# Lotus

# SMART*Suite*

**millennium edition**

**A Better Value.**
**A Better Way to Work The Web.**

**Exploring SmartSuite**

WINDOWS 95
WINDOWS 98
WINDOWS NT 4.0

# 9
RELEASE

# Contents

# Chapter 1
# Read Me First

Welcome to Lotus SmartSuite®, the millennium edition, for Windows 95, Windows 98, and Windows NT 4 or later — the combination of award-winning Windows applications from Lotus Development Corporation.

## How to use this book

*Exploring SmartSuite* presents information to help you get started with SmartSuite® and introduces new features in each product.

In *Exploring SmartSuite*, you will find the following information:

- The contents of the SmartSuite package
- System requirements
- Installation instructions
- New features in each of the SmartSuite applications
- Help getting started with SmartSuite
- Internet features of SmartSuite

**Note**  For step-by-step instructions to complete specific tasks, select the Help menu from any SmartSuite application.

### Who should read this book

All SmartSuite users should read *Exploring SmartSuite*. If you are using Windows or Windows NT for the first time, you may want to read the chapters covering basic skills in the Microsoft Windows manuals before installing SmartSuite. *Exploring SmartSuite* assumes you know how to perform basic operations in the Windows or Windows NT environments.

### Conventions used in this book

*Exploring SmartSuite* uses the following conventions:

- **Note** introduces additional information.
- Key names appear in small capitals, for example, **ENTER**.

- Information that you are to type appears in a different typeface, for example, Reduced Cost of Ownership.

*New!*

- *New!* in the margin indicates a feature which is new for SmartSuite, the millennium edition.

- **To get started** gets you to the starting point — to the dialog box, InfoBox, or Assistant for the task you are doing. Then you can click the Help button or press **F1** to display online Help.

## Steps to get going

Listed below are the recommended steps for installing SmartSuite. The rest of this chapter and Chapter 2 follow the sequence described below:

- Check your package using the information in the next section to make sure you received the complete SmartSuite package.

- Confirm that your computer meets the system requirements for SmartSuite using the specifications listed later in this chapter.

- Install SmartSuite. You can install all the applications at once or choose only the applications you need at this time. See Chapter 2 for instructions.

- Register as a SmartSuite user. For more information, see "Registering as a SmartSuite user" in Chapter 2.

When you finish these steps, you will be ready to use SmartSuite.

## Checking your package

Check the contents of your SmartSuite package against the following list. If your package is not complete, contact your computer dealer or supplier or call Lotus® Customer Service at 1-800-343-5414 in the United States or 1-800-GO-LOTUS in Canada.

### CD-ROM and disks

Your SmartSuite package contains one SmartSuite CD-ROM. For information about receiving 3.5" diskettes, see the section about Media Exchange in the *Lotus Customer Support Guide*.

### Other contents

In addition to this book, your SmartSuite package contains the following:

- Lotus Product Registration Card
- *Lotus Customer Support Guide*
- *Getting the Most Out of LotusScript*
- Coupon for the LotusScript Application Developer's Kit (see the back cover of *Getting the Most Out of LotusScript*)
- Warranty Registration Card for Canada (North America only)

## System requirements for SmartSuite

This section describes the hardware, software, memory, and disk space requirements for using SmartSuite on a stand-alone computer.

### Hardware

SmartSuite requires the following hardware:

- An IBM® PC or compatible (486 or higher)
- A VGA or higher video adapter
- A mouse or other pointing device
- One CD-ROM drive or one 1.44 megabyte (MB) 3.5" disk drive

### Software

To use SmartSuite, you must have Microsoft Windows 95, Windows 98, or Windows NT 4 or later installed on your computer. If you are installing from a CD-ROM, you must have your CD drivers installed and running in Microsoft Windows 95, Windows 98, or Windows NT 4 or later.

### Browsers

Lotus FastSite™ requires Microsoft Internet Explorer 3.02 or later.

### Memory

#### Windows 95 or Windows 98
SmartSuite requires a minimum of 8MB of random access memory (RAM). FastSite requires a minimum of 16MB of RAM. More memory is required to run additional applications simultaneously.

#### Windows NT 4 or later
SmartSuite requires a minimum of 16MB of RAM.

## Disk space

To run SmartSuite from CD-ROM, Lotus recommends that you have 38MB of available disk space.

To install SmartSuite, disk space requirements depend on the SmartSuite applications and features you select.

You need at least 103MB of available disk space to install the minimum features of all the SmartSuite applications. To use less than 103MB of disk space, install only the SmartSuite applications you want, or use the Customize features option in Install to select only the features you need. Lotus recommends that you have 153MB of available disk space for the default installation. To install all the features, templates, sample files, and Help, as well as to allot space for temporary files and data files, Lotus recommends that you have 226MB of available disk space.

For more information on disk space requirements for each SmartSuite application, start Install from the CD-ROM or Disk 1, or follow the Install steps below:

1. Insert the CD-ROM or Disk 1 in the appropriate drive.
2. From the Windows taskbar, click on Start, and then choose Run.
3. Type x:\install (where *x* is the letter of your CD-ROM drive or disk drive).
4. Follow the instructions on the screen until you reach the Install Options dialog box.
5. Choose Customize features. Then choose Manual install, and click Next.
6. In this dialog box you can select each application individually and then click Customize to see all the specific features and their disk space requirements.

## System requirements for IBM ViaVoice

This section describes the hardware, software, memory, and disk space requirements for using IBM ViaVoice™ for Word Pro™ on a stand-alone computer.

### Hardware

ViaVoice for Word Pro requires the following hardware:

- An IBM PC or compatible (Pentium 150 MHz with MMX or Pentium 166MHz without MMX)
- A VGA adapter and monitor
- A CD-ROM drive
- A sound card (Creative Labs Sound Blaster 16 or 100% compatible, or MWave)
- A noise-cancelling microphone (included in the SmartSuite retail package)

### Software

To use ViaVoice, you must have Microsoft Windows 95, Windows 98, or Windows NT 4 or later installed on your computer. You must also have the current version of Word Pro (on enclosed CD) installed on your computer.

### Memory

#### Windows 95
ViaVoice requires a minimum of 32MB of RAM.

#### Windows NT
ViaVoice requires a minimum of 48MB of RAM.

### Disk space

To install ViaVoice, you need 110MB of available disk space, which includes 60MB for program files and 50MB for enrollment files.

## What to do next

Now you are ready to install SmartSuite and register as a SmartSuite user. You can install all the applications at once or choose the applications you need at this time. You can always run Install again to install the applications or features you didn't install the first time. For more information, refer to Chapter 2.

For technical assistance, see the information on contacting Lotus Customer Support in the *Lotus Customer Support Guide.*

# Chapter 2
# Installing SmartSuite

The SmartSuite Install program transfers the SmartSuite files from the CD-ROM or disks to a stand-alone computer or to a network file server. You can install SmartSuite using the traditional installation method or using Autorun. Install lets you install all SmartSuite applications at once or individual applications as you need them.

## Installing from Autorun

If you are a CD-ROM user, Autorun lets you install SmartSuite or run SmartSuite without installing all of the program files. When you put the SmartSuite CD-ROM in the drive, Autorun automatically starts and you see this screen:

Descriptive text appears here...



...when you let the mouse pointer hover over one of the options.
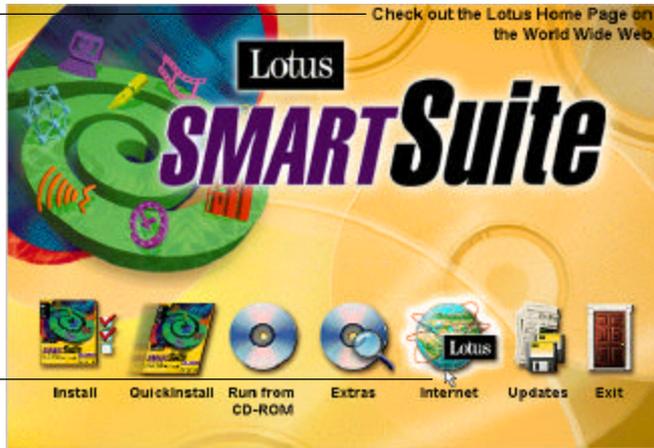
Autorun lets you choose from the following Install options:

- Select Install to choose the applications you want to install, or to customize your Install.
- Select QuickInstall to install all the applications. You can then select default, full, or minimum Install.

If you don't want to install SmartSuite, Autorun lets you run SmartSuite directly from the CD-ROM without installing all of the program files.

Using Autorun, you can also access important and interesting information. Autorun lets you install the additional files and programs in the Extras directory, go to the Lotus Web site (on the Internet at http://www.lotus.com), and read the SmartSuite README.WRI file.

**To start Autorun manually**
Autorun does not automatically start if SmartSuite is already installed or if you have turned off the autoplay feature in Windows 95, Windows 98, or Windows NT 4.

To start Autorun manually:

1. Insert the CD-ROM in the appropriate drive.
2. From the Windows taskbar, click Start, and then choose Run.
3. Type *x*:\autorun\autorun.EXE (where *x* is the letter of your CD-ROM drive).
4. Click OK.

## Running Install

When you run the Install program on a stand-alone computer or to a network server, the Install screens lead you through the SmartSuite directory structure so you know where your files are being placed.
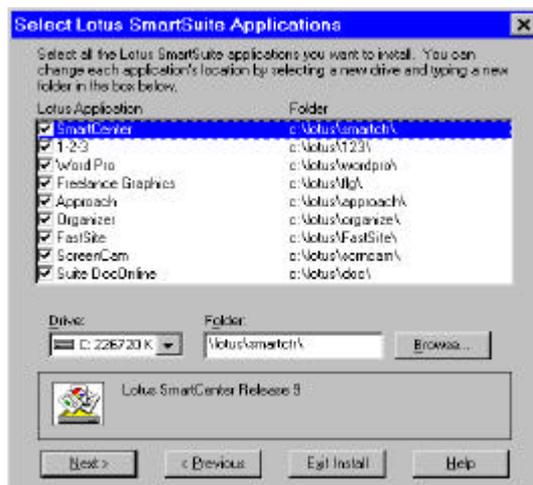
Information about installing SmartSuite on a stand-alone computer is available online in the README.WRI file. Information about network installations (server, distribution, and node) is available online in the READNET.TXT file. To read or print this information, see "To install on a stand-alone computer" or "To install on a network" later in this chapter.

**To get Help while installing SmartSuite**
While you're installing SmartSuite, you can get Help about the options in SmartSuite Install dialog boxes.

- To see information, click Help.
- To print any displayed Help topic, click Print.
- To switch between Help and Install, press **ALT+TAB**.
- To return to Install from Help, click the Close button or press **ESC**.

## To install on a stand-alone computer

### To read and print the README file

1. Insert the CD-ROM or Disk 1 in the appropriate drive.
2. From the Windows taskbar, click Start, and then choose Run.
3. If you are a CD-ROM user, type

   *x*:\lotus\readme.WRI (where *x* is the letter of your CD-ROM drive) to read about installing SmartSuite on a stand-alone computer.

   If you are a disk user, type *x*:\readme.WRI (where *x* is the letter of your disk drive).
4. Click OK.
5. To print, from the File menu, choose Print.

### To start the installation procedure

To install using Autorun, click one of the Install options at the bottom of the screen.

To run Install from the CD-ROM without Autorun, or to install from disk, follow these instructions:

1. Insert the CD-ROM or Disk 1 in the appropriate drive.
2. From the Windows taskbar, click Start, and then choose Run.
3. Type *x*:\install (where *x* is the letter of your CD-ROM or disk drive).
4. Click OK.
5. Follow the installation instructions on the screen.

### Choosing default, minimum, or custom Install

There are three types of Install: default, minimum, and custom.

**Default Install** includes the typical SmartSuite features used by most SmartSuite customers.

**Minimum Install** installs only the minimum features needed to run each application in SmartSuite. If you are a laptop user with limited disk space, you may want to choose minimum Install.

**Note** SmartMaster™ templates, graphics filters, and other important features of the applications will not be installed during minimum Install.

**Custom Install** allows you to make your own decisions about disk space and to choose the features you want, including some that are not installed with the default Install. For example, you can choose to install the dictionary for SmartCenter™, an equation editor or grammar checker for Word Pro, the DocOnline manuals (for CD-ROM users), TeamConsolidate™ in 1-2-3®, and a Notes™ Presentation library for Freelance Graphics®.

## To install on a network

To install on a network file server, make sure you are logged in as the network administrator. Click the "File server or multiple user install" check box at the bottom of the initial Welcome screen in the Install program.

Information about installing SmartSuite on a network is available in the Install Help screens and the READNET.TXT file. The READNET.TXT file answers your network questions, provides troubleshooting information, and includes information on automated Install, Uninstall, and MLC (multi-lingual computing) Install.

### To read and print the READNET file

1. Insert the CD-ROM or Disk 1 in the appropriate drive.
2. From the Windows taskbar, click Start, and then choose Run.
3. If you are a CD-ROM user, type

   *x*:\lotus\readnet.TXT (where *x* is the letter of your CD-ROM drive.

   If you are a disk user, type *x*:\readnet.TXT (where *x* is the letter of your disk drive).
4. Click OK.
5. To print, select the File menu, and then choose Print.

**Note** During a network Install, you can read and print READNET.TXT by clicking Open when the Network Administrator's Guide dialog box appears.

You can also use Microsoft Notepad or Microsoft WordPad to read and print the file at any time.

If you also want to access the README.WRI file, see "To read and print the README file" in the previous section.

For information on installing enhancements from the Extras directory, see "Getting more with the Extras directory," later in this chapter.

### To use automated Install

Automated Install allows a network administrator to standardize the SmartSuite installation for all users in an organization and to distribute SmartSuite without requiring any user input. To read more about automated Install, see the sample response file INSTSUIT.RSP, which ships with SmartSuite. This sample file has comments about the usage and settings that are available.

Automated Install can also be integrated with Tivoli Management Environment and Microsoft System Management Server. These programs allow network administrators to create installations that can be distributed to users over the LAN or WAN without user input. For more information, see the Lotus Web page, "Migration and Resource Kit for SmartSuite," at http://www.lotus.com/products/smartsuite.nsf/resourcekit.

## Installing online manuals

SmartSuite includes online manuals for CD-ROM users. The manuals include: *Exploring SmartSuite*, the *LotusScript Programmer's Guide*, *LotusScript Language Reference, Exploring Organizer, the Organizer Print Layout Guide, Using OAG and Organizer,* and *Exploring Approach.*

SmartSuite also ships with Adobe Acrobat Reader 3.0, which lets CD-ROM users view and print the manuals.

To conserve disk space, the default Install program does not install the online manuals to your hard disk. You can view or print the online manuals without installing them, or you can install them using custom Install.

### To view the Suite DocOnline
To view the online manuals from the CD-ROM, do the following:

1. Insert the CD-ROM in the appropriate drive.
2. Open the Suite Help drawer in SmartCenter.
3. Open the DocOnline folder.
4. Choose an icon for a manual.

**Note**  You may also view and print the online manuals from the Windows taskbar. The DocOnline folder is located in the Lotus SmartSuite folder.

**To install the Suite DocOnline**
Use custom Install to install the Suite DocOnline:

1. Insert the CD-ROM in the appropriate drive.
2. From the Windows taskbar, click Start, and then choose Run.
3. Type *x*:\install (where *x* is the letter of your CD-ROM drive).
4. Follow the instructions on the screen until you reach the Install Options dialog box.
5. In the Install Options dialog box, select Customize features - Manual install, then click Next.
6. Select Suite DocOnline and then click Customize.
7. Click the Suite DocOnline tab and select the manuals you want to install.
8. Click OK.

After installation, the manual icons appear in SmartCenter in the DocOnline folder of the Suite Help drawer. The Lotus DocOnline icons also appear on the Start menu in the Lotus SmartSuite folder.

## To use Uninstall

The Uninstall feature lets you remove SmartSuite or selected SmartSuite applications from your hard drive. Uninstall also removes the directory for the applications and any references to the applications in system files.

**To run Uninstall**
1. From the Windows taskbar, click Start. Choose Settings, and then choose Control Panel.
2. Double-click Add/Remove Programs.
3. From the list, select "Lotus SmartSuite."
4. Click Add/Remove.
5. Select the applications you want to remove or select "Uninstall all of SmartSuite."
6. Click OK.

You can get more information about uninstalling SmartSuite on a network in the READNET.TXT file, located in the root directory on the CD-ROM or on Disk 1. See "To read and print the README file" earlier in this chapter.

## Registering as a SmartSuite user

If you have a modem or are connected to the Internet, you can register online as a SmartSuite user by filling out the electronic forms that appear after you complete installation. You can also fill out the postage-paid registration card and return it to Lotus. To register by phone, call 1-800-346-6408 in the United States or 1-800-GO-LOTUS in Canada. In all other countries, you should contact the local Lotus office, whose phone number is listed in the *Lotus Customer Support Guide*.

Registered users receive the following:

- **Product upgrade information.** When an upgrade becomes available, registered users get information on upgrade promotions.

- **Replacement CD-ROM.** If your distribution CD-ROM becomes damaged, Lotus will replace it.

## Getting more with the Extras directory

The Extras directory contains enhancements that you can add to SmartSuite. Some enhancements you use directly from the CD-ROM, for example, Clip Art, Word Pro sample code, and Year 2000 scripts. Other enhancements such as OAG (Official Airline Guide Travel Information System) and ViaVoice, you must install before you use them.

The way you install an enhancement varies with each enhancement. Below are the installation procedures for two of the many exciting enhancements that ship with SmartSuite. For a complete list of enhancements that ship with SmartSuite, see the SmartSuite README.WRI file.

### Installing OAG
1. Insert the SmartSuite CD-ROM into your CD-ROM drive.
2. From the Windows taskbar, click Start. Choose Programs, and then choose Windows Explorer.
3. Select the CD-ROM drive letter, and double-click the Extra folder.
4. Double-click the ORGANIZE folder, and then click the OAG folder.
5. Double-click the SETUP.EXE, and follow the prompts in the Setup folder to install OAG.

**Installing ViaVoice**

1. Insert the SmartSuite CD-ROM into your CD-ROM drive.

2. From the Windows taskbar, click Start. Choose Programs, and then choose Windows Explorer.

3. Select the CD-ROM drive letter, and double-click the Extra folder.

4. Double-click the VIAVOICE folder.

5. Double-click the SETUP.EXE, and follow the prompts in the Setup folder to install ViaVoice.

# Chapter 3
# What's New in SmartSuite

SmartSuite is a package of software applications that helps you work smarter, share information more efficiently, and master the Web with ease.

SmartSuite includes the following applications:

- **Lotus SmartCenter**, the information manager that gives you easy access to all your work

- **Lotus FastSite,** the document publishing tool for the Web
- **Lotus 1-2-3**, the spreadsheet that revolutionized the world
- **Lotus Word Pro**, the best word processor for today's connected world
- **Lotus Approach®,** the high-powered database the whole team can use
- **Lotus Freelance Graphics**, the presentation graphics package for everyday communication
- **Lotus Organizer®**, time management for people who are going places
- **Lotus ScreenCam®**, the show-and-tell communication tool for your personal computer

This chapter describes new features in SmartSuite, the millennium edition, as well as some features that were new in the previous release.

*New!* in the margin indicates a feature that is new in SmartSuite, the millennium edition.

## SmartSuite: the big picture

SmartSuite delivers powerful applications with features unique to each application as well as features that are common across the suite. This section describes the new suitewide features and how they help you.

### Sharing your work: compatibility

SmartSuite lets you share files easily with team members who use Microsoft Office, including Office 97, Corel WordPerfect Suite, or previous releases of SmartSuite.

• New, high-fidelity read and write features let you read and write Excel and Word files, preserving formatting, formulas, dates, and print settings.

• "Sticky" file formats make it easy to send your files "round trip." For example, if you open a Microsoft Office file in SmartSuite, work on it, and then save it back to Office, the file is saved with the original file format by default.

• The Menu Finder makes migrating to SmartSuite effortless. Using the Menu Finder, you can select a command from an Excel menu and see the equivalent 1-2-3 command. Word Pro lets you switch to a Word, WordPerfect, or Ami Pro® menu set.



Equivalent 1-2-3 command
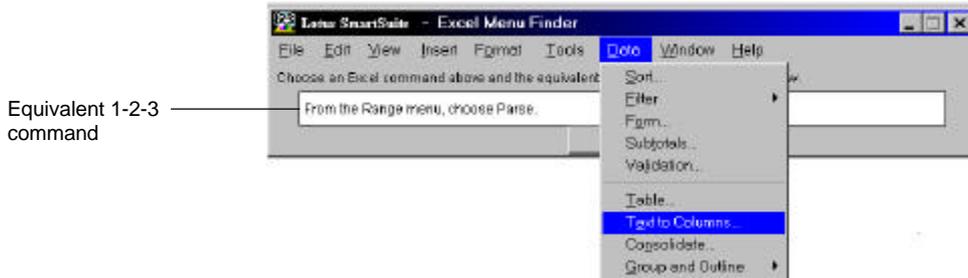
• KeyView for Lotus, the new set of SmartSuite file viewers, lets any user view, copy, and print SmartSuite files. KeyView for Lotus is located in the Extras directory on your SmartSuite CD-ROM.

### Working the Web

SmartSuite is packed with new Internet features to help bring the Internet into your everyday work.

• Create professional-looking Web sites and publish existing files to the Web with FastSite, the new document publisher for the Web.

• Publish Web documents in either of two formats: enhanced HTML 3.2 or high-fidelity jDoc, the new Java-based technology.

• Use 1-2-3 Web tables to link live data from any Web page into 1-2-3, and then work with that data as part of your spreadsheet.

• Use new SmartCenter folders to get a wealth of information on the Internet without leaving SmartSuite.

- Use the SmartSuite HTML 3.2 read and write enhancements to preserve formulas, formatting, and settings when you share files via the Internet and with Lotus eSuite Workplace™. eSuite Workplace is the new Lotus Java-enabled productivity environment for network computing.



Styles and number formats are preserved.
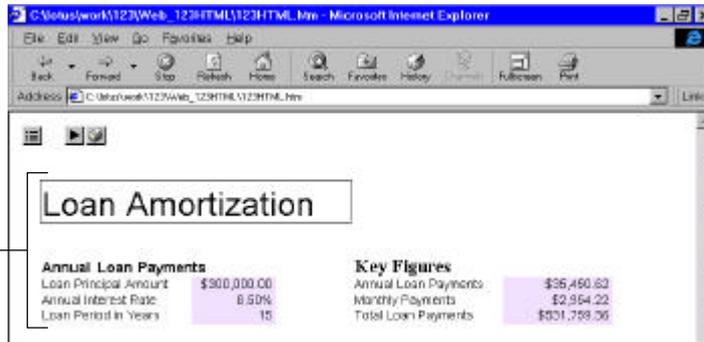
For more information, see "FastSite: the new document publishing tool for the Web" later in this chapter, and Chapter 5, "Working the Web with SmartSuite."

## Customizing SmartSuite: programmability

With SmartSuite, you can customize and extend your applications to meet your changing business needs.

- You can embed ActiveX components in 1-2-3, Word Pro, Approach, and Freelance Graphics files.

- Using LotusScript®, an object-oriented programming language, you can build custom business solutions. LotusScript is BASIC-compatible and lets you create scripts that automate repetitive tasks and integrate data from other applications.

Enhancements to LotusScript support all the new SmartSuite features.

## Integrating with Notes/Domino

SmartSuite is the only office suite that is uniquely designed to take advantage of Lotus Notes® and Lotus Domino™.

- Now you can quickly open or save SmartSuite files to any Notes database. With the enhancements to the Open and Save dialog boxes in your SmartSuite applications, it's just as easy to work with files on a Lotus Notes server as it is to work with files on your hard drive.

  **To get started** From the File menu, choose Open or Save, and then click Lotus Notes.

*New!*
- You can open 1-2-3 and Word Pro within Notes. For example, you can open a 1-2-3 workbook, make changes to it, and save the workbook without leaving Notes. You must have Notes 4.6, or later, installed.

### Moving toward the year 2000

*New!*
All SmartSuite applications are Year 2000-ready and meet the IBM standard. This means that SmartSuite applications ensure a consistent interpretation of 2-digit date entries for both the 20th and 21st century.

For more information, see "Year 2000" in the online Help for any SmartSuite application.

## FastSite: the new document publishing tool for the Web

FastSite, the newest member of SmartSuite, is designed with the Internet and intranets in mind. Created for non-technical users who want to contribute information to the Web, FastSite lets you focus on the content of your Web site rather than on the mechanics of Web publishing.



**To get started** When you start FastSite, the Choose Task pane appears. Click the task you want to do.

### Creating a site with your existing files

*New!*
You can create a Web site using your existing SmartSuite or Microsoft Word documents. There's no need to know HTML, and since you don't need to reformat your files, there's no duplication of effort.

### Publishing in three easy steps

*New!*

You can publish a FastSite Web site to any Web server in three easy steps — convert to Web pages, preview, and post.

Because FastSite includes a browser, you can preview your Web pages before making them public. You can also view pages anywhere on the Web without leaving FastSite.

### Creating professional looks

*New!*

FastSite comes with ready-made Web SmartMaster looks to give your site a cohesive and professional look. These looks, which are similar to SmartSuite SmartMaster looks, can easily be customized for your organization.

### Connecting with Domino

*New!*

Unlike other Web tools, FastSite is tightly integrated with Lotus Domino. You can easily move collections of files to Domino and then incorporate the Domino search, replication, and security capabilities.

For more information, see "Publishing made easy with FastSite" in Chapter 5.

## What's new in SmartCenter

SmartCenter, the SmartSuite command center, delivers quick access to the information you use most often. SmartCenter is designed like a file cabinet, so you can store information in customizable drawers and folders.



SmartCenter drawers

Click here to open drawer.

Click here to see more drawers.

Opened folder
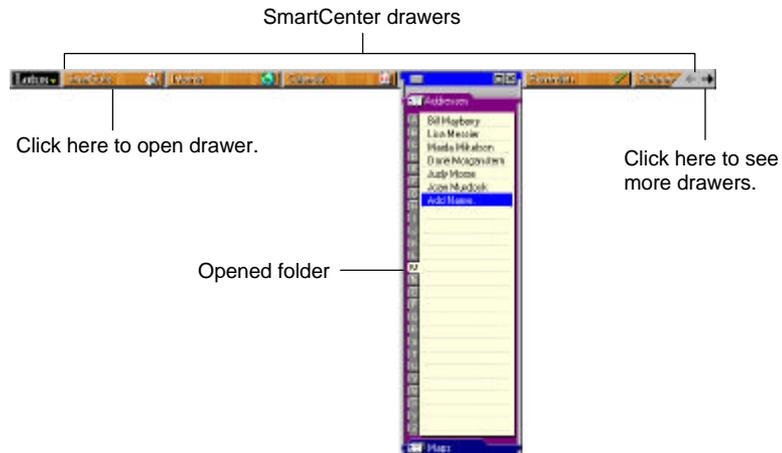
For more information on using SmartCenter, see Chapter 4, "Getting Started with SmartSuite" and Chapter 5, "Working the Web with SmartSuite."

## Maximized folders

You can maximize your folders to the full size of your screen. In one click, you see more detailed information, such as a full week in the Calendar folder, detailed company information in the Stock folder, or a weather satellite view in the Weather folder.

Click here to maximize. ───



**To get started**  Click the folder that you want to maximize. Then click the Maximize button in the top right corner of the drawer.

## SmartCenter and the Internet

With SmartCenter Internet folders you can monitor information such as news, stock prices, and weather without leaving SmartSuite.

### SmartSuite Tips

*New!*

You can get more out of SmartSuite using the SmartSuite Tips folder. SmartSuite Tips is updated five times a week by the experts at PC World's TipWorld.com.

**To get started**  Click the Suite Help drawer, and then click the SmartSuite Tips folder.

### Travel Reservations

*New!*

You can book a flight, reserve a hotel room, rent a car — plan your whole trip using the Travel Reservations folder.

**Note**  Travel Reservations features may not be available in all markets.

**Maps**

*New!*  Using the SmartCenter Maps folder you can find locations around the world. The Maps folder generates detailed maps of street locations in the United States and regional maps for other locations around the world.

**To get started**  Click the Addresses drawer, and then click the Maps folder.

## What's new in 1-2-3

This release of 1-2-3 provides new Internet and compatibility features, as well as features that help you work more productively.

### 1-2-3 and the Internet

*New!*  • You can bring data from a Web page or intranet location into a Web table on your sheet. 1-2-3 maintains the link to the source, so you can refresh the Web table when the data on the Web changes.



Refresh button

Web table

**To get started**  From the File menu, choose Internet, and then choose Get Data from Web.

*New!*  • Convert your file to HTML or jDoc and publish an entire workbook, sheet, or range on the Web. 1-2-3 preserves the formatting from your work.

### Hyperlinking enhancements

*New!*  You can assign hyperlinks to a cell, button, or picture. You can link to ranges and objects within the same file, to another file, or to a location on the Internet.

### Compatibility with Excel

*New!*
- 1-2-3 can read and write data, formulas, formatting, and print settings from Excel versions 95 and 97. 1-2-3 can also read and write all 65,536 rows in Excel 97 spreadsheets.

*New!*
- Use the Microsoft Excel Menu Finder to make a smooth transition from Excel to 1-2-3. Just enter an Excel menu command, and you see the 1-2-3 menu equivalent.

  **To get started** From the Help menu, choose Microsoft Excel Menu Finder.

*New!*
- 1-2-3 has over fifty new @functions that are compatible with Excel.

### Ask the Expert

*New!*
Use Ask the Expert to get task-oriented Help by asking questions in your own words. Just tell the Expert what you want to do and then select the topic you want from a list of possible answers.
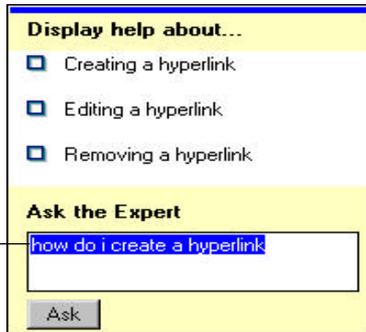


Enter question here.

**To get started** From the Help menu, choose Ask the Expert or click the Expert button in the status bar.

### Drag-and-drop sheets

*New!*
You can copy or move entire sheets just by dragging them within the workbook.

### AutoTotal

You can automatically sum values by typing the word "Total" or "Totals" as a heading in your sheet — you don't even need to click an icon.

### *New!* SmartLabels

SmartLabels expand the AutoTotal feature of 1-2-3. You can automatically create formulas by entering recognized labels such as "Average," "Subtotal," or "Grand Total."

1-2-3 now includes more than a dozen predefined SmartLabels. You can customize the list of recognized terms and add your own SmartLabels using formulas you create. You can also assign synonyms and number formats to the SmartLabels.



SmartLabel

Customized SmartLabel

## Cell comments and formula markers

You can improve communication by attaching comments to any cell. Visual markers indicate at a glance which cells contain comments. You can also display markers on cells that have formulas to make those cells easy to find.

## Print Preview enhancements

- Use Dynamic Preview to check your work, make adjustments, and view the results before printing.

*New!*

- You can manipulate margins directly in the Preview window and see the impact immediately. You can also create multiline headers and footers and adjust them onscreen.

*New!*

- You now have the flexibility to print the sheets in a workbook either on separate pages or on the same page. You can also do this with ranges in a collection.

## Outlining

Use the 1-2-3 outlining features to collapse and expand data so you can view and print summary data or details.

## What's new in Word Pro

This release of Word Pro provides new Internet capabilities, voice recognition software, and compatibility and ease-of-use features.

### Word Pro and the Internet

*New!*
- Use the Export Assistant to instantly convert a Word Pro document to HTML for use on the Web. You can also automatically convert graphics to JPEG or PNG format.

*New!*
- Use SmartCorrect to automatically convert URLs to hyperlinks as you type them into your document.

### ViaVoice speech recognition

*New!*
Using ViaVoice, you record dictation and let Word Pro turn it into typed text. Word Pro also converts typed text into speech. In addition, by using voice commands, you can navigate menus without using the keyboard or a mouse.

For directions on installing ViaVoice, see "Getting more with the Extras directory," in Chapter 2.

### Compatibility with Word

*New!*
Word Pro now works with Word 97 and previous versions of Word files.

### Menu customization

*New!*
- Create your own personalized menu sets. You can add, delete, or rearrange Word Pro menu items. You can also attach scripts to menu items for even more powerful customization.

*New!*
- If you are familiar with Microsoft Word, Corel WordPerfect, or Ami Pro menus, you can switch to a similar menu set while working in Word Pro.

**To get started**  From the File menu, choose User Setup, and then choose Menu Customization.

### Header/Footer toolbar

*New!*
Use the Header/Footer toolbar to create headers and footers, align their content, and insert fields into them.



**To get started**  Click in the header or footer area and the toolbar appears.

## Click Here Block enhancements

With the new Click Here Block enhancements, you can:

*New!*
- Easily duplicate the contents of a Click Here Block in multiple places in your document.

*New!*
- Use SmartCollect to define data-entry type Click Here Blocks for building an automated SmartMaster.

*New!*
- Ensure that data be entered in one or more Click Here Blocks before a document can be saved.

**To get started** Place the insertion point where you want the Click Here Block. From the Create menu, choose Click Here Block.

## Click Here Block Management

*New!*
With Click Here Block Management you get a central location for managing all of the existing Click Here Blocks in a document. You can change the properties of all the Click Here Blocks, redefine the tab order, or delete unwanted Click Here Blocks.

**To get started** From the Edit menu, choose Click Here Management.

## Page menu

*New!*
The new top-level Page menu gives you quick access to the features you use most frequently, such as page breaks, layouts, margins, orientation, and numbering.

## Frame, graphics, and text enhancements

*New!*
- Frames have been enhanced for easier manipulation. Now you get frames with space for a caption inside or outside and big handles that are easy to grasp.

*New!*
- You can also center, tile, and rotate graphics and watermarks.

*New!*
- With the new text wrapping enhancements, you can make text flow around the contour of any graphic or wrap around all sides of a frame.

In 1908, Millennia Corporation was founded to provide publishing services for writers around the world. Millennia began by providing management and production services for publishing the printed word and thus provided instruction and entertainment for readers of all ages. With the introduction of the "Information Highway," information is distributed through a variety of mediums. Millennia Corporation has grown from providing publishing services and information not only in the printed form, but electronically as well.

### Outline Assistant

*New!*    Let the Outline Assistant guide you in creating outlines. You can choose from an expanded gallery of numbering styles or create a custom design on the fly.

**To get started**  From the Create menu, choose Outline.

### Drop caps

You can create a drop cap in your document to highlight a letter. For example, the classic drop cap is used in novels for "Once upon a time..." where the point size of the letter "O" is larger than the rest of the word.

### Watermarks

You can create watermarks — background graphics that you can apply to pages, tables, table cells, frames, headers, footers, and columns. For example, if you are working on sensitive government documents, you can display the "Confidential" watermark on every page to remind the reader to keep the information secure. You can also import your own pictures as watermarks.

**To get started**  Place the insertion point where you want to create the watermark, click the right mouse button, and then choose the related properties option, for example Header Properties.

## What's new in Approach

This release of Approach provides new Internet and Notes integration features.

*New!*    ### Approach and the Internet

In addition to HTML, you can save Approach views and found sets as jDoc for publishing high-quality output to the Web.

### Year 2000 support

*New!*    Approach, like the rest of the SmartSuite applications, meets the IBM standard for Year 2000 compliance. This means that Approach ensures a consistent interpretation of 2-digit date entries for both the 20th and 21st century.

For more information, see "Year 2000" in online Help.

### Integration with Notes

*New!*    You can create reports and updates using Notes data with the Notes PowerKey.

### LotusScript support

Approach extends the power and flexibility of LotusScript with the Find and Sort class and enhanced Help.

### IBM QMF support

You can display the results of QMF™ Queries and Procedures in Approach forms and worksheets, and import QMF Forms to create an Approach report.

### Enhanced SQL support

Approach accesses and analyzes SQL data more quickly and with greater flexibility than ever before.

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## What's new in Freelance Graphics

This release of Freelance Graphics provides new Internet features as well as features that let you create presentations more quickly.

### Freelance Graphics and the Internet

*New!*
- With the Convert to Web Pages Assistant, you can convert presentations and optimize them for fast download time. You can also run Screenshow in a Web browser with Active X or in the Freelance Graphics Plug-In.

*New!*
- You can now convert your presentation graphics to JPEG or GIF format.

*New!*
- You can save your publishing option selections as a "style" and reuse them in Freelance Graphics or FastSite.

  **To get started** From the File menu, choose Internet, and then choose Convert to Web Pages.

### Hyperlinking enhancements

*New!*
You can assign hyperlinks to selected text, and then link to pages within the current presentation, to another presentation, or to a location on the Internet.

### Open a blank new presentation

*New!*
You can easily create a blank presentation with just a single click using the new shortcut button on the Welcome dialog box.

### Save and Go

*New!*
You can now find Save and Go on the File menu. Save and Go lets you save and compress your .PRZ file and the Mobile Screen Show Player together.

Then, a colleague who doesn't have Freelance Graphics can import and view your presentation.

### Speaker Note button

Create and edit speaker notes from the Current Page view using the convenient new Speaker Note button.



Speaker Note
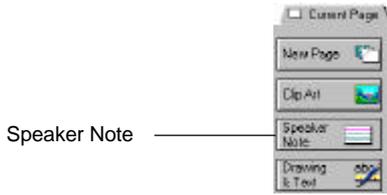
### Enhanced File Open

You can open PowerPoint and Harvard Graphics files directly without having to open a .PRZ file first.

### Compatibility enhancements

New compatibility enhancements give you improved importing and exporting capabilities between .PRE and .PRZ files. You also get better compatibility in chart properties and titles.

### Copying pages from other presentations

You can easily copy pages from one presentation to another. The copied pages automatically take on the look of the source presentation.

**To get started** From the File menu, choose Copy Pages from Other Files.

## What's new in Organizer

Organizer®, the industry's leading time management software, offers you two feature sets — PIM (Personal Information Manager) only or PIM with group scheduling.

Use group scheduling to set up group meetings, and to receive meeting invitations, responses, and cancellations. Group scheduling lets you take advantage of the group scheduling functionality in Lotus Notes and benefit from Organizer's rich PIM features and ease of use at the same time.

To use the group scheduling features, you must have Notes 4.5 or later.

**Note** You select the feature set you want to use during SmartSuite Install.

### Organizer and the Internet

Organizer lets you link items to files, to other Organizer items, and now to URLs. For example, you can link a To Do item to a relevant Web page, and then use that link to launch your browser and take you right to the URL.

*New!* ### Easy Clip

Easy Clip, which appears as an icon in the lower right corner of your screen, lets you gather information from another program (such as e-mail) to quickly create an Organizer address, appointment, task, or Notepad page.

**To get started**  Click the Easy Clip icon.

*New!* ### OAG Travel Information System

The Official Airline Guide (OAG) icon lets you launch the OAG Travel Information System, where you can book flights and make hotel and car reservations. You can then add the trip information to your Organizer file for easy reference. For directions on installing OAG, see "Getting more with the Extras directory," in Chapter 2.

**To get started**  Click the OAG icon.

*New!* ### Zip2 SmartIcons

Zip2 SmartIcons® provide a direct connection to the Zip2 Maps and Directions Web site and the Zip2 Yellow Pages Web site. Use these Web sites to get directions, map out trips, and look for online addresses.

### Multiple Calendar view

The Multiple Calendar view lets you work with your calendar and another user's calendar at the same time.

**Note**  Multiple Calendar view and the following two features were in Organizer 97 GS, which was available to SmartSuite customers at their request.

### Integration with PDAs

Organizer now comes with data synchronization tools for the following PDAs (Personal Digital Assistants): 3COM PalmPilot, the IBM WorkPad™, and the Texas Instruments PS69xx series handheld organizers. These tools let you send information back and forth between Lotus Organizer and your PDAs.

### vCard and vCalendar support

Organizer works with vCard and vCalendar. Support for these Internet standards lets you drag and drop electronic business cards and events right into your Organizer notebook without having to retype information.

# Chapter 4
# Getting Started with SmartSuite

Using SuiteStart and SmartCenter, you can open your applications and work with files quickly. Once you've started working, the shared design of your SmartSuite applications helps you learn the products easily.

## Starting SmartSuite products

When you install SmartSuite, SuiteStart and SmartCenter are automatically installed. You can start your SmartSuite applications using either SuiteStart or SmartCenter. You can also start your SmartSuite applications using the Windows Start menu.

### SuiteStart

SuiteStart is the icon palette that appears in the bottom right corner of the Windows taskbar. To start a SmartSuite application, click its icon in SuiteStart.

When you let the mouse pointer hover over the icon, the application name appears.



**Note** You may also see the Easy Clip icon in the bottom right corner of the Windows taskbar. Easy Clip is an Organizer icon and is not part of SuiteStart. It lets you move information from other applications into Organizer.

### SmartCenter

SmartCenter, with its file cabinet drawers, initially appears on the top of your screen and looks like this:



**31**

You can start your SmartSuite applications using the SmartSuite drawer.



**To get started**  Click the SmartSuite drawer, click the Lotus Applications folder, then double-click the application icon.

### Opening a file from SmartCenter
You can open a file in your application's work directory directly from SmartCenter. You don't need to open the application before opening the file.

Work folders
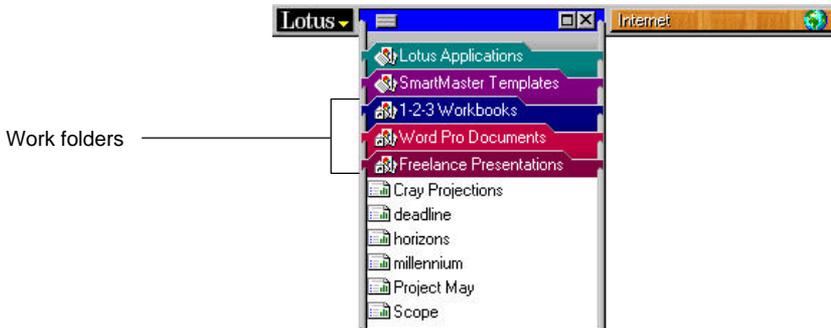


**To get started**  Click the SmartSuite drawer, click the application folder, and then double-click the file you want.

All the files you've saved to an application's work directory automatically appear in the corresponding SmartCenter folder. For example, the Freelance Graphics default directory is \lotus\work\flg, and when you save a file to this directory, the file also appears in the SmartCenter folder for Freelance Graphics.

## Getting familiar with SmartSuite

SmartSuite applications share a similar design so you can concentrate on what each application does, not on how to do it.

### The SmartSuite shared design

Once you've learned how the menus, SmartIcons, tabs, charting, status bar, and InfoBox work in one SmartSuite application, you can work the same way in the rest of the applications.

SmartIcons



Menu

Tabs

InfoBox

Status bar
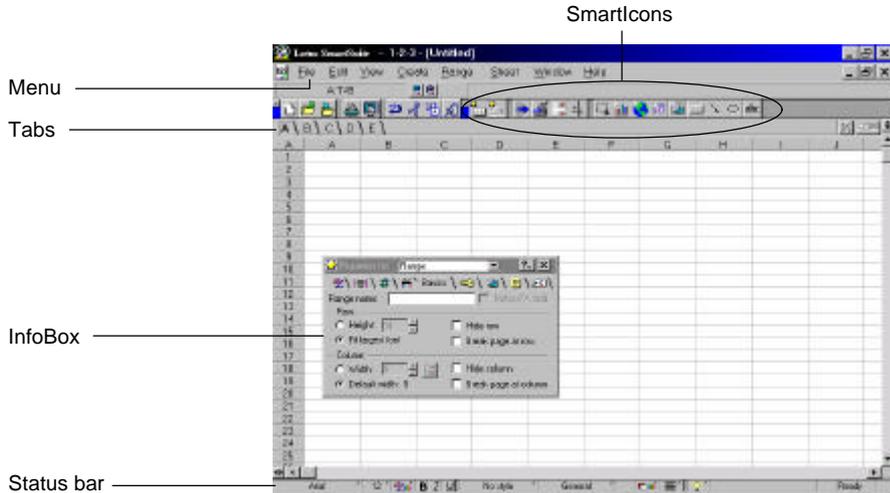
### The InfoBox

The InfoBox is a fast and direct way to make one or multiple changes to SmartSuite objects.

Here is what you have selected.



Click to close.

Lines & Colors tab

Click a button to choose the option.

Click the arrow to see other line styles.
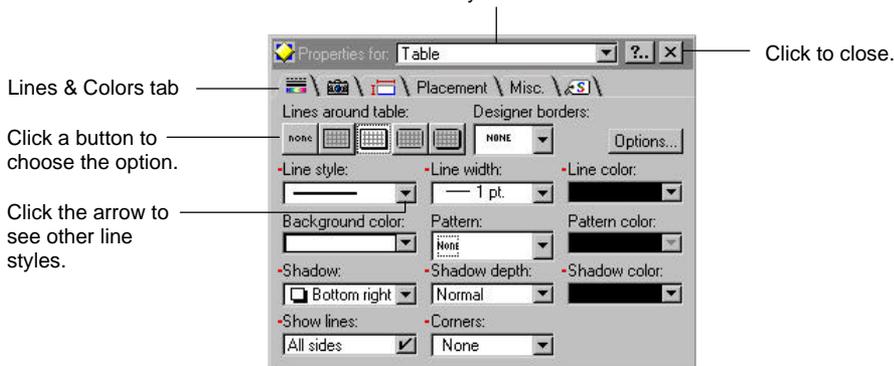
You can change many objects with the InfoBox, including 1-2-3 sheets, ranges, charts, or maps; Freelance Graphics presentations, clip art, or text; Approach tables or views; Word Pro documents, frames, tables, or text; and much, much more.

### What makes the InfoBox so useful?

- The InfoBox stays open after you've made a change so you can easily make multiple changes.

- The InfoBox arranges the properties you can change in well organized tabs, so you can easily find the options you want.

- The InfoBox is context-sensitive. It displays different options as you change your selection. Just click the object you want to change, for instance, a Freelance Graphics table, and the InfoBox displays the available options for the object you selected.

- With the InfoBox, you immediately see the results of the changes you selected. You don't have to close the InfoBox first.

- You can collapse or move the InfoBox so you can keep it open without crowding your work.

Double-click the title bar to collapse or return to normal size.

Click and drag the title bar to move the InfoBox.



### To display and close the InfoBox

When you select the text or object you want to change, its InfoBox icon appears. To display the InfoBox, just click the icon. You can recognize an InfoBox icon by the small yellow diamond on a blue square:



To close the InfoBox, click the Close button in the top right corner.

## Getting the right Help at the right time

SmartSuite online assistance offers several ways to get answers to your SmartSuite questions.

### Getting task Help

Online Help for all SmartSuite applications is organized by task. The procedures give you quick, step-by-step directions to help you complete your tasks.
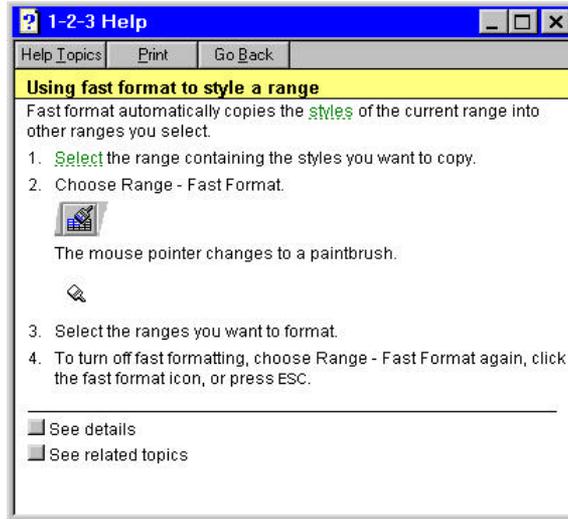


Besides help on tasks, you can also get background information in Overview topics and specialized information in Details topics.

## Using the Index

When you click the Index tab in your application's online Help, a list of keywords appears. Enter a word or subject and, if it's on the list, the Index scrolls to that keyword. When you double-click the keyword, Help displays either a Help topic or a list of topics to choose from.
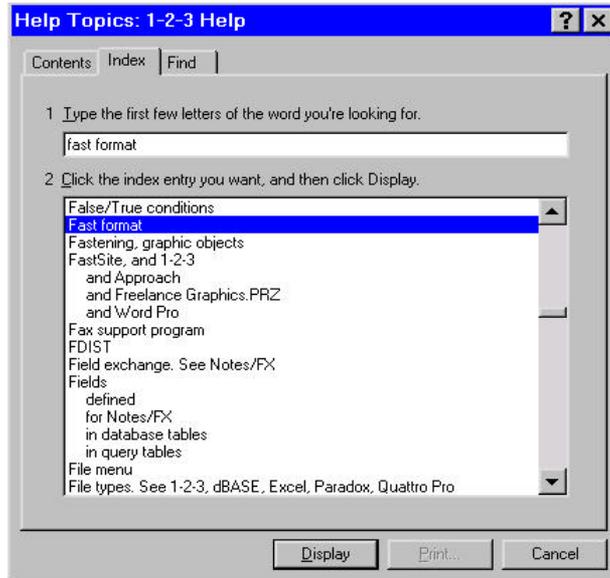
## Asking the Expert

Both 1-2-3 and Word Pro have Ask the Expert. You can ask questions in your own words without worrying about using the "right" terminology, and the Expert points you to the answer.

**Display help about...**
- Indenting text using the Text InfoBox
- Indenting text using a CycleKey

- Removing indents from text using the Text InfoBox
- Removing indents from text using a CycleKey
- Changing the space between the margin and indented text
- Indenting around a bullet or outline number

More

**Ask the Expert**

Enter question here. ── how do i indent a paragraph

Ask
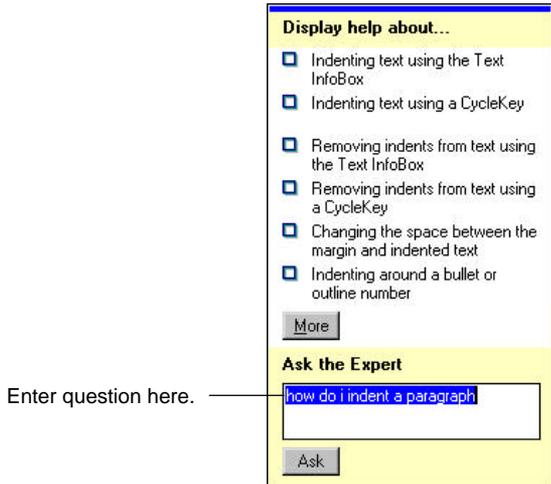
**To get started**  Choose Ask the Expert from the Help menu or click the Expert button in the status bar.

## Using other kinds of online assistance

The following online user assistance also helps you get your work done.

- **QuickDemos** provide step-by-step demonstrations. Look for the QuickDemo icon in the Help topics of any application to see if a demo is available.

- **SmartCenter Help** gives you all the information you need to use SmartCenter and SuiteStart. You can find SmartCenter Help by clicking the Suite Help drawer in SmartCenter, and then double-clicking the SmartSuite Help icon in the Help folder.

- **Cross-application Help** gives you step-by-step directions for using your SmartSuite applications together. You can find cross-application Help by clicking "Using SmartSuite Applications Together" in the Contents section of SmartCenter Help.

- **Guide Me** in Freelance Graphics asks you questions related to the task you're doing. These questions guide you to the appropriate Help topic. You can find Guide Me by clicking the Guide Me button at the top right of your Freelance Graphics presentation or by choosing Guide Me from the Help menu.
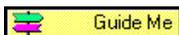
# Chapter 5
# Working the Web with SmartSuite

SmartSuite brings you closer than ever to the Internet and to your company's intranet. With SmartSuite you can connect to a wealth of information, publish files on the Web, and share data easily.

## Getting and using the information you need

1-2-3 Web tables and SmartCenter Internet folders help you access information on the Internet and use that information in your work.

### Using Web data in 1-2-3 Web tables

1-2-3 lets you pull data from a table on the Internet into a Web table in your 1-2-3 sheet.



Refresh button

Calculations using Web data

Web table

Once you've created the Web table, 1-2-3 maintains a link to the source URL so you can refresh (update) your sheet when the data on the Web changes. You can choose to refresh the table manually or have 1-2-3 refresh the table at an interval that you specify.

You can use the data in your Web table to perform calculations just like any other data in your sheet. For example, you can use the Web data in formulas, @functions, and what-if tables.

Web tables help keep your spreadsheets current. For example, you can extract stock quotes from a Web page and pull them into an investment portfolio, bring current interest rates into a what-if table, or use budgeting information from your organization's intranet in a forecasting spreadsheet.

**To get started**  From the File menu, choose Internet, and then choose "Get Data from Web."

## Using SmartCenter to find what you need on the Internet

SmartCenter lets you monitor valuable Internet information, such as stock quotes, weather, and current news articles, without leaving your SmartSuite applications.

### What makes SmartCenter Internet folders so useful?

- SmartCenter comes with a default set of Internet folders that pull information from trusted Web sites, such as PC Quote for monitoring stock information or INTELLICAST for checking weather forecasts.



SmartCenter comes with its own built-in browser. You can also use Internet Explorer (IE) 3.02, or later, if it's installed on your computer. This means that you don't need to launch a separate browser to get information from the Internet.

- SmartCenter makes it easy to access the Internet without leaving your work. With just one click on an Internet folder, you get the information you want. With another click you return to your SmartSuite application.

- SmartCenter lets you tailor the information you're tracking to meet your own needs. For example, you can choose what type of news articles you want to view or what stock prices you want to check.

- You can add your own Internet folders that link you to the sites you use most often.

- If you have created your own list of favorites in IE or bookmarks in Netscape, SmartCenter detects them and automatically puts them in the appropriate folder.

**Using maximized folders to get the most out of SmartCenter**
By expanding your Internet folders to their maximum size, you can view more Internet information and link to additional Web pages.

When you maximize an Internet folder, SmartCenter displays a split screen with links in the left pane and a browser window in the right pane. When you click a link on the left, you launch a Web page on the right.

Click here to maximize or minimize the folder.

Click a link...

...and the Web page appears here.
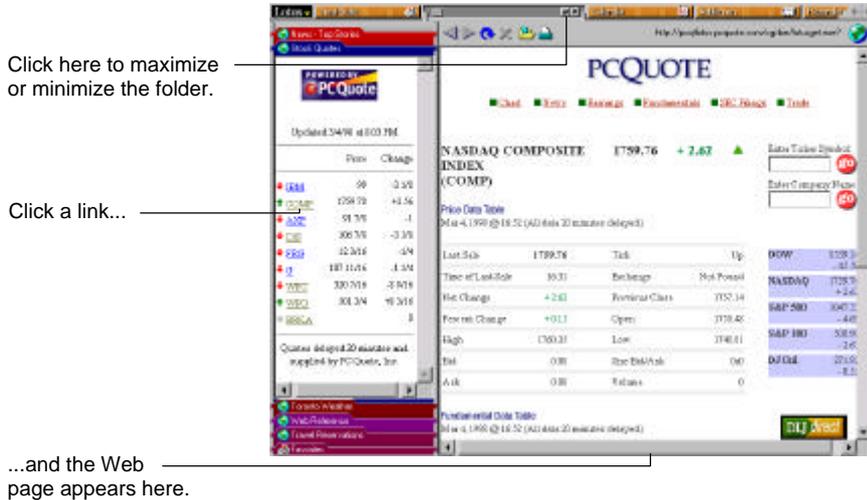


**Note**  When you maximize certain types of folders, SmartCenter displays a single large pane.

**To get started**  Click the folder you want to maximize, and then click the maximize button in the top right corner of the drawer.

**Finding what you need with the SmartCenter Internet folders**
SmartCenter comes with the following default set of Internet folders. You can find most of these folders in the Internet drawer.

- **Headlines.** Keep up with the latest news, including news from the world of business, technology, and sports.

- **Stock Quotes**. Track your favorite stocks in the financial markets. When you maximize this folder you also get earnings reports, company profiles, and price charts for the companies you are monitoring.

- **Weather.** Get information about the weather in your area or around the world by selecting the regions and cities you are interested in. When you maximize this folder you see a satellite view of the world.

- **Web Reference.** Search the Web for sites you want or use built-in links to a variety of topics, such as US Zip Codes.

- **Travel Reservations**. Research and book travel plans through Travelocity, a service of SABRE Interactive.

- **Favorites.** If you use Microsoft Explorer, SmartCenter automatically includes a Favorites folder with the Favorites list you created in Explorer.

- **Bookmarks**. If you use Netscape, SmartCenter automatically includes a Bookmarks folder with the Bookmarks you created in Netscape.

- **Maps.** This folder uses MapQuest's Interactive Atlas to generate maps of over 3 million towns, cities, and countries worldwide. You can also use it to generate driving instructions and highlighted map routes for North American destinations.

  **To get started**  Click the Addresses drawer, and then click the Maps folder.

- **SmartSuite Tips**. Get tips on using SmartSuite from the computer experts at PC World's TipWorld. New tips are added daily.

  **To get started**  Click the Suite Help drawer, and then click the SmartSuite Tips folder.

You can use Internet URL folders to add Web sites to SmartCenter. You can add new folders to any drawer.

**To get started**  Click the drawer in which you want to add an Internet folder, click the drawer menu button in the top left corner, choose New Folder, and then follow the guided steps.

## Publishing made easy with FastSite

FastSite, the newest member of the SmartSuite family, lets you build and publish Web sites using existing files. With FastSite, even a novice can quickly create professional-looking Web sites.

### Start with the FastSite desktop

When you build a Web site, you generally must do the following tasks:

- Create a home page and navigators
- Add content
- Convert your content to a format viewable on the Web
- Preview your output
- Post your site to a server

FastSite lets you do all of these tasks right from the FastSite desktop. It even creates a home page and navigators *for you.*

The FastSite desktop has the following panes:

- A site hierarchy pane on the left, which gives you a map of your sites.
- A tabbed pane on the right for starting tasks quickly (Choose Task pane) and for previewing your documents (Preview Web Pages pane).



Site hierarchy pane

Click to preview

Most common tasks

Choose Task pane
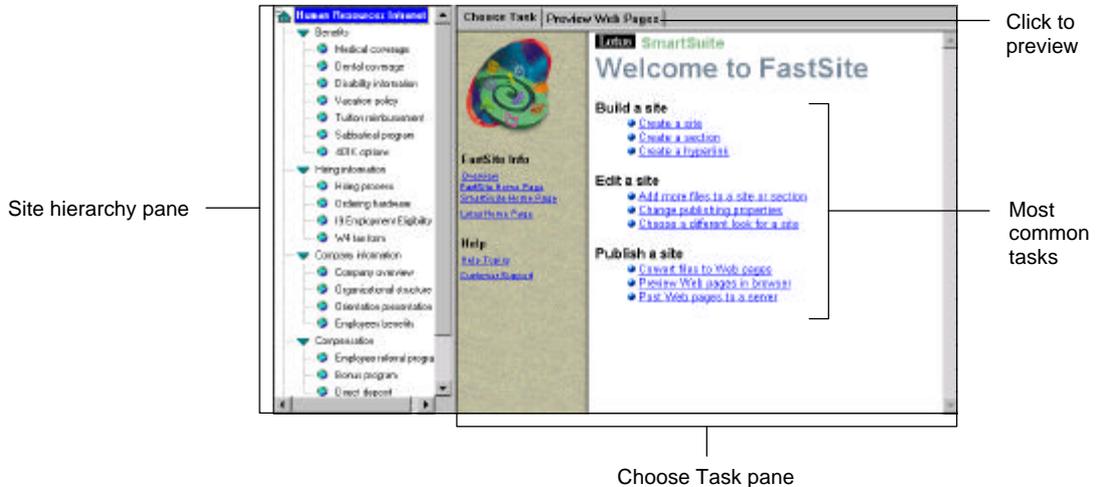
### The site hierarchy pane

The site hierarchy pane is a map of your sites. When you create a site, this pane automatically shows all the items in your site and how they are linked together. You can also edit a site by dragging and dropping items in the site hierarchy.

### The Choose Task pane

The Choose Task pane gives you a place to start. This is where you build, convert, edit, post, and update your site.

### The Preview Web Pages pane

The Preview Web Pages pane lets you preview the published pages in your site. It also functions just like a Web browser, letting you navigate from site to site on the Web by clicking hyperlinks.

## Building a site

FastSite lets you create a site by adding your existing files — spreadsheets, word processing documents, databases, and presentations — to a site without recreating or reformatting the content. The following graphic shows a FastSite Web site.
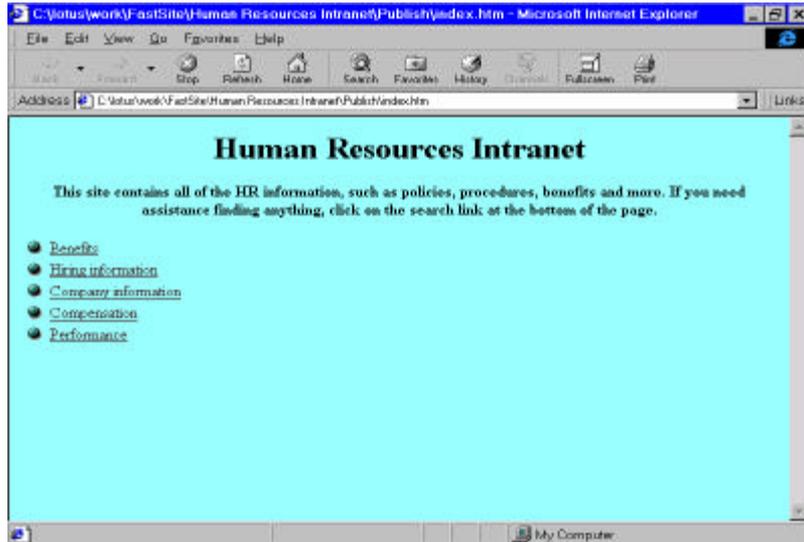


In addition, you can choose from many different Web SmartMaster looks to give your site a consistent and professional appearance. These Web SmartMaster looks provide buttons that let visitors navigate through your site. You can also customize your look with logos, images, animation, and text.

FastSite also lets you create sections to help you organize your site and hyperlinks to connect it to other Web sites.

**To get started**   In the Choose Task pane, click "Create a site," and then follow the guided steps in the Create Site dialog box.

## Editing a site

After you create a site, you can add more files, change publishing options, modify the look of the entire site or a section of it, and much more.

## Publishing a site

You can publish a FastSite Web site to any server in three easy steps — convert to Web pages, preview, and post.

### Converting to Web pages

Once you have designed your Web site, you can batch convert your files to either HTML or jDoc. This means FastSite can convert all your files to output that is viewable on the Web. It also automatically generates a home page with links to all of your files.

**To get started**  In the Choose Task pane, click "Convert files to Web pages" and then follow the steps in the Convert to Web Pages dialog box.

### Previewing

You can preview your site before posting it to eliminate trial and error. You can preview it in FastSite or in a Web browser. Because FastSite behaves like a browser, you don't need to switch back and forth between multiple applications.

**To get started**  To preview your site in FastSite, select the site in the site hierarchy, and then click the Preview Web Pages tab. To preview your site in a browser, click the Choose Task pane. Then click "Preview Web pages in browser."

### Posting

You can post a site to a local drive, a network server, an Internet server, or a Domino server.

**To get started**  In the site hierarchy, select the site you want to post. Then click "Post Web pages to a server" in the Choose Task pane.

Unlike other Web tools, FastSite is tightly integrated with Domino. You can easily move collections of files to Domino and then incorporate the Domino search, replication, and security capabilities. You don't need a Notes client to post FastSite sites to a Domino Web server.

## Updating a site

FastSite saves you time by highlighting your out-of-date files. (Out-of-date files no longer match their source files.) This means that when you update your site, you only have to convert the highlighted files.

**To get started**  In the site hierarchy, select the site you want to update. Then select "Convert files to Web pages" in the Choose Task pane.

## Using SmartSuite tools for Web publishing

When you publish files to Web sites from your SmartSuite applications, you use an Assistant to help you convert your files to Web pages. You can also create hyperlinks to other locations within your current file, to other files, or to a location on the Internet.

### Converting to Web pages

1-2-3, Word Pro, Freelance Graphics, and Approach each offer you different options when you convert your files to Web pages. Each application has an Assistant to step you through the file conversion process.

- 1-2-3 users can publish a range, a sheet, or an entire workbook to the Internet. Use jDoc, the Java-based viewing technology, to display all the data and objects in your sheet or workbook. Use the HTML table format to publish a range as data that can be read back in 1-2-3 or in an eSuite™ spreadsheet.
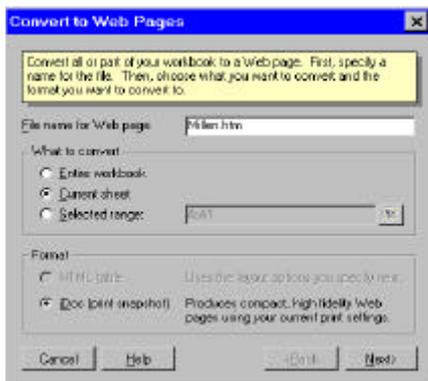


Word Pro users can export either the entire file or just the current division. The Export Assistant lets you include headers, footers, footnotes, and a user-defined URL. You can also save divisions and sections as separate files. If you choose to save divisions or sections as separate files, you can include navigation arrows and a table of contents.

- Freelance Graphics users can choose to convert each presentation page to one image for greatest fidelity, or separate the images and text on a presentation page for faster downloading. You also have the option to show the presentation in a Web browser using either ActiveX or a plug-in. You can use the Web Screen Show Player — the Lotus plug-in.

- Approach users can convert any Approach view.

- FastSite supports each SmartSuite application's publishing options.

For more information on HTML and jDoc, see "Publishing high-fidelity documents to the Web" later in this chapter.

## Creating hyperlinks

You create hyperlinks in your SmartSuite applications using the Create Hyperlink dialog box. You can link to locations and objects within the same file, to another file, or to locations on the Internet.

In your SmartSuite applications you can do the following:

- Create a hyperlink on a selected object or text to any URL.
- Create, edit, and remove hyperlinks with a right-mouse click.
- Change the underline and color attributes of hyperlinked text.
- From the Create Hyperlink dialog box, browse for a URL on the Internet or intranet and then paste the URL into the dialog box to create a link.

You also get the following product-specific hyperlinking capabilities:

- 1-2-3 lets you create hyperlinks on buttons, cells, and pictures.
- Word Pro and Freelance Graphics let you create hyperlinks on text and graphics.
- Freelance Graphics lets you create hyperlinks on selected text within a text block.
- Word Pro automatically creates a hyperlink when you type in a URL.
- Word Pro supports hyperlinking to Lotus Domino.
- FastSite lets you link to any URL or to another document in the same site.

**To get started**  Select the item that you want for the source of your hyperlink, for example text, an object, or a cell. Then choose Hyperlink from the Create menu.

## Using Word Pro as your HTML editor

When you use Word Pro as your Internet editor, you can create documents using Internet SmartMaster templates, graphics, tables, HTML forms, and even wallpaper backgrounds. Word Pro provides the Web Toolbar to help you preview and publish your Internet documents.



**To get started**  From the File menu, choose Internet, and then choose Show Web Tools.

## Publishing high-fidelity documents to the Web

SmartSuite offers a number of high-fidelity formats for publishing your files to the Web, including enhanced HTML 3.2 and the new Java-based technology, jDoc.

### Publishing HTML output

With the SmartSuite enhancements to HTML 3.2, your files will not only look better on the Web than ever before, but you will also be able to share information more efficiently.

The 1-2-3 HTML export filter supports the following:

- Tables that include formulas, number formats, and numbers that 1-2-3 and eSuite spreadsheets can read as values
- Cell background colors, text attributes, row heights, column widths, and alignment styles

The Word Pro HTML filter supports the following:

- Cascading style sheets
- Headers, footers, and footnotes
- JPEG and PNG images

Freelance Graphics Web output supports the following:

- GIF and JPEG images
- Text with tiled backgrounds (to reduce download time for viewing with a browser)
- Options that let you view your output using ActiveX or a plug-in
- Transparent GIFs

### Publishing jDoc output

SmartSuite lets you publish high-quality documents using jDoc, the Java-based viewing technology from Net-It Software Corporation. You can view your jDoc documents in any Java-enabled browser, such as Microsoft Internet Explorer 3.02 or higher, or Netscape Explorer 3.0 or higher.

Using jDoc, you can:

- Generate WYSIWYG (What You See Is What You Get) output that matches your file's printed output.

  jDoc output supports all of the print settings available in SmartSuite. A jDoc document looks exactly like a printed page.

- Produce high-fidelity output on the Web without any loss of formatting.

## Sharing information using the Open/Save dialog box

Today, collaborating as a team and relying on intranets or the Internet for sharing data is part of everyday work.

Using Open/Save from Internet, you can share documents via any Internet server without leaving SmartSuite. The improved Open/Save dialog box makes it easy to open or save a spreadsheet, document, or presentation directly from and to Web and FTP servers. This means you can edit and analyze the information and then incorporate it into your own work. Now you can also delete a file that's on an FTP server.

**To get started**   From 1-2-3, choose Open or Save from the File menu, and then click Internet. From all other applications, choose Internet from the File menu, and then choose either Open from Internet or Save to Internet.

## Getting started on the Internet with the Setup Assistant

When you first connect to the Internet, the Internet Setup Assistant helps you configure your Internet access. The Assistant guides you through HTTP and FTP configuration and setup, and helps you select security options.

**To get started**   From the File menu, choose Internet, and then choose Setup.