is listed on the date of the meeting. A group meeting icon appears next to the meeting description.

Sending and routing ranges from 1-2-3

You can send a range or worksheet to other 1-2-3 users who have electronic mail. When you route mail, the message is sent from one recipient to the next in the order you specify.

1. Start 1-2-3.



2. Open the worksheet file that contains the range you want to send.



3. Select the range.
4. Choose File - Send Mail.



5. Click Range.
6. Click OK.
7. Select an option:
 - "Formulas and values" leaves formulas intact.
 - "Values only" converts formulas in the range to their values.
8. Click OK.
9. Enter a message in the text block.
10. Click Send.
11. Enter your password, if necessary, and click OK.
12. Enter the names of the recipients in the To box.

Tip If you plan to route the range, enter the names in the order in which you want the range sent.

13. Select one of the following:
 - "Send to all addresses at once" broadcasts the range to all the recipients at the same time.
 - "Route to addresses in sequence" converts your list of recipients to a numbered route list.
14. Enter a subject in the Subject box.
15. Click Options if you want to select delivery and tracking options.
16. Click Send.

{button ,AL('H_SC_SENDING_MAIL_FROM_APPROACH_STEPS;H_SC_USING_WORD_PRO_TO_SEND_MAIL_STEPS',0)} [See related topics](#)

Sending and routing mail from Approach

You can send data from Approach databases as mail, and route data from Approach databases as attachments to mail. When you route mail, the message is sent from one recipient to the next in the order you specify.

1. Start Approach.



2. Open the file that contains the records you want to send.



3. Select the records you want to send from the worksheet.
4. Choose File - TeamMail - Send New Message.



5. Select an option:
 - "Send a snapshot of the current view" sends the selected records as a message.
 - "Attach an Approach file" lets you route the selected records as an attachment.
6. Click OK.
7. Enter your password, if necessary.
8. Enter the names of the recipients and any individual messages you want to send.
9. If you are routing records, select "Route to addresses in sequence" from the Send mode box.
10. Enter a subject in the Subject box.
11. Enter your message in the General message box.

Note Click the Tracking or Options tab if you want to select any delivery or tracking options.
12. Click Send.

{button ,AL(^;H_SC_SENDING_A_123_RANGE_STEPS;H_SC_USING_WORD_PRO_TO_SEND_MAIL_STEPS',0)}
[See related topics](#)

Using 1-2-3 data to create an Approach database

You can use a 1-2-3 worksheet or named range to create an Approach database.

1. Start Approach and click Cancel in the Welcome dialog box.



2. Choose File - Open.



3. Select Lotus 1-2-3 (*.WK*) from the "Files of type" box.
4. Using the Drives box, locate and select the 1-2-3 file that contains the data you want to use to create the Approach database.
5. Click Open.
6. Select the worksheet or named range you want to use.
7. Click OK.
8. Specify the name of the Approach database.
9. Click Create.

Approach creates a new database using the 1-2-3 column headings as the field names.

Using an Approach address database for a mass mailing in Word Pro

You can merge names and addresses from Approach into a Word Pro document to create a mass mailing of the document. Make sure you create the Approach address records before you start Word Pro.

1. Start Word Pro.



2. Open the document you want to mail.



3. Choose Text - Merge to launch the Merge Assistant.



4. Click Browse.
5. Select dBase/ANSI from the "Files of type" box to show only the Approach files (.DBF) in the current directory.
6. Locate and select the Approach database file (.DBF) that contains the address records and click Open.
7. Click Next.
8. In the File Type dialog box, select either dBase/ANSI or dBase/ASCII and then click OK.
Note Most, but not all, Approach files are dBase/ANSI files.
9. Click OK in the Import dialog box to use the entire Approach file as your data source.
10. Select "Use the current document."
11. Click Insert Merge Fields.
12. Select a field name from the list, position the insertion point in the document where you want the merge field to appear, and click Insert Field.
13. Repeat step 12 for each field you want to insert and then click Done.
14. Click Next to start step 3 of the merge.
15. Specify whether you want to view the results of the merge on-screen or send them directly to the printer.
16. Click Done to perform the merge.

{button ,AL('H_SC_USING_AN_ORGANIZER_FILE_AS_A_WORD_PRO_MERGE_FILE_STEPS;H_SC_USING_A_123_WORKSHEET_AS_A_WORD_PRO_MERGE_FILE_STEPS;H_SC_CREATING_APPROACH_MAILING_LABELS_IN_123_STEPS',0)} [See related topics](#)

Copying an Organizer address into Word Pro

You can copy names and addresses from Organizer to a Word Pro document.

1. Start Word Pro.



2. Open an existing document.



3. Place the insertion point where you want the address to appear.

4. Start Organizer.



5. Open the file that contains the address you want to copy.

6. Click the Address tab.

7. Select the address record you want to copy.

8. Choose Edit - Copy Special.

9. Select "Full Address (Default)" from the Fields box.

Tip You can copy various combinations of information from the address record by selecting the appropriate item in the Fields box.

10. Click OK.

11. Switch to Word Pro.



12. Choose Edit - Paste.



{button ,AL('H_SC_USING_AN_ORGANIZER_FILE_AS_A_WORD_PRO_MERGE_FILE_STEPS;H_SC_COPYING_AN_ORGANIZER_ADDRESS_INTO_123_STEPS',0)} [See related topics](#)

Using Organizer addresses for a mass mailing in Word Pro

You can merge names and addresses from Organizer into a Word Pro document to create a mass mailing. Make sure you create and save the Organizer address records before you start Word Pro.

1. Start Organizer.



2. Open the file that contains the addresses you want to merge.
3. Start Word Pro.



4. Choose Edit - Script & Macros - Run.
5. Select "Run script saved in another file."
6. Click Browse.
7. Select ORGMERGE and then click Open.
8. Click OK in the Run Script dialog box.
The Lotus Organizer Merge Assistant appears.
9. In the Section box, type the name of the Organizer address section from which you want to merge addresses.
10. Click OK to start step 2 of the merge.
11. Select "Use an existing document."
12. Click Insert Merge Fields.
13. Select a field name from the list, position the insertion point in the document where you want the merge field to appear, and click Insert Field.
Note You must add any punctuation, spaces, and line breaks you want to appear between fields in the document.
14. Repeat step 13 for each field you want to insert and then click Done.
15. Click Done again to perform the merge.
16. Specify whether you want to print the first merged document before viewing the next one or just view the next one without printing.
17. When you are finished viewing the documents, click Print All to print them or click Done.

{button ,AL(`;H_SC_USING_A_123_WORKSHEET_AS_A_WORD_PRO_MERGE_FILE_STEPS;H_SC_USING_ADDRESSES_IN_APPROACH_FOR_A_WORD_PRO_MAIL_MERGE_STEPS;H_SC_USING_AN_ADDRESS_FROM_ORGANIZER_IN_WORD_PRO_STEPS',0)} [See related topics](#)

Using a 1-2-3 range to create a Freelance Graphics table

You can use Copy and Paste to copy a 1-2-3 range to a Freelance Graphics presentation.

1. Start 1-2-3.



2. Open the worksheet that contains the range you want to copy.



3. Select a range.

4. Choose Edit - Copy.



5. Start Freelance Graphics.



6. Open the presentation in which you want to create the table.



7. Click New Page.

8. Select Table as the page layout and click OK.

9. Click the "Click here to create table" box.



10. Select a table style.

11. Specify the same number of rows and columns as the range contains.

12. Click OK.

13. Click the top left cell in the Freelance Graphics table so there is a frame around the table.

14. Choose Edit - Paste.



{button ,AL(^H_SC_COPYING_A_123_RANGE_TO_WORD_PRO_STEPS;;H_SC_LINKING_A_123_RANGE_TO_A_FREELANCE_CHART_STEPS',0)} [See related topics](#)

Using 1-2-3 data for a mass mailing in Word Pro

You can merge names and addresses from a 1-2-3 database table into a Word Pro document to create a mass mailing.

Note Make sure you create and save the 1-2-3 database table before you start Word Pro. The 1-2-3 file should not be open when you perform the merge.

1. Start Word Pro.



2. Open the document you want to mail.



3. Choose Text - Merge to launch the Merge Assistant.



4. Click Browse.
5. Select Lotus 1-2-3 R 4,5 from the "Files of type" box.
6. Specify the location and name of the worksheet file that contains the database table you want to merge and click Open.
7. Click Next.
8. Specify whether you want to use the entire file, a particular worksheet, or a named range for the merge and click OK.
9. Click OK in the Merge Data File Fields dialog box to use field names stored in the first record in the database table.
10. Select "Use the current document."
11. Click Insert Merge Fields.
12. Select a field name from the list, position the insertion point in the document where you want the merge field to appear, and click Insert Field.
13. Repeat step 12 for each field you want to insert and then click Done.
14. Click Next.
15. Specify whether you want to view the results of the merge on-screen or send them directly to the printer.
16. Click Done to perform the merge.

{button ,AL(;H_SC_USING_ADDRESSES_IN_APPROACH_FOR_A_WORD_PRO_MAIL_MERGE_STEPS;H_SC_USING_AN_ORGANIZER_FILE_AS_A_WORD_PRO_MERGE_FILE_STEPS',0)} [See related topics](#)

Using Notes data in Approach

You can view data from a Notes database in an Approach form, view, or report.

1. Start Approach.



2. Click Cancel to close the Welcome dialog box.

3. Choose File - Open.



4. Select Lotus Notes - Local (*), Lotus Notes - Server (*), or Lotus Notes - Workspace (*) from the "Files of type" box.
5. If you selected Lotus Notes - Server (*) in step 4, specify the server that stores the Notes database you want to use.
6. Specify the Notes database that contains the data you want to use.
7. Click Open.
8. Select the name of the view or form you want to use. Approach uses this name as the name of the view or form (the .APR file) unless you specify another name when you save the file.
9. Click Open.

Using Present It!

You can create a Freelance Graphics presentation from a Word Pro outline by using the Present It! script that comes with Word Pro.

1. Start Word Pro.



2. Open the document that contains the outline from which you want to create the presentation.
3. Select the entire outline.
4. Choose Edit - Script & Macros - Run.
5. Select "Run script saved in another file."
6. Click Browse.
7. Select "Ascii Script Files (*.LSS)" in the "Files of type" box.
8. Select PRSIT and click Open.
9. Click OK in the Run Script dialog box.

Freelance Graphics launches and displays your outline as a presentation using the default SmartMaster.

{button ,AL('H_SC_COPYING_A_FREELANCE_GRAPHIC_INTO_WORD_PRO_STEPS ',0)} [See related topics](#)

Sending mail from Word Pro

You can compose mail messages in Word Pro and then send them without switching to your mail application. You can also attach a document to a mail message or send part of a document as mail.

1. Start Word Pro.



2. To compose and send a mail message, click Cancel to close the Welcome dialog box.
To send a document as an attachment or part of a document as a mail message, specify the document and click Open.
3. (Optional) To send part of a document as a mail message, select the text you want to send.
4. Choose File - TeamMail.
5. Specify whether you simply want to send a message, send the current document as an attachment, or send selected text as mail.
6. Click OK.
7. Enter your password and click OK, if necessary.
8. Enter the names of the recipients and any individual messages you want to send.
9. Specify the way you want to send the message in the "Send mode" box.
10. Enter a subject in the Subject box.
Note If you are sending an attachment, the document path appears in the Subject box. Type over the path to enter a subject.
11. Enter your message in the "General message" box.
Note Click the Tracking or Options tab if you want to select any delivery or tracking options.
12. Click Send.
Note When you click Send, your message is automatically saved.

{button ,AL(;H_SC_SENDING_A_123_RANGE_STEPS;H_SC_SENDING_MAIL_FROM_APPROACH_STEPS',0)}
[See related topics](#)

