

Lotus

Organizer

PRINT LAYOUT GUIDE

Copyright

Under the copyright laws, neither the documentation nor software may be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form, in whole or in part, without the prior written consent of Lotus Development Corporation, except in the manner described in the software agreement.

© Copyright 1997 Lotus Development Corporation
55 Cambridge Parkway
Cambridge, Massachusetts 02142

All rights reserved. Printed in the United States.

Lotus Organizer is a registered trademark of Lotus Development Corporation. Avery is a registered trademark of Avery International Corporation. Day Runner is a registered trademark and Classic, Entrepreneur, and Running Mate are trademarks of Day Runner, Inc. Franklin Day Planner is a registered trademark of Franklin International Institute, Inc. Day-Timer is a registered trademark of Day-Timer, Inc. Filofax is a registered trademark of Filofax Public Limited Company. Windows is a registered trademark of Microsoft Corporation. Rolodex is a registered trademark of Rolodex Corporation.

Contents

Organizer Print Layout Guide	1	Planner List	28
Print Layout List	2	Quarterly Planner	29
Calendar List	3	Yearly Planner	30
Daily Calendar/To Do	4	Notepad Contents	31
Daily Calendar/To Do/Calls	5	Notepad Contents and Pages	32
Daily Page	6	Notepad Pages	33
Daily Timeline	7	Anniversary List	34
Daily Trifold Deluxe List	8	Layout Code List	35
Daily Trifold Deluxe Timeline	9	Print Layout Elements	36
Daily Trifold List	10	Printing to Popular Datebook Papers	38
Daily Trifold Timeline	11		
Meeting Report	11		
Monthly Calendar, To Do, Planner, Calls, or Anniversary	13		
Multiple Calendars	13		
Weekly 2-Page	15		
Weekly Timeline	16		
Weekly Work Timeline	17		
Yearly Calendar	18		
Status Report	19		
To Do List	20		
Address Card	21		
Contact Card	22		
Full Address Card	23		
Phone List	24		
Address Card (Rolodex)	25		
Envelope and (Envelope International)	25		
Label and (Label International)	25		
Calls Card	26		
Calls List	27		

Organizer Print Layout Guide

Lotus Organizer® offers over 40 predefined layouts for printing your Organizer® information. This guide shows you what each print layout looks like so you can choose those best suited to your needs.

In the following pages, you'll find samples of all the Organizer print layouts. Each page contains the layout name, description, and a sample printout. For a comprehensive list of all print layouts and where they appear in this guide, see "Print Layout List," on the next page.

When you print, choose layouts from the "Layout" box in the Print dialog box. Remember that the list of layouts changes depending on the section you're in.

Results may vary by printer and paper type. The samples in this book show how printouts look with Organizer's default settings. You can customize print layouts to conform to your individual preferences.

Print Layout List

The following list contains all the Organizer print layouts by section and the page where each one appears in this guide.

Calendar	Contact Card	22
Calendar List	Envelope (and Envelope International)	25
Daily Calendar/To Do	Full Address Card	23
Daily Calendar/To Do/Calls	Label (and Label International)	25
Daily Page	Phone List	24
Daily Timeline		7
Daily Trifold Deluxe List	Planner	8
Daily Trifold Deluxe Timeline	Daily Trifold Deluxe List	8
Daily Trifold List	Daily Trifold Deluxe Timeline	9
Daily Trifold Timeline	Monthly Planner	13
Meeting Report	Planner List	28
Monthly Calendar	Quarterly Planner	29
Multiple Calendars	Yearly Planner	30
Weekly 2-Page		15
Weekly Timeline	Notepad	16
Weekly Work Timeline	Notepad Contents	31
Yearly Calendar	Notepad Contents and Pages	32
	Notepad Pages	33
To Do		
Daily Calendar/To Do	Calls	4
Daily Calendar/To Do/Calls	Calls Card	26
Daily Trifold Deluxe List	Calls List	27
Daily Trifold Deluxe Timeline	Daily Calendar/To Do/Calls	5
Daily Trifold List	Daily Trifold Deluxe List	8
Daily Trifold Timeline	Daily Trifold Deluxe Timeline	9
Monthly To Do	Monthly Calls	13
Status Report		19
To Do List	Anniversary	20
	Anniversary List	34
Address	Daily Trifold Deluxe List	8
Address Card	Daily Trifold Deluxe Timeline	9
Address Card (Rolodex)	Monthly Anniversary	13

Daily Calendar/To Do/Calls

Prints appointments, tasks, and calls from Calendar, To Do, and Calls sections as a single day on each page for the date range you specify.

Daily Calendar/To Do/Calls
Monday, October 11, 1999
jwagner.OR4

September 1999							October 1999							November 1999						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7
25	27	28	29	30			24	25	26	27	28	29	30	28	29	30				

Calendar

Start	End	Category	Description
7:30 AM	8:30 AM	Expense	Breakfast at Peter's with Liz, Katie, and Maureen
10:00 AM	10:30 AM	Meeting, Staff	Weekly staff meeting
1:00 PM	2:00 PM		Lunch meeting: Discuss Q3 earnings
4:30 PM	6:00 PM	Issues	Interview: Tom Rosenthal
6:00 PM	8:00 PM	Ideas	Dinner at Akiko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie

To Do

S	P	Category/Description
O	3	Follow up Ask Larry, Robin, and Amy about edits
C	1	Staff Send resumes to Chris

Calls

Time	Person/Phone Number	Company	Status	Category/Notes
11:30 AM	Emilio Carvez 809-555-5757	Celluloid Heroes	No Answer	Ideas What are his 2000 openings: June - August
3:00 PM	Will Isaac 617-555-9393	The Round Table	Planned	Order screenplays for film class.

© 1999 Lotus Development Corp.
10/11/99 at 9:56 AM S=Status P=Priority
Page 1

Daily Page

Prints appointments and any entries showing through to a Calendar section as a single day on each page for the date range you specify. This example contains entries showing through from the Planner, To Do, Calls, and Anniversary sections.

Daily Page
October 11, 1999
jwagner.OR4

September 1999							October 1999							November 1999											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
19	20	21	22	23	24	25	26	27	28	29	30	31							8	9	10	11	12	13	14
26	27	28	29	30															15	16	17	18	19	20	21
																			22	23	24	25	26	27	28
																			29	30					

11 Monday

Ask Larry, Robin, and Amy about edits

Send resumes to Chns

Emilio Carvez 809-555-5757

Will Isaac 617-555-9393

Film Review

Christopher's birthday

7:30 AM Breakfast at Peter's with Liz, Katie, and Maureen

10:00 AM Weekly staff meeting

1:00 PM Lunch meeting: Discuss Q3 earnings

4:30 PM Interview: Tom Rosenthal

6:00 PM Dinner at Akiko's to discuss Web page:
Eddie, Claire, Patsy, Paul, and Bobbie

© 1999 Lotus Development Corp.
10/11/99 at 10:54 AM
Page 1

Daily Timeline

Prints appointments from a Calendar section as a single day on each page for the date range you specify.

Daily Timeline
10/11/99
jwagner.OR4

September 1999							October 1999							November 1999						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	1	2	3	4	5	6		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

Calendar

Time	Monday 11
7:00	
7:15	
7:30	Breakfast at Peter's with Liz, Katie, and Miureen
7:45	
8:00	
8:15	
8:30	
8:45	
9:00	
9:15	
9:30	
9:45	
10:00	Weekly staff meeting
10:15	
10:30	
10:45	
11:00	
11:15	
11:30	
11:45	
12:00	
12:15	
12:30	
12:45	
1:00	Lunch meeting. Discuss Q3 earnings
1:15	
1:30	
1:45	
2:00	
2:15	
2:30	
2:45	
3:00	
3:15	
3:30	
3:45	
4:00	
4:15	
4:30	Interview: Tom Rosenthal
4:45	
5:00	
5:15	
5:30	
5:45	
6:00	Dinner at Akiko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie
6:15	
6:30	
6:45	
7:00	
7:15	
7:30	
7:45	

© 1999 Lotus Development Corp.
10/11/99 at 9:05 AM
Page 1

Daily Trifold Deluxe List

Prints appointments, tasks, calls, events, and anniversaries from Calendar, To Do, Calls, Planner, and Anniversary sections as a single day on each page for the date range you specify.

Daily Trifold Deluxe List
Monday, October 11, 1999
jwagner.ORA

Calendar

Start	End	Description
7:30 AM	8:30 AM	Breakfast in Peter's with Liz, Katie, and Maureen
10:00 AM	10:30 AM	Weekly staff meeting
1:00 PM	2:00 PM	Lunch meeting Discuss Q3 earnings
4:30 PM	6:00 PM	Interview: Tom Rosenfeld
6:00 PM	8:00 PM	Dinner at Akiko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie

To Do

ID	P	Category/Description
O 3		Follow up
C 1		Ask Larry, Robin, and Amy about edits
		Staff
		Send resumes to Chris

Calls

Person/Company/Phone Number	Category/Notes
Emilio Carroz	Men
Celbinal Heroes	What are his 10 openings: June - August
809-555-5757	
Will Isaac	Order screenplays for film class
The Round Table	
617-555-9393	

Planner

Event	Category/Note
Film Review	Promotional video

Anniversary

Category	Description
Personal	Christopher's birthday

10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

©1999 Lotus Development Corp.
101166 at 9:06 AM S:Status P:Priority
Page 1

Daily Trifold Deluxe Timeline

Prints appointments, tasks, calls, events, and anniversaries from Calendar, To Do, Calls, Planner, and Anniversary sections as a single day on each page for the date range you specify.

Daily Trifold Deluxe Timeline
Monday, October 11, 1999
jwagner.ORA

Calendar

Time	Description
7	Breakfast at Peter's with Liz, Katie, and Maureen
8	
9	
10	Weekly staff meeting
11	
12	
1	Lunch meeting: Discuss Q3 earnings
2	
3	
4	
5	Interview: Tom Rosenthal
6	Dinner at Akko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie
7	

To Do

O	P	Category/Description
	3	Follow up
		Ask Larry, Robin, and Amy about edits
C	1	Staff
		Send resumes to Chris

Calls

Person/Company/Phone Number	Category/Notes
Emilio Carvez	Miss
Celina's Heroes	What are his VO openings: June - August
809-555-5757	
Will Isaac	Order screencaps for film class
The Round Table	
617-555-9393	

Planner

Event	Category/Note
Film Review	Promotional video

Anniversary

Category	Description
Personal	Christopher's birthday

Month	Year	Day	Hour	Minute	Second	Day	Hour	Minute	Second
10	1999	11	12	00	00	1	1	1	1

©1999 Lotus Development Corp. 101169 at 8:06 AM S:\Stata P:\Pawley Page 1

Daily Trifold List

Prints appointments and tasks from Calendar and To Do sections as a single day on each page for the date range you specify. An Action Items section is included for you to write in comments or items.

Daily Trifold List
Monday, October 11, 1999
jwagner.OR4

Calendar

Start	End	Description
7:30 AM	8:30 AM	Breakfast at Peter's with Liz, Katie, and Maureen
10:00 AM	10:30 AM	Weekly staff meeting
1:00 PM	2:00 PM	Lunch meeting: Discuss Q3 earnings
4:30 PM	6:00 PM	Interview: Tom Rosenthal
6:00 PM	10:00 PM	Dinner at Akiko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie

To Do

S	P	Category/Description
O	3	Follow up
		Ask Larry, Robin, and Amy about eds
C	1	Staff
		Send resumes to Chris

Action Items

© 1999 Lotus Development Corp. 10/11/99 at 10:06 AM S:\Dolan_P\Party Page 1

Monthly Calendar, To Do, Planner, Calls, or Anniversary

Monthly layouts for Calendar prints appointments and any entries showing through to a Calendar section as a single month on each page for the date range you specify. This example contains entries showing through from the To Do, Calls, Planner, and Anniversary sections.

Monthly layouts for To Do, Calls, Planner, and Anniversary sections only show entries from the individual sections.

Note Monthly Calendar, Monthly To Do, Monthly Planner, Monthly Calls, and Monthly Anniversary are the layout titles that appear in Organizer.

Monthly Calendar							October 1 - 31, 1999							jwagner.OR4																				
September 1999			October 1999			November 1999			September 1999			October 1999			November 1999																			
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
			1	2	3	4	3	4	5	6	7	8	9	1	2	3	4	5	6	7														
5	6	7	8	9	10	11	10	11	12	13	14	15	16	8	9	10	11	12	13															
12	13	14	15	16	17	18	17	18	19	20	21	22	23	14	15	16	17	18	19	20														
19	20	21	22	23	24	25	24	25	26	27	28	29	30	21	22	23	24	25	26	27														
26	27	28	29	30			31							28	29	30																		
<div style="display: flex; justify-content: space-between;"> Calendar Monday Tuesday Wednesday Thursday Friday Saturday </div>																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; text-align: center;">26</td> <td style="width: 33.33%; text-align: center;">27</td> <td style="width: 33.33%; text-align: center;">28</td> <td style="width: 33.33%; text-align: center;">29</td> <td style="width: 33.33%; text-align: center;">30</td> <td style="width: 33.33%; text-align: center;">1</td> <td style="width: 33.33%; text-align: center;">2</td> </tr> <tr> <td>Monthly project</td> <td>Monthly project Frank's birthday 10:00 AM Weekly staff meeting</td> <td>Monthly project</td> <td>Monthly project</td> <td>Monthly project</td> <td></td> <td>2:00 PM Tennis</td> </tr> </table>																					26	27	28	29	30	1	2	Monthly project	Monthly project Frank's birthday 10:00 AM Weekly staff meeting	Monthly project	Monthly project	Monthly project		2:00 PM Tennis
26	27	28	29	30	1	2																												
Monthly project	Monthly project Frank's birthday 10:00 AM Weekly staff meeting	Monthly project	Monthly project	Monthly project		2:00 PM Tennis																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; text-align: center;">3</td> <td style="width: 33.33%; text-align: center;">4</td> <td style="width: 33.33%; text-align: center;">5</td> <td style="width: 33.33%; text-align: center;">6</td> <td style="width: 33.33%; text-align: center;">7</td> <td style="width: 33.33%; text-align: center;">8</td> <td style="width: 33.33%; text-align: center;">9</td> </tr> <tr> <td>12:00 PM Fire Market</td> <td>WWW conference 10:00 AM Weekly staff meeting 11:30 AM Brainsom w/Alice</td> <td>WWW conference 11:00 AM Debate on in-store promotions performance</td> <td>WWW conference 12:00 PM Lunchtime Lecture: Elements of Effective Communication</td> <td>6:00 AM Videoconference with Megan to discuss future projects</td> <td>6:30 AM Debate on mid-month in-store promotions</td> <td>2:00 PM Tennis</td> </tr> </table>																					3	4	5	6	7	8	9	12:00 PM Fire Market	WWW conference 10:00 AM Weekly staff meeting 11:30 AM Brainsom w/Alice	WWW conference 11:00 AM Debate on in-store promotions performance	WWW conference 12:00 PM Lunchtime Lecture: Elements of Effective Communication	6:00 AM Videoconference with Megan to discuss future projects	6:30 AM Debate on mid-month in-store promotions	2:00 PM Tennis
3	4	5	6	7	8	9																												
12:00 PM Fire Market	WWW conference 10:00 AM Weekly staff meeting 11:30 AM Brainsom w/Alice	WWW conference 11:00 AM Debate on in-store promotions performance	WWW conference 12:00 PM Lunchtime Lecture: Elements of Effective Communication	6:00 AM Videoconference with Megan to discuss future projects	6:30 AM Debate on mid-month in-store promotions	2:00 PM Tennis																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; text-align: center;">10</td> <td style="width: 33.33%; text-align: center;">11</td> <td style="width: 33.33%; text-align: center;">12</td> <td style="width: 33.33%; text-align: center;">13</td> <td style="width: 33.33%; text-align: center;">14</td> <td style="width: 33.33%; text-align: center;">15</td> <td style="width: 33.33%; text-align: center;">16</td> </tr> <tr> <td>Marian and Marilyn Birthdays 9:00 AM Annual Park clean-up</td> <td> <ul style="list-style-type: none"> AVL Larry, Arvin, and Amy about edit Send resumes to Chris Call for reservations at Auntie's Diner tonight Check reviews re:venue projections 9:30 AM Breakfast at Peter's with Liz, Kate, and Maureen 10:00 AM Weekly staff meeting 1:00 PM Lunch meeting: Discuss Q3 earnings </td> <td>Christine 203-555-4536 6:13 Morgan Larry's Birthday 9:30 AM Meet with Carlos, Chris and Barbara: publishing milestones 11:00 AM Meet with Molly, Michael, Robin, & Liz: soundtrack review 2:00 PM Budget review with Cynthia, Jacques, & Leslie: Toronto project</td> <td>Michael Venturi 617-883-4419 8:30 AM Meet regarding ad campaign strategy</td> <td>Marc Yang 416-555-1992 John Nabb's birthday 10:00 AM Lily project: Milestones due 11:30 AM Taping for TV ad 4:00 PM Steering committee meeting</td> <td>Lia Antonakos 801-555-0291 x210 8:00 AM Review catalog mockup 2:00 PM Pricing Committee 6:00 PM Dinner with T. Hill: post-product launch strategy</td> <td>2:00 PM Tennis</td> </tr> </table>																					10	11	12	13	14	15	16	Marian and Marilyn Birthdays 9:00 AM Annual Park clean-up	<ul style="list-style-type: none"> AVL Larry, Arvin, and Amy about edit Send resumes to Chris Call for reservations at Auntie's Diner tonight Check reviews re:venue projections 9:30 AM Breakfast at Peter's with Liz, Kate, and Maureen 10:00 AM Weekly staff meeting 1:00 PM Lunch meeting: Discuss Q3 earnings 	Christine 203-555-4536 6:13 Morgan Larry's Birthday 9:30 AM Meet with Carlos, Chris and Barbara: publishing milestones 11:00 AM Meet with Molly, Michael, Robin, & Liz: soundtrack review 2:00 PM Budget review with Cynthia, Jacques, & Leslie: Toronto project	Michael Venturi 617-883-4419 8:30 AM Meet regarding ad campaign strategy	Marc Yang 416-555-1992 John Nabb's birthday 10:00 AM Lily project: Milestones due 11:30 AM Taping for TV ad 4:00 PM Steering committee meeting	Lia Antonakos 801-555-0291 x210 8:00 AM Review catalog mockup 2:00 PM Pricing Committee 6:00 PM Dinner with T. Hill: post-product launch strategy	2:00 PM Tennis
10	11	12	13	14	15	16																												
Marian and Marilyn Birthdays 9:00 AM Annual Park clean-up	<ul style="list-style-type: none"> AVL Larry, Arvin, and Amy about edit Send resumes to Chris Call for reservations at Auntie's Diner tonight Check reviews re:venue projections 9:30 AM Breakfast at Peter's with Liz, Kate, and Maureen 10:00 AM Weekly staff meeting 1:00 PM Lunch meeting: Discuss Q3 earnings 	Christine 203-555-4536 6:13 Morgan Larry's Birthday 9:30 AM Meet with Carlos, Chris and Barbara: publishing milestones 11:00 AM Meet with Molly, Michael, Robin, & Liz: soundtrack review 2:00 PM Budget review with Cynthia, Jacques, & Leslie: Toronto project	Michael Venturi 617-883-4419 8:30 AM Meet regarding ad campaign strategy	Marc Yang 416-555-1992 John Nabb's birthday 10:00 AM Lily project: Milestones due 11:30 AM Taping for TV ad 4:00 PM Steering committee meeting	Lia Antonakos 801-555-0291 x210 8:00 AM Review catalog mockup 2:00 PM Pricing Committee 6:00 PM Dinner with T. Hill: post-product launch strategy	2:00 PM Tennis																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; text-align: center;">17</td> <td style="width: 33.33%; text-align: center;">18</td> <td style="width: 33.33%; text-align: center;">19</td> <td style="width: 33.33%; text-align: center;">20</td> <td style="width: 33.33%; text-align: center;">21</td> <td style="width: 33.33%; text-align: center;">22</td> <td style="width: 33.33%; text-align: center;">23</td> </tr> <tr> <td>2:00 PM Antique Fair at Broadfield</td> <td>Amal Nij 919-555-0954 10:00 AM Weekly staff meeting 10:30 AM Tradeshow schedule meeting</td> <td>Michael's 011-44-181-739-6395 Belchior 9:00 AM Press briefing 1:00 PM Operations meeting 5:00 PM Business performance review with Anna Rohr</td> <td>Adrian project 11:30 AM Review brochure layout 3:30 PM Brief North American sales team on upcoming product promotion</td> <td>Anshuma 212-555-2178 x428 Shaloo Cynthia & Bill, 1989 12:30 PM Lunch with J. Burke: product specs 2:00 PM Sales call: Locker, Inc.</td> <td>Michael 508-555-4908 x318 Kim 10:30 AM Tradeshow schedule meeting 2:00 PM Pricing Committee</td> <td>2:00 PM Tennis 4:00 PM Record Convention</td> </tr> </table>																					17	18	19	20	21	22	23	2:00 PM Antique Fair at Broadfield	Amal Nij 919-555-0954 10:00 AM Weekly staff meeting 10:30 AM Tradeshow schedule meeting	Michael's 011-44-181-739-6395 Belchior 9:00 AM Press briefing 1:00 PM Operations meeting 5:00 PM Business performance review with Anna Rohr	Adrian project 11:30 AM Review brochure layout 3:30 PM Brief North American sales team on upcoming product promotion	Anshuma 212-555-2178 x428 Shaloo Cynthia & Bill, 1989 12:30 PM Lunch with J. Burke: product specs 2:00 PM Sales call: Locker, Inc.	Michael 508-555-4908 x318 Kim 10:30 AM Tradeshow schedule meeting 2:00 PM Pricing Committee	2:00 PM Tennis 4:00 PM Record Convention
17	18	19	20	21	22	23																												
2:00 PM Antique Fair at Broadfield	Amal Nij 919-555-0954 10:00 AM Weekly staff meeting 10:30 AM Tradeshow schedule meeting	Michael's 011-44-181-739-6395 Belchior 9:00 AM Press briefing 1:00 PM Operations meeting 5:00 PM Business performance review with Anna Rohr	Adrian project 11:30 AM Review brochure layout 3:30 PM Brief North American sales team on upcoming product promotion	Anshuma 212-555-2178 x428 Shaloo Cynthia & Bill, 1989 12:30 PM Lunch with J. Burke: product specs 2:00 PM Sales call: Locker, Inc.	Michael 508-555-4908 x318 Kim 10:30 AM Tradeshow schedule meeting 2:00 PM Pricing Committee	2:00 PM Tennis 4:00 PM Record Convention																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; text-align: center;">24</td> <td style="width: 33.33%; text-align: center;">25</td> <td style="width: 33.33%; text-align: center;">26</td> <td style="width: 33.33%; text-align: center;">27</td> <td style="width: 33.33%; text-align: center;">28</td> <td style="width: 33.33%; text-align: center;">29</td> <td style="width: 33.33%; text-align: center;">30</td> </tr> <tr> <td>10:00 AM Branch at Johnny D's with Dan & Barbara</td> <td>Diane Wolna +1 416-980-3589 10:00 AM weekly staff meeting 4:00 PM Review: Catalog mockup</td> <td>9:00 AM Review manufacturing schedule with Andrea 3:00 PM Monthly videoconference with Headquarters</td> <td>Al Parrish 508-555-0991 x527 Michael Kim 555-4908 x318 9:30 AM Seasonal promotion update 2:00 PM Steering Committee meeting</td> <td>6:00 AM Breakfast at Peter's 12:00 PM Meet with Vlad about product development priorities</td> <td>Monthly project 4:00 PM Pricing Committee</td> <td>2:00 PM Tennis</td> </tr> </table>																					24	25	26	27	28	29	30	10:00 AM Branch at Johnny D's with Dan & Barbara	Diane Wolna +1 416-980-3589 10:00 AM weekly staff meeting 4:00 PM Review: Catalog mockup	9:00 AM Review manufacturing schedule with Andrea 3:00 PM Monthly videoconference with Headquarters	Al Parrish 508-555-0991 x527 Michael Kim 555-4908 x318 9:30 AM Seasonal promotion update 2:00 PM Steering Committee meeting	6:00 AM Breakfast at Peter's 12:00 PM Meet with Vlad about product development priorities	Monthly project 4:00 PM Pricing Committee	2:00 PM Tennis
24	25	26	27	28	29	30																												
10:00 AM Branch at Johnny D's with Dan & Barbara	Diane Wolna +1 416-980-3589 10:00 AM weekly staff meeting 4:00 PM Review: Catalog mockup	9:00 AM Review manufacturing schedule with Andrea 3:00 PM Monthly videoconference with Headquarters	Al Parrish 508-555-0991 x527 Michael Kim 555-4908 x318 9:30 AM Seasonal promotion update 2:00 PM Steering Committee meeting	6:00 AM Breakfast at Peter's 12:00 PM Meet with Vlad about product development priorities	Monthly project 4:00 PM Pricing Committee	2:00 PM Tennis																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; text-align: center;">31</td> <td style="width: 33.33%; text-align: center;">1</td> <td style="width: 33.33%; text-align: center;">2</td> <td style="width: 33.33%; text-align: center;">3</td> <td style="width: 33.33%; text-align: center;">4</td> <td style="width: 33.33%; text-align: center;">5</td> <td style="width: 33.33%; text-align: center;">6</td> </tr> <tr> <td>Halloween 1:00 PM Pig & Pepper Festival</td> <td>Monthly project 10:00 AM Weekly staff meeting</td> <td>9:00 AM Breakfast with Steve to discuss new book titles</td> <td>2:00 PM Meet with Carlos, Chris and Barbara: publishing milestones update</td> <td>12:00 PM Meet with Vlad about product development priorities</td> <td>2:00 PM Pricing Committee</td> <td>2:00 PM Tennis</td> </tr> </table>																					31	1	2	3	4	5	6	Halloween 1:00 PM Pig & Pepper Festival	Monthly project 10:00 AM Weekly staff meeting	9:00 AM Breakfast with Steve to discuss new book titles	2:00 PM Meet with Carlos, Chris and Barbara: publishing milestones update	12:00 PM Meet with Vlad about product development priorities	2:00 PM Pricing Committee	2:00 PM Tennis
31	1	2	3	4	5	6																												
Halloween 1:00 PM Pig & Pepper Festival	Monthly project 10:00 AM Weekly staff meeting	9:00 AM Breakfast with Steve to discuss new book titles	2:00 PM Meet with Carlos, Chris and Barbara: publishing milestones update	12:00 PM Meet with Vlad about product development priorities	2:00 PM Pricing Committee	2:00 PM Tennis																												

Multiple Calendars

Prints appointments and any entries showing through to the Calendar section in two or more Organizer files as a day per page for the date range you specify.

Multiple Calendar
Monday, October 11, 1999
jwagner.OR4

September 1999							October 1999							November 1999									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4				1	2			1	2	3	4	5	6				
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
28	29	30					28	29	30					28	29	30							

Calendar

Time	Monday 11	
	Calendar	McMurray's Calendar
7:00		
7:15		
7:30	Breakfast at Peter's with Liz, Katie, and Maureen	Breakfast at Steve's with Erin, Keith, and Amy
7:45		
8:00		
8:15		
8:30		
8:45		
9:00		
9:15		
9:30		
9:45		
10:00	Weekly staff meeting	Marc, Mike, Molly, and Dagmar:
10:15		
10:30		
10:45		
11:00		Drop off story boards for Cassie
11:15		
11:30		
11:45		
12:00		
12:15		
12:30		
12:45		
1:00	Lunch meeting: Discuss Q3 earnings	Lunch meeting - Tom and Bob
1:15		
1:30		
1:45		
2:00		
2:15		
2:30		
2:45		
3:00		
3:15		
3:30		
3:45		
4:00		
4:15		
4:30	Interview: Tom Rosenthal	
4:45		
5:00		
5:15		
5:30		
5:45		
6:00	Dinner at Akiko's to discuss Web page: Eddie, Chaire, Patsy, Paul, and Bobbie.	
6:15		
6:30		
6:45		

© 1999 Lotus Development Corp. 10/1/99 at 10:57 AM Page 1

Weekly 2-Page

Prints appointments and any entries showing through to a Calendar section as a single week on two pages for the date range you specify. This example contains entries showing through from the Planner, To Do, and Calls sections.

Weekly 2-Page October 11-13, 1999 jagrner.004



11 Monday

- Ask Larry, Robin, and Amy about edits
- Send resumes to Chris
- Leslie Carter 800-555-5797
- Will Isaac 617-555-9393
- 10:30 AM** Christopher's birthday
- 7:30 AM Breakfast at Peter's with Liz, Katie, and Maureen
- 10:00 AM Weekly staff meeting
- 1:00 PM Lunch meeting, Discuss Q3 earnings
- 4:30 PM Interview: Tom Rowenthal

12 Tuesday

- Call for reservations at Justin's Dinner tonight
- Christine Morgan 202-555-4334
- Patsy Cole 601-555-5400
- 9:30 AM Meet with Carin, Chris, and Barbara publishing milestones
- 11:00 AM Meet with Mady, Michael, Robin, & Liz soundtrack review
- 2:00 PM Budget review with Cynthia, Jacques, & Leslie: Toronto project
- 5:30 PM Meet with Vladimir, Bill, and Larry Q3 revenue projections

13 Wednesday

- Michael Vornati 617-555-4419
- 8:30 AM Meeting regarding ad campaign strategy

© 1999 by Jagrner, Inc. 10/11/99 11:00 AM Page 1

Weekly 2-Page October 14-17, 1999 jagrner.004



14 Thursday

- Back overruns revenue projections
- Man: Yang 416-555-1982
- 11:30 AM Taping for TV ad
- 4:00 PM Steering committee meeting

15 Friday

- Plans to soundtrack mix
- Liz Antonsson 800-555-0291
- 8:00 AM Review catalog mockup
- 2:00 PM Pricing Committee
- 6:00 PM Dinner with T, Bill, post-product launch strategy

16 Saturday

- 2:00 PM Trains

17 Sunday

- Antique Fair at Rossmorefield

© 1999 by Jagrner, Inc. 10/14/99 11:00 AM Page 2

Weekly Timeline

Prints appointments from a Calendar section as a single week on each page for the date range you specify.

Weekly Timeline
10/11 - 10/17/99
jwagner.OR4

September 1999							October 1999							November 1999									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	28	29	30		
19	20	21	22	23	24	25	26	27	28	29	30	31											
26	27	28	29	30																			

Calendar

Time	Monday 11	Tuesday 12	Wednesday 13	Thursday 14	Friday 15	Saturday 16	Sunday 17
7:00							
7:15							
7:30	Breakfast at Peter's with Liz, Katie, and Maureen						
7:45							
8:00							
8:15					Review catalog mockup		
8:30			Meet regarding ad campaign strategy				
8:45							
9:00							
9:15							
9:30		Meet with Carlos, Chris, and Barbara					
9:45							
10:00	Weekly staff meeting						
10:15							
10:30							
10:45							
11:00		Meet with Molly, Michael, Robin, & Liz: soundtrack review					
11:15				Taping for TV ad			
11:30							
11:45							
12:00							
12:15							
12:30							
12:45							
1:00	Lunch meeting: Discuss Q3 earnings						
1:15							
1:30							
1:45							
2:00		Budget review with Cynthia, Jacques, & Leslie: Toronto project			Pricing Committee	Tennis	Antique Fair at Bronsfield
2:15							
2:30							
2:45							
3:00							
3:15							
3:30							
3:45							
4:00							
4:15					Steering committee meeting		
4:30	Interview: Tom Rosenthal						
4:45							
5:00							
5:15		Meet with Vladimir, Bill, and Larry:					
5:30							
5:45							
6:00	Dinner at Akiko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie.				Dinner with T. Hill: post-product launch strategy		
6:15							
6:30							
6:45							
7:00							
7:15							
7:30							
7:45							
8:00							
8:15							
8:30							
8:45							

© 1999 Lotus Development Corp. 10/11/99 at 9:30 AM Page 1

Weekly Work Timeline

Prints appointments from a Calendar section as a single work week (Monday - Friday) on each page for the date range you specify.

Weekly Work Timeline						10/11 - 10/15/99						jwagner.OR4																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
<table border="1"> <tr> <th colspan="7">September 1999</th> <th colspan="7">October 1999</th> <th colspan="7">November 1999</th> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> <td></td><td></td><td></td><td>1</td><td>2</td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						September 1999							October 1999							November 1999							S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				1	2	3	4				1	2			1	2	3	4	5	6	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30												31														<p> Calendar</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Monday 11</th> <th>Tuesday 12</th> <th>Wednesday 13</th> <th>Thursday 14</th> <th>Friday 15</th> </tr> </thead> <tbody> <tr> <td>7:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7:15</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7:30</td> <td rowspan="4">Breakfast at Peter's with Liz, Katie, and Maureen</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7:45</td> <td></td> <td></td> <td></td> </tr> <tr> <td>8:00</td> <td></td> <td></td> <td></td> <td>Review catalog mockup</td> </tr> <tr> <td>8:15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8:30</td> <td></td> <td></td> <td rowspan="2">Meet regarding ad campaign strategy</td> <td></td> <td></td> </tr> <tr> <td>8:45</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9:15</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9:30</td> <td></td> <td rowspan="2">Meet with Carlos, Chris, and Barbara:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9:45</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10:00</td> <td>Weekly staff meeting</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10:15</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10:30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10:45</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11:00</td> <td></td> <td rowspan="4">Meet with Molly, Michael, Robin, & Liz: soundtrack review</td> <td></td> <td></td> <td></td> </tr> <tr> <td>11:15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11:30</td> <td></td> <td></td> <td rowspan="2">Taping for TV ad</td> <td></td> </tr> <tr> <td>11:45</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12:15</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12:30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12:45</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1:00</td> <td rowspan="4">Lunch meeting: Discuss Q3 earnings</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1:15</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1:30</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1:45</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2:00</td> <td></td> <td rowspan="4">Budget review with Cynthia, Jacques, & Leslie: Toronto project</td> <td></td> <td></td> <td>Pricing Committee</td> </tr> <tr> <td>2:15</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2:30</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2:45</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3:15</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3:30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3:45</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4:00</td> <td></td> <td></td> <td></td> <td rowspan="4">Steering committee meeting</td> <td></td> </tr> <tr> <td>4:15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4:30</td> <td rowspan="2">Interview: Tom Rosenthal</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4:45</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5:15</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5:30</td> <td></td> <td rowspan="2">Meet with Vladimir, Bill, and Larry:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5:45</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6:00</td> <td rowspan="4">Dinner at Akiko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie</td> <td></td> <td></td> <td></td> <td rowspan="4">Dinner with T. Hill: post-product launch strategy</td> </tr> <tr> <td>6:15</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6:30</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6:45</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7:15</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7:30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7:45</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8:00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8:15</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8:30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8:45</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Time	Monday 11	Tuesday 12	Wednesday 13	Thursday 14	Friday 15	7:00						7:15						7:30	Breakfast at Peter's with Liz, Katie, and Maureen					7:45				8:00				Review catalog mockup	8:15					8:30			Meet regarding ad campaign strategy			8:45					9:00						9:15						9:30		Meet with Carlos, Chris, and Barbara:				9:45					10:00	Weekly staff meeting					10:15						10:30						10:45						11:00		Meet with Molly, Michael, Robin, & Liz: soundtrack review				11:15					11:30			Taping for TV ad		11:45				12:00						12:15						12:30						12:45						1:00	Lunch meeting: Discuss Q3 earnings					1:15				1:30				1:45				2:00		Budget review with Cynthia, Jacques, & Leslie: Toronto project			Pricing Committee	2:15				2:30				2:45				3:00						3:15						3:30						3:45						4:00				Steering committee meeting		4:15					4:30	Interview: Tom Rosenthal				4:45				5:00						5:15						5:30		Meet with Vladimir, Bill, and Larry:				5:45				6:00	Dinner at Akiko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie				Dinner with T. Hill: post-product launch strategy	6:15				6:30				6:45				7:00						7:15						7:30						7:45						8:00						8:15						8:30						8:45					
September 1999							October 1999							November 1999																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
			1	2	3	4				1	2			1	2	3	4	5	6																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
							31																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
Time	Monday 11	Tuesday 12	Wednesday 13	Thursday 14	Friday 15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
7:00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
7:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
7:30	Breakfast at Peter's with Liz, Katie, and Maureen																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
7:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
8:00					Review catalog mockup																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
8:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
8:30			Meet regarding ad campaign strategy																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
8:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
9:00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
9:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
9:30		Meet with Carlos, Chris, and Barbara:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
9:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
10:00	Weekly staff meeting																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
10:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
10:30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
10:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
11:00		Meet with Molly, Michael, Robin, & Liz: soundtrack review																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
11:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
11:30				Taping for TV ad																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
11:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
12:00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
12:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
12:30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
12:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
1:00	Lunch meeting: Discuss Q3 earnings																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
1:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
1:30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
1:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
2:00		Budget review with Cynthia, Jacques, & Leslie: Toronto project			Pricing Committee																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
2:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
2:30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
2:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
3:00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
3:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
3:30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
3:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
4:00				Steering committee meeting																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
4:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
4:30	Interview: Tom Rosenthal																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
4:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
5:00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
5:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
5:30		Meet with Vladimir, Bill, and Larry:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
5:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
6:00	Dinner at Akiko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie				Dinner with T. Hill: post-product launch strategy																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
6:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
6:30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
6:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
7:00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
7:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
7:30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
7:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
8:00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
8:15																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
8:30																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
8:45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						

© 1999 Lotus Development Corp. 10/11/99 at 9:12 AM Page 1

Yearly Calendar

Prints a 12-month reference calendar for the year you specify.

Yearly Calendar
1999
jwagner.OR4

1999

January 1999							February 1999							March 1999											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
				1	2				1	2	3	4	5	6			1	2	3	4	5				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27					
24	25	26	27	28	29	30	28							28	29	30	31								
31																									
April 1999							May 1999							June 1999											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
				1	2	3						1			1	2	3	4	5						
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12					
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19					
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26					
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30									
						31	30	31																	
July 1999							August 1999							September 1999											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1						1	2	3	4							1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11					
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18					
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25					
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30							
October 1999							November 1999							December 1999											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
					1	2						1	2	3	4							1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25					
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31						

© 1999 Lotus Development Corp.
10/1/99 at 10:21 AM
Page 1

Address Card

Prints business and home addresses, and telephone numbers from an Address section for the range you specify; entries can be sorted by last name, company, category, or another field you select. This example is sorted by last name.

Address Card		And - Has	
Address			
A		D	
Andrews, Ms. Laurie			
Business		Home	
Ms. Laurie Andrews			
Sales Manager			
A & E Enterprises 111 Mall Road Burlington, MA 02145		2525 Sycamore Lane Weston, MA 02889	
Tel 1 617-555-2233	Ext	Tel 1 508-555-4567	Ext
Fax 617-555-2000		Fax	
Antonakos, Mrs. Lia			
Business		Home	
Mrs. Lia Antonakos			
Vice President			
Mountain Works, Inc. 2220 River Court Aurora, CO 80525		148 Lowell Lane Aurora, CO 80526	
Tel 1 803-555-0291	Ext	Tel 1 803-555-3849	Ext
Fax 803-555-0202		Fax	
B		E	
Bowman, Mr. Steven			
Business		Home	
Mr. Steven Bowman			
General Manager			
Genco, Inc. 1200 Van Ness San Francisco, CA 94110		48 Maple Drive San Francisco, CA 94163 United States	
Tel 1 415-555-9000	Ext 245	Tel 1 415-555-8907	Ext
Fax 415-555-9800		Fax 415-555-8911	
C		F	
Carvez, Mr. Emilio			
Business		Home	
Mr. Emilio Carvez			
Director			
Celluloid Heroes 5757 East Hastings Street New York, NY 11564		1212 Verde Avenue San Juan, Puerto Rico 98563	
Tel 1 212-555-8989	Ext	Tel 1 809-555-5757	Ext
Fax 212-555-8990		Fax	
G		H	
Crow, Dr. Perry			
Business		Home	
Dr. Perry Crow			
Anthropologist			
University of Waterloo 1 Hyde Road Toronto, Ontario L4N 5G0 Canada			
Tel 1 401-555-5489	Ext 557	Tel 1	Ext
Fax 401-555-5490		Fax	
Demetri, Mrs. Efronsina			
Business		Home	
Ms. Efronsina Demetri			
Director of Marketing			
C&G Manufacturers 43 Princess Street Suite 234 Toronto, Ontario M5J2R6 Canada		45 Clarendon Street Apt. #4 Toronto, Ontario M5J2R8 Canada	
Tel 1 416-555-4300	Ext 123	Tel 1 416-555-0056	Ext
Fax 416-555-0099		Fax 416-555-5677	
Estrada, Mr. Juan			
Business		Home	
Mr. Juan Estrada			
Sales Manager			
Aqua 78 El Way Caugus, Puerto Rico 00621		1 Gallante Way Caugus, Puerto Rico 00631	
Tel 1 809-555-9008	Ext	Tel 1 809-555-0087	Ext
Fax 809-555-5600		Fax 809-555-0091	
Fernandez, Ms. Maria			
Business		Home	
Ms. Maria Fernandez			
President			
C&G Manufacturers 43 Princess Street Suite 234 Toronto, Ontario M5J2R6 Canada		345 E. River Road Toronto, Ontario M5J2R7 Canada	
Tel 1 416-555-4300	Ext 123	Tel 1 416-555-6758	Ext
Fax 416-555-0099		Fax 416-555-7744	
Gonzales, Mr. Emmanuel			
Business		Home	
Mr. Emmanuel Gonzales			
Sales Associate			
Target Sports Stores 980 E. LaSalle Street Chicago, IL 60611		Caplan Square Apt. 4 Chicago, IL 60612	
Tel 1 312-555-2211	Ext	Tel 1 312-555-5645	Ext
Fax 312-555-2748		Fax	
Haskell, Mr. Richard			
Business		Home	
Mr. Richard Haskell			
President			
Relational Technology Inc. 5441 W. Montgomery Lane Port Charles, NY 10022		107 Emerald Street Port Charles, NY 10022	
Tel 1 516-555-9899	Ext	Tel 1 516-555-2312	Ext
Fax 516-555-6700		Fax	

Contact Card

Prints business and home telephone, fax, and e-mail information from an Address section for the range you specify; entries can be sorted by last name, company, category, or another field you select. This example is sorted by last name.

Contact Card		And - Has	
Address			
A			
Andrews, Ms. Laurie			
Business		Home	
Ms. Laurie Andrews			
Tel 1	617-555-2233	Tel 1	508-555-4567
Tel 2	617-555-4545		
Fax	617-555-2000		
E-mail	LAndrews@AOL.com		
Antonakos, Mrs. Lia			
Business		Home	
Mrs. Lia Antonakos			
Tel 1	803-555-0291	Tel 1	803-555-3849
Fax	803-555-0202		
E-mail	LAntonakos@MW.com		
B			
Bowman, Mr. Steven			
Business		Home	
Mr. Steven Bowman			
Tel 1	415-555-9000	Ext 245	Tel 1 415-555-8907
Tel 2	415-555-9001		
Fax	415-555-9800	Fax	415-555-8911
E-mail	SBowman@INB.com		
C			
Carvez, Mr. Emilio			
Business		Home	
Mr. Emilio Carvez			
Tel 1	212-555-8989	Tel 1	809-555-5757
Fax	212-555-8990	E-mail	ECarvez@SanJuan
Crow, Dr. Perry			
Business		Home	
Dr. Perry Crow			
Tel 1	401-555-5489	Ext 557	
Fax	401-555-5490		
D			
Demetri, Mrs. Efronsina			
Business		Home	
Ms. Efronsina Demetri			
Tel 1	416-555-4300	Ext 123	Tel 1 416-555-0056
Tel 2	416-555-0453		
Fax	416-555-0099	Fax	416-555-5677
E-mail	EDemetri@AOL.com		
E			
Estrada, Mr. Juan			
Business		Home	
Mr. Juan Estrada			
Tel 1	809-555-9008	Tel 1	809-555-0087
Tel 2	809-555-9001		
Fax	809-555-5600	Fax	809-555-0091
E-mail	JEstrada@NU.com		
F			
Fernandez, Ms. Maria			
Business		Home	
Ms. Maria Fernandez			
Tel 1	416-555-4300	Tel 1	416-555-6758
Fax	416-555-0099	Fax	416-555-7744
E-mail	MFernandez@CPU.com		
G			
Gonzales, Mr. Emmanuel			
Business		Home	
Mr. Emmanuel Gonzales			
Tel 1	312-555-2211	Tel 1	312-555-5645
Tel 2	312-555-2217		
Fax	312-555-2748		
E-mail	EGonzales@AOL.com		
H			
Haskell, Mr. Richard			
Business		Home	
Mr. Richard Haskell			
Tel 1	516-555-9899	Tel 1	516-555-2312
Tel 2		Tel 2	516-555-3859
Fax	516-555-6700		
E-mail	RHaskel@AOL.com		
I			
Isaac, Will			
Business		Home	
Will Isaac			
Tel 1	617-555-9393	Tel 1	617-555-0805
Fax	617-555-9394		
J			
Jackson, Mr. Reginald			
Business		Home	
Mr. Reginald Jackson			
Tel 1	617-555-9921	Tel 1	617-555-0613
Tel 2	617-555-9922		
Fax	617-555-6752		

Full Address Card

Prints primary business and home information for the range you specify for an Address section; entries can be sorted by last name, company, category, or another field you select. This example is sorted by last name.

Full Address Card		And - Car	
Address			
A		B	
Andrews, Ms. Laurie			
Business		Home	
Ms. Laurie Andrews			
Sales Manager			
A & E Enterprises		2525 Sycamore Lane	
111 Mall Road		Weston, MA 02889	
Burlington, MA 02145			
Tel 1	617-555-2233	Ext	Tel 1 508-555-4567
Tel 2	617-555-4545		
Fax	617-555-2000		
E-mail	LAndrews@AOL.com		
[Unused2]			
Spouse Alex Andrews			
Children Alicia & Phillip			
Category Staff			
Transferred from the Allentown office in May of '99.			
Very good in dealing with the retail channel.			
Antonakos, Mrs. Lia			
Business		Home	
Mrs. Lia Antonakos			
Vice President			
Mountain Works, Inc.		148 Lowell Lane	
2220 River Court		Aurora, CO 80526	
Aurora, CO 80525			
Tel 1	803-555-0291	Ext	Tel 1 803-555-3489
Tel 2			
Fax	803-555-0202		
E-mail	LAntonakos@MW.com		
[Unused2]			
Spouse Charles Antonakos			
Children			
Category Client			
Heading up the '99 product promotion schedule.			
Bowman, Mr. Steven			
Business		Home	
Mr. Steven Bowman			
General Manager			
Genco, Inc.		48 Maple Drive	
1200 Van Ness		San Francisco, CA 94163	
San Francisco, CA 94110 United States			
Tel 1	415-555-9000	Ext 245	Tel 1 415-555-8907
Tel 2	415-555-9001		
Fax	415-555-9800		Fax 415-555-8911
E-mail	SBowman@INB.com		
[Unused2]			
Spouse Cheryl Ann Comerford			
Children			
Category			
In charge of creating retail displays.			
C			
Carvez, Mr. Emilio			
Business		Home	
Mr. Emilio Carvez			
Director			
Celluloid Heroes		1212 Verde Avenue	
5757 East Hastings Street		San Juan, Puerto Rico 98563	
New York, NY 11564			
Tel 1	212-555-8989	Ext	Tel 1 809-555-5757
Tel 2			
Fax	212-555-8990		Fax
E-mail	ECarvez@SanJuan		
Assistant			
Category Follow up			
Check on availability of extended payment plan.			
© 1999 Lotus Development Corp.		10/1/99 at 10:59 AM	
		Page 1	

Phone List

Prints primary business and home telephone numbers from an Address section for the range you specify; entries can be sorted by last name, company, category, or another field you select. This example is sorted by last name.

Phone List					And - Zen
Address					
Name	Business		Home		
A Andrews, Ms. Laurie	617-555-2233	Ext	508-555-4567		
Antonakos, Mrs. Lia	803-555-0291	Ext	803-555-3489		
B Bowman, Mr. Steven	415-555-9000	Ext 245	415-555-8907		
C Carvez, Mr. Emilio	212-555-8989	Ext	809-555-5757		
Crow, Dr. Perry	401-555-5489	Ext 557			
D Demetri, Mrs. Efronsina	416-555-4300	Ext 123	416-555-0056		
E Estrada, Mr. Juan	809-555-9008	Ext	809-555-0087		
F Fernandez, Ms. Maria	416-555-4300	Ext	416-555-6758		
G Gonzales, Mr. Emmanuel	312-555-2211	Ext	312-555-5645		
H Haskell, Mr. Richard	516-555-9899	Ext	516-555-2312		
I Isaac, Will	617-555-9393	Ext 608			
J Jackson, Mr. Reginald	303-555-9921	Ext	617-555-0613		
K Kline, Mr. Jack		Ext	617-555-3456		
L Lee, Miss Ming	617-555-9252	Ext	617-555-5559		
Lilly, Mr. Robert	508-555-2333	Ext	508-555-4488		
M Morgan, Miss Christine		Ext	203-555-8971		
N Naj, Ms. Amal	919-555-0954	Ext	919-555-8242		
O O'Donohue, Mrs. Patricia	416-555-1937	Ext	416-555-7391		
P Parrish, Mr. Al	508-555-0901	Ext	508-555-4613		
Q Quinn, Mrs. Janet	416-555-6523	Ext			
R Rohr, Dr. Michelle	617-555-7193	Ext			
S Skalkos, Ms. Andriana	212-555-2178	Ext 21	011-44-181-739-6395		
Splinski, Mr. Bob	303-555-9099	Ext	303-555-5224		
T Trask, Mr. Richard	413-555-6835	Ext	413-555-6194		
U Unger, Miss Robin		Ext	319-555-5761		
V Venturi, Mr. Michael	617-555-4419	Ext			
W Wishna, Mrs. Diane	416-555-3589	Ext	416-555-3251		
X Xylan, Mr. John	617-555-7769	Ext			
Y Yang, Mr. Marc	416-555-1982	Ext	416-555-8891		
Z Zenga, Ms. Leslie	303-555-9091	Ext	303-555-1591		
#		Ext			

Address Card (Rolodex)

Prints business and home addresses, and telephone numbers from an Address section for the range you specify onto Rolodex® cards.

Andrews, Ms. Laurie			
Business	Home		
Sales Manager	2525 Sycamore Lane		
A&E Enterprises	Weston, MA 02889		
111 Mall Road			
Burlington, MA 02145			
Tel 1	617-555-2233	Ext	
Tel 2	617-555-4545	Tel 1	508-555-4567
Fax	617-555-2000	Tel 2	
E-mail	LAndrews@AOL.com	Fax	
		E-mail	



Envelope and (Envelope International)

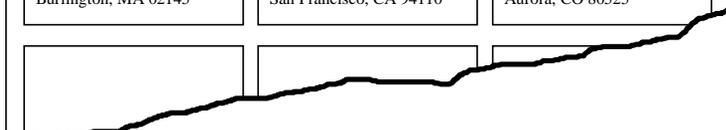
Prints the business or home mailing address from an Address section using one contact name per envelope for the contacts you specify.

Ms. Laurie Andrews
Sales Manager
A & E Enterprises
111 Mall Road
Burlington, MA 02145

Label and (Label International)

Prints the business or home mailing addresses from an Address section for the range you specify using one contact per label.

Ms. Laurie Andrews A & E Enterprises 111 Mall Road Burlington, MA 02145	Mr. Steven Bowman Genco, Inc. 1200 Van Ness San Francisco, CA 94110	Mrs. Lia Antonakos Mountain Works, Inc. 2220 River Court Aurora, CO 80525



Calls Card

Prints call information from a Calls section for the range you specify; entries can be sorted by date, name, company, or category. This example shows calls sorted by name.

Calls Card		And-Zen
 Calls		
Antonakos, Lia		
Call Lia re: seasonal promotions.		
Lia Antonakos	Left Message	
Mountain Works, Inc.	Promotions	
10/15/99 4:45 PM		
803-555-0291		
Carvez, Emilio		
What are his '00 openings: June - August		
Emilio Carvez	No Answer	
Celluloid Heroes	Idea	
10/11/99 11:30 AM		
809-555-6527		
Crow, Perry		
Interesting published paper: see article in London Press 9/12/96		
Perry Crow	Try later	
University of Waterloo		
10/2/99 12:00 PM		
401-555-5489		
DeSilvio, Michaela		
Call her about trip to Crete: Knossos		
Michaela DeSilvio	Calling Back	
	Vacation	
10/19/99 2:30 PM		
011-44-181-739-6395		
Isaac, Will		
Order screenplays for film class.		
Will Isaac	Planned	
The Round Table		
10/11/99 3:00 PM		
617-555-9393		
Kim, Michael		
Interested in filming documentary on Athena project.		
Michael Kim	Left Message	
WCFW-TV		
10/22/99 4:00 PM		
508-555-4908		
Calling to confirm interview air date of December 23.		
Michael Kim	Incoming	
WCFW-TV		
10/29/99 6:15 PM		
555-4908		
Morgan, Christine		
Call re: new designs for store displays.		
Displays will be ready Friday.		
Christine Morgan	Follow-up	
	Promotions, Idea	
Pixel Punch		
10/12/99 9:30 AM		
203-355-4536		
Naj, Amal		
Find out if they've received shipment yet.		
Amal Naj	No Answer	
Axco Industries		
10/18/99 5:00 PM		
919-555-0954		
Parrish, Al		
Discussed details of marketing proposal.		
Al Parrish	Answered	
R & L Associates	Client	
10/27/99 1:30 PM		
508-555-0901		
Rohr, Michelle		
Call again re: alterations to living room.		
Michelle Rohr	Left Message	
	Personal	
10/8/99 1:00 PM		
617-555-7193		
Skalkos, Andriana		
Call to confirm rental house deposit.		
Andriana Skalkos	Answered	
Close capture		
10/21/99 4:10 PM		
212-555-2178		
Venturi, Michael		
Need to get competitive information for strategic planning.		
Michael Venturi	Left Message	
Tower Research		
10/13/99 11:30 AM		
617-555-4419		
Wishna, Diane		
Arrange for legal review of contract.		
Diane Wishna	Try Later	
Lynch & Hobbes	Call	
10/25/99 2:30 PM		
416-555-3589		
Yang, Marc		
Follow up on possible telemarketing.		
Marc Yang	Left Message	
Zenga Marketing Services	Promotions	
10/14/99 4:45 PM		
416-555-1982		
Zenga, Leslie		
Need to get competitive information for strategic planning.		
Leslie Zenga	Planned	
10/6/99 9:00 AM		
303-555-9091		

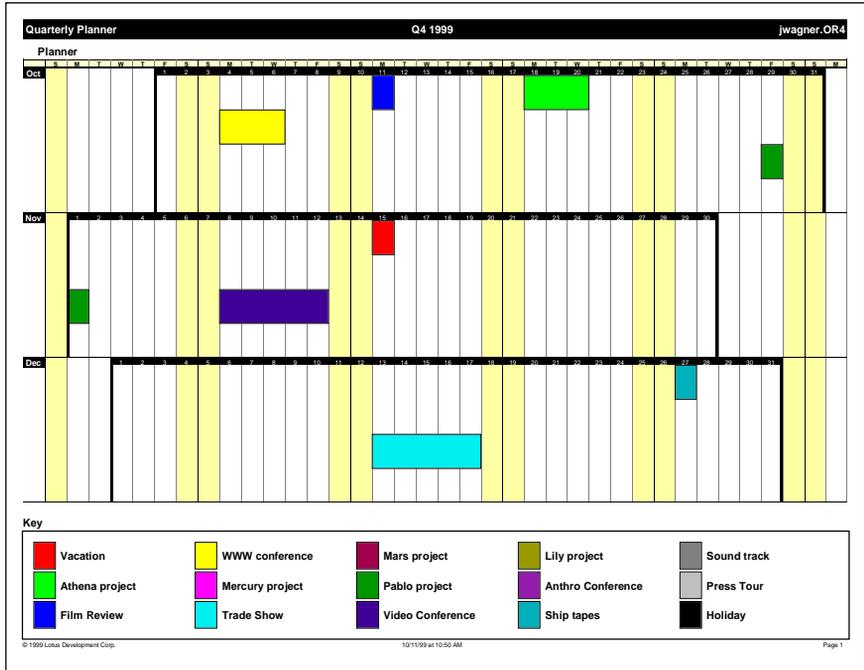
Planner List

Prints event information, including notes, from a Planner section for the date range you specify.

Planner List		10/1 - 10/31/99		jwagner.OR4	
Planner					
Start	End	Event	Category	Note	
10/1/99					
10/2/99					
10/3/99					
10/4/99	10/6/99	WWW conference			
10/5/99					
10/6/99					
10/7/99					
10/8/99					
10/9/99					
10/10/99					
10/11/99	10/11/99	Film Review		Promotional video	
10/12/99					
10/13/99					
10/14/99					
10/15/99					
10/16/99					
10/17/99					
10/18/99	10/20/99	Athena project	Follow up	Finish updates to project for mailing	
10/19/99					
10/20/99					
10/21/99					
10/22/99					
10/23/99					
10/24/99					
10/25/99					
10/26/99					
10/27/99					
10/28/99					
10/29/99					
10/30/99					
10/31/99					
.....					
© 1999 Lotus Development Corp.		10/11/99 at 9:37 AM		Page 1	

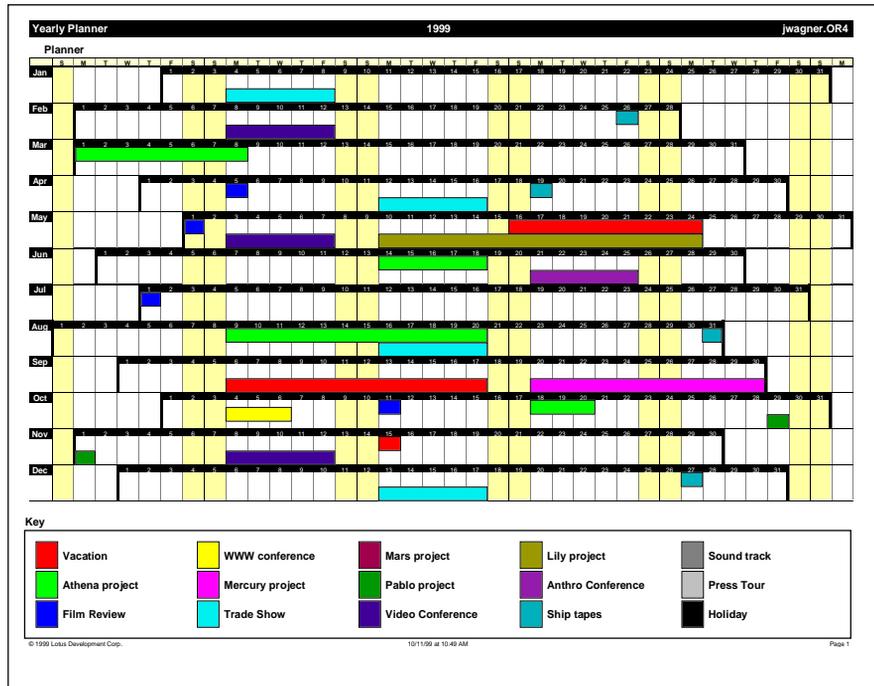
Quarterly Planner

Prints a graphical view of events from a Planner section for the quarter you specify.



Yearly Planner

Prints a graphical view of events from a Planner section for the year you specify.



Notepad Contents

Prints the table of contents from a Notepad section.

Table of Contents	
I	
Issues	1
Issues	2
M	
Manufacturing Schedule	3
N	
North American Ad Campaign	4
O	
Operations	5
Q	
Q1	6
Q2	7
Q3	8
Q4	9
R	
Rebate Program	10
S	
Sales Forecast	11
Sales Incentives	12
Steering Committee	13

© 1999 Lotus Development Corp. 10/11/99 at 9:51 AM Page 1

Notepad Contents and Pages

Prints the table of contents and pages you specify from a Notepad section.

Table of Contents	
I	
Index	1
Index	2
M	
Manufacturing Schedule	3
N	
North American Ad Campaign	4
O	
Operations	5
Q	
Q1	6
Q2	7
Q3	8
Q4	9
R	
Retail Program	10
S	
Sales Forecast	11
Sales Incentives	12
Steering Committee	13

© 1995 Lotus Development Corp. 101100-0000-00 Page 1

Sales Incentives	
Achievers Club	
All Sales Associates exceeding their annual target revenue goals by 20% will win an all-expenses-paid trip for two to Hawaii. The achievers and their guests will spend one week on the island of Kauai at the Western Kauai, a five star hotel. Persewing, scuba diving, and sunset walks are just a few of the activities that will be available. The top 5 achievers will also be recognized for a feature story in the company newsletter.	
Bonus \$\$\$	
There are several ways Sales Associates can earn bonus dollars.	
<ul style="list-style-type: none"> A Sales Associate earns 20 bonus dollars every time they sell two of the following to one customer: <ul style="list-style-type: none"> 1) a car stereo 2) a vacuum 3) a lawn mower Each Sales Associate working for a store that sells 10% above plan for the month will earn 100 bonus dollars. 	
Bonus dollars can be cashed in for any of the prizes in the Incentives Catalog at any time. With bonus dollars you can buy a VCR, an exercise bike, and much more!	
Sales Associate of the Month	
Nominations for Sales Associate of the Month should be sent to John Valente. The program rewards and gives visibility to hardworking Sales Associates who have demonstrated leadership in sales and a commitment to customer service.	

© 1995 Lotus Development Corp. 101100-0000-00 Page 1

Notepad Pages

Prints the pages you specify from a Notepad section.

Sales Incentives

Achievers Club

All Sales Associates exceeding their annual target revenue goals by 20% will win an all expenses paid trip for two to Hawaii. The achievers and their guests will spend one week on the island of Kauai at the Western Kauai, a five star hotel. Parasailing, scuba diving, and sunset walks are just a few of the activities that will be available. The top 5 achievers will also be interviewed for a feature story in the company newsletter.

Bonus \$\$\$

There are several ways Sales Associates can earn bonus dollars.

- A Sales Associate earns 20 bonus dollars every time they sell two of the following to one customer:
 - 1.) a pair of cross trainers
 - 2.) a warm-up set
 - 3.) a sports bag
- Each Sales Associate working for a store that sells 10% above plan for the month will earn 100 bonus dollars.

Bonus dollars can be cashed in for any of the prizes in the Incentive Catalog at any time. With bonus dollars you can buy a VCR, an exercise bike, and much more!

Sales Associate of the Month

Nominations for Sales Associate of the Month should be sent to *John Valentine*. This program rewards and gives visibility to hardworking Sales Associates who have demonstrated leadership in sales and a commitment to customer service.

© 1999 Lotus Development Corp.10/11/99 at 9:46 AMPage 1

Anniversary List

Prints entries from an Anniversary section for the range you specify; entries can be sorted by date, category, or zodiac sign. This example shows anniversaries sorted by date.

Anniversary List												10/1 - 10/28/99			jwagner.OR4									
September 1999				October 1999				November 1999																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
		1	2	3	4	5			1	2				1	2	3	4	5	6					
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13				
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20				
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27				
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30								
							31																	

3 Anniversary

Date	Category	Description
10/1/99		
10/2/99		
10/3/99		
10/4/99		
10/5/99		
10/6/99		
10/7/99		
10/8/99		
10/9/99		
10/10/99		
10/11/99	Personal	Christopher's birthday
10/12/99		
10/13/99		
10/14/99		
10/15/99		
10/16/99		
10/17/99		
10/18/99		
10/19/99		
10/20/99		
10/21/99		
10/22/99		
10/23/99		
10/24/99		
10/25/99		
10/26/99	Clients	Michael's birthday
10/27/99		Maria & Norman
10/28/99		

© 1999 Lotus Development Corp. 10/11/99 at 11:33 AM Page 1

Layout Code List

<i>Code</i>	<i>Definition</i>	<i>Result</i>
&d	Day as 1, 2, 3	Displays the current day as a single digit.
&dd	Day as 01, 02, 03	Displays the current day with two digits.
&M	Month as 1, 2, 3	Displays the current month as a single digit.
&MM	Month as 01, 02, 03	Displays the current month with two digits.
&MMM	Month as Jan, Feb	Displays the current month as a three-letter abbreviation.
&MMMM	Month as January, February	Displays the full name of the current month.
&yy	Year as 97, 98	Displays the current year as a two digit number.
&yyyy	Year as 1997, 1998	Displays all digits of the current year.
&e	First shown data	Displays the first item printed (for headers or footers).
&q	Last shown data	Displays the last item printed (for headers or footers).
&h	Hour as 1, 2, 3	Displays the current hour as a single digit.
&hh	Hour as 01, 02, 03	Displays the current hour as two digits.
&m	Minutes as 1, 2, 3	Displays the current minute as a single digit.
&mm	Minutes as 01, 02, 03	Displays the current minute as two digits.
&a	AM or PM suffix	Displays an AM or PM suffix based on the current time.
&l	Align left	Left justifies all text that follows.
&c	Align center	Centers all text that follows.
&r	Align right	Right justifies all text that follows.
&p	Page number	Displays page numbers.
&f	Filename	Displays the name of the current file.
&t	Registered user name	Displays the name entered at installation of Organizer.
&v	Organizer release number	Displays the Organizer release number.
&s	Section name	Displays the section name.
&k	Layout name	Displays the name of the layout for the current print job.
&z	Paper name	Displays the name of the paper for the current print job.
&h	Report heading	Displays the report heading of the current layout.
&D	Page date range long	Displays the date range in words (October 11 - 15, 1999).
&X	Page date range short	Displays the date range in numeric format (10/11 - 10/15/99).
&T	Time	Displays the current time.
&E	Today's date	Displays today's date.

Print Layout Elements

The following sample printout is a Monthly Calendar layout. Each Organizer layout consists of layout elements. The numbers and names below indicate some of the elements of this layout.

A layout consists of fonts, attributes, text, and so on for an item on a particular layout. For example, for the Layout header, you can specify customized text, formatting codes, background pattern, and font.

You can use this sample as a reference point for editing elements in other layouts.

1. Layout header
2. Grid print heading
3. Day names
4. Next/Last month's day numbers
5. Next/Last month's start time
6. Next/Last month's appointment text
7. Today's day number
8. Today's start time
9. Today's appointment text
10. Weekend day numbers
11. Weekend start time
12. Weekend appointment text
13. Day numbers
14. Appointment text
15. Start time
16. Layout footer

1 **Monthly Calendar** **October 1 - 31, 1999** **jwagner.OR4**

2 **Calendar**

3 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

4 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

5 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

6 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

7 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

8 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

9 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

10 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

11 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

12 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

13 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

14 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

15 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

16 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

17 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

18 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

19 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

20 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

21 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

22 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

23 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

24 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

25 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

26 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

27 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

28 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

29 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

30 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

31 **Monday 28** **Tuesday 29** **Wednesday 30** **Thursday 1** **Friday 2** **Saturday 3**

© 1999 Lotus Development Corp. 10/1/99 at 10:48 AM Page 1

Printing to Popular Datebook Papers

Organizer prints on blank paper sold by makers of paper-based datebooks so you can print your information to fit your manual datebook. The paper typically comes in 8½ x 11” blank sheets ready to feed into your laser printer. Once you’ve printed selected information from Organizer, you can remove extra paper at the perforations so the printouts will fit into your favorite binder. Use the following information to order the paper you need.

Avery® #41207	3¾ x 6¾ in. portrait
Avery® #41257	3¾ x 6¾ in. landscape
Avery® #41308	5½ x 8½ in. portrait
Avery® #41358	5½ x 8½ in. landscape
Day Runner® Classic™	5½ x 8½ in.
Day Runner® Entrepreneur™	8½ x 11 in.
Day Runner® Running Mate™	3¾ x 6¾ in.
Day-Timer® Junior Pocket	2¾ x 5 in.
Day-Timer® Senior Pocket	3¾ x 6¾ in.
Day-Timer® Junior Desk	5½ x 8½ in.
Day-Timer® Senior Desk	8½ x 11 in.
Franklin Day Planner® Classic	5½ x 8½ in. landscape
Franklin Day Planner® Classic	5½ x 8½ in. portrait
Franklin Day Planner® Monarch	3¾ x 6¾ in.



Working Together®

Part No. AB07711