

Lotus

Organizer

97^{EDITION} GS

The Leading Time Manager
for Individuals and Groups.

PRINT LAYOUT GUIDE

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Organizer Print Layout Guide

Lotus Organizer 97 GS® 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.

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.

For more information

For more information on customizing print layouts and Print Layout elements, see *Exploring Organizer* Chapter 4, or refer to Help (online documentation).

1. Choose Help - Search.
2. Type **Printing, Customizing layout styles**
3. Click Display.

Print Layout List

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

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Calendar List

Prints appointments from a Calendar section for the date range you specify.

Calendar List
10/11/99 - 10/18/99
jwagner.OR4

September 1999							October 1999							November 1999						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	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			1	2	3	4	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																			

Calendar

	Start	End	Category	Description
11 <small>Oct 1999</small>	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
12 <small>Oct 1999</small>	9:30 AM	10:00 AM	Project	Meet with Carlos, Chris, and Barbara: publishing milestones
	11:00 AM	12:00 PM	Soundtrack	Meet with Molly, Michael, Robin, & Liz: soundtrack review
	2:00 PM	4:00 PM	Expense	Budget review with Cynthia, Jacques, & Leslie: Toronto project
	5:30 PM	6:00 PM		Meet with Vladimir, Bill, and Larry: Q1 revenue projections
13 <small>Oct 1999</small>	8:30 AM	9:30 AM	Ideas, Meeting	Meet regarding ad campaign strategy
14 <small>Oct 1999</small>	11:30 AM	12:30 PM	Promotions	Taping for TV ad
	4:00 PM	6:00 PM	Project	Steering committee meeting
15 <small>Oct 1999</small>	8:00 AM	10:15 AM	Product	Review catalog mockup
	2:00 PM	3:00 PM	Meeting	Pricing Committee
	6:00 PM	9:00 PM	Product	Dinner with T. Hill: post-product launch strategy
16 <small>Oct 1999</small>	2:00 PM	3:00 PM	Personal	Tennis
17 <small>Oct 1999</small>	2:00 PM	4:00 PM	Personal	Antique Fair at Bronsfield
18 <small>Oct 1999</small>	10:00 AM	10:30 AM	Meeting, Staff	Weekly staff meeting
	10:30 AM	11:30 AM	Tradeshow	Tradeshow schedule meeting

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Daily Calendar/To Do

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

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

September 1999						
S	M	T	W	T	F	S
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		

October 1999						
S	M	T	W	T	F	S
3	4	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
31						

November 1999						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Calendar

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

To Do

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

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10/11/99 at 9:55 AM
Std:Data P:Priority
Page

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	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	31
18	19	20	21	22	23	24	25	26	27	28	29	30	31													

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	Emitio 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.

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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				1	2	3	4	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													

11 Monday

Ask Larry, Robin, and Amy about edits

Send resumes to Chris

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

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10/11/99 at 10:54 AM
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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

Monday
11

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

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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.OR4

Calendar

Start	End	Description
7:30 AM	8:30 AM	Breakfast at Peter's with Liz, Katie, and Maurcen
8:00 AM	10:30 AM	Weekly staff meeting
1:00 PM	2:00 PM	Weekly meeting: Review Q3 earnings
4:30 PM	6:00 PM	Interview: Tom Rowenthal
6:00 PM	8:00 PM	Lunch at Akali's to discuss Web page: Eddie, Chaz, Patsy, Paul, and Bobbie

To Do

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

Calls

Person/Company/Phone Number	Category/Notes
Lindis Carver	Memo
Callidag Heroes 809-555-5757	What are his VO openings: June-August
Will Isaac	
The Round Table 617-555-9393	Order screenplays for film class.

Planner

Event	Category/Note
Film Review	Promotional video

Anniversary

Category	Description
Personal	Christopher's birthday

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10/11/99 4:55:46 AM S:\Software P:\Jwagner

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.ORG

Calendar

Time	Description
7:00	
7:30	Breakfast at Peter's with Liz, Katie, and Maureen
8:00	
8:30	
9:00	
9:30	
10:00	Weekly staff meeting
10:30	
11:00	
11:30	
12:00	
12:30	
1:00	Lunch meeting: Discuss Q3 earnings
1:30	
2:00	
2:30	
3:00	
3:30	
4:00	
4:30	Interview: Tom Rosenthal
5:00	
5:30	
6:00	Dinner at Alka's to discuss Web page Hilde, Clark, Patsy, Paul, and Bobbie
6:30	
7:00	

To Do

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

Calls

Person/Company/Phone Number	Category/Notes
Emilie Curver 809-555-5757	Meet
Catholic Heroes 617-555-9393	What are his '00 openings: June - August
WJL Isaac The Round Table	Order screenplays for film class.

Planner

Event	Category/Note
Film Review	Promotional video

Anniversary

Category	Description
Personal	Christopher's birthday

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10/11/99 at 5:56 AM - C:\Data - P:\Phenny
Page 1

Daily Trifold Timeline

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 Timeline Monday, October 11, 1999 jwagner.OR4

Calendar

Year	Month	Day	Description
1999	January	7	
1999	February	8	
1999	March	9	
1999	April	10	
1999	May	11	
1999	June	12	
1999	July	13	
1999	August	14	
1999	September	15	
1999	October	16	
1999	November	17	
1999	December	18	

To Do

S	P	Category/Description
0	3	Follow up
		Ask Larry, Robin, and Amy about edits
C	1	Staff
		Send resumes to Chris

Action Items

1 Lunch meeting: Discuss Q3 earnings

2

3

4 Interview: Tom Rosenthal

5

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

7

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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																																																	
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	24	25	26	27	28	29	30	31	1	2	3	4	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
Calendar Sunday 26 Mercury project Monday 27 Frank's birthday 10:00 AM Weekly staff meeting Tuesday 28 Mercury project Wednesday 29 Mercury project Thursday 30 Mercury project Friday 1 Saturday 2 2:00 PM Tennis							3 12:00 PM Flea Market 10:00 AM Weekly staff meeting 11:30 AM Brainstorm w Alice 4 WWW conference 11:30 AM Brainstorm w Alice 5 WWW conference 11:00 AM Debrief on in-store promotions performance 6 WWW conference 12:00 PM Lunchtime Lecture: Elements of Effective Communication 7 8:00 AM Videoconference with Megan to discuss future projects 8 8:30 AM Debrief on mid-month in-store promotions 9 2:00 PM Tennis							10 Miriam and Marilyn Birthdays 9:00 AM Annual Park cleanup 11 Ask Larry, Robin, and Amy about codes Send resumes to Chris Call for reservations at Justin's Diner tonight Check overseas revenue projections 7:30 AM Breakfast at Peter's with Liz, Kate, and Marlene 10:00 AM Weekly staff meeting 1:00 PM Lunch meeting: Discuss Q3 earnings 12 Erinne Morgan 203-555-4536 x613 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, Inesque, & Leslie: Toronto project 13 Michael Venant: 617-555-4419 10:30 AM Meet regarding ad campaign strategy 14 Marc Yang: 416-555-1982 John Sabour's birthday 10:00 AM Lily project: Milestones due 1:00 AM Taping for TV ad 4:00 PM Steering committee meeting 15 La 803-555-0291 x210 Annabel's 8:00 AM Review catalog mockup 2:00 PM Pricing Committee 6:00 PM Dinner with T. Bill: post-product launch strategy 16 2:00 PM Tennis							17 2:00 PM Antique Fair at Bensfield 18 Anul Nj 919-555-0050 10:00 AM Weekly staff meeting 10:30 AM Tradeshow schedule meeting 19 Michaela 01-441-181-739-6395 2:00 AM Athena project 8:00 AM Press briefing 2:00 PM Operations meeting 5:00 PM Discuss performance review with Anna Rele 20 Athena project 11:30 AM Review brochure layout 2:30 PM Brief North American sales team on upcoming product promotion 21 Andriana 212-555-2178 x428 Sharon Cynthia & Bill: 1989 2:30 PM Lunch with J. Burke: product specs 2:00 PM Sales call: Locker, Inc. 22 Michael 508-555-4908 x318 Kim 10:30 AM Tradeshow schedule meeting 2:00 PM Pricing Committee 23 2:00 PM Tennis 4:00 PM Record Convention							24 10:00 AM Branch at Johnny D's with Dan & Barbara 25 Diane Wislawa +1 416-980-3589 10:00 AM weekly staff meeting 4:00 PM Review: Catalog mockup 26 9:00 AM Review manufacturing schedule with Andrea 3:00 PM Monthly videoconference with Headquarters 27 Al Parsini 508-555-4991 x327 Michael Kim 555-4908 x318 9:30 AM Seasonal promotion update 2:00 PM Steering Committee meeting 28 8:00 AM Breakfast at Peter's 2:00 PM Pricing Committee 29 2:00 PM Tennis 30 2:00 PM Tennis							31 Halloween 1:00 PM Pig & Pepper Festival 1 Athena project 10:00 AM Weekly staff meeting 2 9:00 AM Breakfast with Steve to discuss new book titles 3 2:00 PM Meet with Carlos, Chris and Barbara: publishing milestones update 4 2:00 PM Meet with Vlad about product development priorities 5 2:00 PM Pricing Committee 6 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.0R4

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	
	Calendar	McMurray's Calendar
7:00		
7:15		
7:30		
7:45		
8:00	Breakfast at Peter's with Liz, Katie, and Maureen	Breakfast at Steve's with Erin, Keith, and Amy
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		
4:45		
5:00	Interview: Tom Rosenthal	
5:15		
5:30		
5:45		
6:00	Dinner at Akko's to discuss Web page: Eddie, Claire, Patsy, Paul, and Bobbie.	
6:15		
6:30		
6:45		

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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 11-12, 1999 Organizer: D&A



Home

- ☑ Call Larry, Robin, and Amy about edit
- ☑ Send resumes to Chris
- Enrich Career 800-555-5157
- W.H. Lines 617-555-0995

Other Dates

- Christopher's birthday

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

10:00 AM ☑ Weekly staff meeting

1:00 PM Lunch meeting: Discuss Q1 earnings

4:30 PM ☑ Interview: Tom Brounthal

Family

- ☑ Call for reservations at Justin's Dinner tonight
- Christine's Massage 203-555-4530
- Pony Club 401-555-5489

9:30 AM Meet with Gidon, Chris, and Barbara: publishing milestones

11:00 AM Meet with Melly, Michael, Robin, & Liz: soundtrack review

2:00 PM Brian review with Cynthia, Jacques, & Leah: Tomato project


5:30 PM ☑ Interview with Vladimir, Bill, and Larry: Q1 revenue projections

Professional

- Michael Vranter 617-555-4419

8:30 AM Meeting regarding ad campaign strategy

Weekly 2-Page October 14 - 17, 1999 Organizer: D&A



Finance

- ☑ Check overcast revenue projections
- Max Yang 416-555-1982

11:30 AM Taping for TV ad

4:00 PM Securing committee meeting

Travel

- ☑ Train to soundtrack mix
- Liz Anderson 803-555-0291

8:00 AM Review comedy meeting

2:00 PM ☑ Pricing Committee

6:00 PM Dinner with T. Hill: post-product launch strategy

Education

- ☑ Train

2:00 PM

Events

- 2:00 PM Antique Fair at Borendale

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				
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5				
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9				
26	27	28	29	30																				
Calendar																								
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday																	
	11	12	13	14	15	16	17																	
7:00																								
8:00	Breakfast at Peter's with Liz, Katie, and Maureen																							
9:00			Meet regarding ad campaign strategy																					
10:00	Weekly staff meeting																							
11:00		Meet with Mally, Michael, Robin, & Liz: soundtrack review																						
12:00				Taping for TV ad																				
1:00	Lunch meeting: Discuss Q3 earnings																							
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8:00																								
© 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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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Yearly Calendar

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

Yearly Calendar	1999	jwagner.OR4																																																																																													
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th style="text-align: center;">January 1999</th> <th style="text-align: center;">February 1999</th> <th style="text-align: center;">March 1999</th> </tr> <tr> <th>S M T W T F S</th> <th>S M T W T F S</th> <th>S M T W T F S</th> </tr> </thead> <tbody> <tr><td></td><td>1 2 3 4 5 6</td><td>1 2 3 4 5 6</td></tr> <tr><td>3 4 5 6 7 8 9</td><td>7 8 9 10 11 12 13</td><td>7 8 9 10 11 12 13</td></tr> <tr><td>10 11 12 13 14 15 16</td><td>14 15 16 17 18 19 20</td><td>14 15 16 17 18 19 20</td></tr> <tr><td>17 18 19 20 21 22 23</td><td>21 22 23 24 25 26 27</td><td>21 22 23 24 25 26 27</td></tr> <tr><td>24 25 26 27 28 29 30</td><td>28</td><td>28 29 30 31</td></tr> <tr><td>31</td><td></td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th style="text-align: center;">April 1999</th> <th style="text-align: center;">May 1999</th> <th style="text-align: center;">June 1999</th> </tr> <tr> <th>S M T W T F S</th> <th>S M T W T F S</th> <th>S M T W T F S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>1 2 3 4 5</td></tr> <tr><td>4 5 6 7 8 9 10</td><td>2 3 4 5 6 7 8</td><td>6 7 8 9 10 11 12</td></tr> <tr><td>11 12 13 14 15 16 17</td><td>9 10 11 12 13 14 15</td><td>13 14 15 16 17 18 19</td></tr> <tr><td>18 19 20 21 22 23 24</td><td>16 17 18 19 20 21 22</td><td>20 21 22 23 24 25 26</td></tr> <tr><td>25 26 27 28 29 30</td><td>23 24 25 26 27 28 29</td><td>27 28 29 30</td></tr> <tr><td></td><td>30 31</td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th style="text-align: center;">July 1999</th> <th style="text-align: center;">August 1999</th> <th style="text-align: center;">September 1999</th> </tr> <tr> <th>S M T W T F S</th> <th>S M T W T F S</th> <th>S M T W T F S</th> </tr> </thead> <tbody> <tr><td>1 2 3</td><td>1 2 3 4 5 6 7</td><td>1 2 3 4</td></tr> <tr><td>4 5 6 7 8 9 10</td><td>8 9 10 11 12 13 14</td><td>5 6 7 8 9 10 11</td></tr> <tr><td>11 12 13 14 15 16 17</td><td>15 16 17 18 19 20 21</td><td>12 13 14 15 16 17 18</td></tr> <tr><td>18 19 20 21 22 23 24</td><td>22 23 24 25 26 27 28</td><td>19 20 21 22 23 24 25</td></tr> <tr><td>25 26 27 28 29 30 31</td><td>29 30 31</td><td>26 27 28 29 30</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th style="text-align: center;">October 1999</th> <th style="text-align: center;">November 1999</th> <th style="text-align: center;">December 1999</th> </tr> <tr> <th>S M T W T F S</th> <th>S M T W T F S</th> <th>S M T W T F S</th> </tr> </thead> <tbody> <tr><td></td><td>1 2 3 4 5 6</td><td>1 2 3 4</td></tr> <tr><td>3 4 5 6 7 8 9</td><td>7 8 9 10 11 12 13</td><td>5 6 7 8 9 10 11</td></tr> <tr><td>10 11 12 13 14 15 16</td><td>14 15 16 17 18 19 20</td><td>12 13 14 15 16 17 18</td></tr> <tr><td>17 18 19 20 21 22 23</td><td>21 22 23 24 25 26 27</td><td>19 20 21 22 23 24 25</td></tr> <tr><td>24 25 26 27 28 29 30</td><td>28 29 30</td><td>26 27 28 29 30 31</td></tr> <tr><td>31</td><td></td><td></td></tr> </tbody> </table>			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 3 4 5 6	1 2 3 4 5 6	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	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		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 2 3	1 2 3 4 5 6 7	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 3 4 5 6	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	31		
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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		2525 Sycamore Lane	
111 Mall Road		Weston, MA 02889	
Burlington, MA 02145			
Tel 1	617-555-2233	Ext	Tel 1 508-555-4567
Fax	617-555-2000		Fax
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 1 803-555-3849
Fax	803-555-0202		Fax
B			
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
Fax	415-555-9800		Fax 415-555-8911
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
Fax	212-555-8990		Fax
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
Fax	401-555-5490		Fax
Demetri, Mrs. Efronsina			
Business		Home	
Mrs. Efronsina Demetri			
Director of Marketing			
C&G Manufacturers		45 Clarendon Street	
43 Princess Street		Apt. #4	
Suite 234		Toronto, Ontario M5J2R8	
Toronto, Ontario M5J26		Canada	
Canada			
Tel 1	416-555-4300	Ext 123	Tel 1 416-555-0056
Fax	416-555-0099		Fax 416-555-5677
E			
Estrada, Mr. Juan			
Business		Home	
Mr. Juan Estrada			
Sales Manager			
Aqua		1 Gallante Way	
78 El Way		Caguas, Puerto Rico 00621	
Caguas, Puerto Rico 00621			
Tel 1	809-555-9008	Ext	Tel 1 809-555-0087
Fax	809-555-5600		Fax 809-555-0091
F			
Fernandez, Ms. Maria			
Business		Home	
Ms. Maria Fernandez			
President			
C&G Manufacturers		345 E. River Road	
43 Princess Street		Toronto, Ontario M5J27	
Suite 234		Canada	
Toronto, Ontario M5J26		Canada	
Canada			
Tel 1	416-555-4300	Ext 123	Tel 1 416-555-6758
Fax	416-555-0099		Fax 416-555-7744
G			
Gonzales, Mr. Emmanuel			
Business		Home	
Mr. Emmanuel Gonzales			
Sales Associate			
Target Sports Stores		Caplan Square	
980 E. LaSalle Street		Apt. 4	
Chicago, IL 60611		Chicago, IL 60612	
Chicago, IL 60611			
Tel 1	312-555-2211	Ext	Tel 1 312-555-5645
Fax	312-555-2748		Fax
H			
Haskell, Mr. Richard			
Business		Home	
Mr. Richard Haskell			
President			
Relational Technology Inc.		107 Emerald Street	
5441 W. Montgomery Lane		Port Charles, NY 10022	
Port Charles, NY 10022			
Tel 1	516-555-9899	Ext	Tel 1 516-555-2312
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			
Td 1	617-555-2233	Td 1	508-555-4567
Td 2	617-555-4545		
Fax	617-555-2000		
E-mail	L.Andrews@AOL.com		
B			
Bowman, Mr. Steven			
Business		Home	
Mr. Steven Bowman			
Td 1	415-555-9000	Ext 245	Td 1 415-555-8907
Td 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			
Td 1	212-555-8989	Td 1	809-555-5757
Fax	212-555-8990	E-mail	ECarvez@SanJuan
D			
Demetri, Mrs. Efronsina			
Business		Home	
Ms. Efronsina Demetri			
Td 1	416-555-4300	Ext 123	Td 1 416-555-0056
Td 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			
Td 1	809-555-9008	Td 1	809-555-0087
Td 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			
Td 1	416-555-4300	Td 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			
Td 1	312-555-2211	Td 1	312-555-5645
Td 2	312-555-2217		
Fax	312-555-2748		
E-mail	EGonzales@AOL.com		
H			
Haskell, Mr. Richard			
Business		Home	
Mr. Richard Haskell			
Td 1	516-555-9899	Td 1	516-555-2312
		Td 2	516-555-3859
Fax	516-555-6700		
E-mail	RHaskel@AOL.com		
I			
Isaac, Will			
Business		Home	
Will Isaac			
Td 1	617-555-9393	Td 1	617-555-0805
Fax	617-555-9394		
J			
Jackson, Mr. Reginald			
Business		Home	
Mr. Reginald Jackson			
Td 1	617-555-9921	Td 1	617-555-0613
Td 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				Bowman, Mr. Steven			
Business		Home		Business		Home	
Ms. Laurie Andrews				Mr. Steven Bowman			
Sales Manager				General Manager			
A & E Enterprises		2525 Sycamore Lane		Genco, Inc.		48 Maple Drive	
111 Mall Road		Weston, MA 02889		1200 Van Ness		San Francisco, CA 94163	
Burlington, MA 02145				San Francisco, CA 94110		United States	
Tel 1	617-555-2233	Ext		Tel 1	415-555-9000	Ext	245
Tel 2	617-555-4545	Tel 2	508-555-4567	Tel 2	415-555-9001	Tel 2	415-555-8907
Fax	617-555-2000	Fax		Fax	415-555-9800	Fax	415-555-8911
E-mail	LAndrews@AOL.com	E-mail		E-mail	SBowman@INB.com	E-mail	
[Unused]				[Unused]			
[Unused]				[Unused]			
Spouse Alex Andrews				Spouse Cheryl Ann Comerford			
Children Alicia & Phillip				Children			
Category Staff				Category			
Transferred from the Allentown office in May of '99.				In charge of creating retail displays.			
Very good in dealing with the retail channel.							
C							
Antonakos, Mrs. Lia				Carvez, Mr. Emilio			
Business		Home		Business		Home	
Mrs. Lia Antonakos				Mr. Emilio Carvez			
Vice President				Director			
Mountain Works, Inc.		148 Lowell Lane		Celluloid Heroes		1212 Verde Avenue	
2220 River Court		Aurora, CO 80526		5757 East Hastings Street		San Juan, Puerto Rico 98563	
Aurora, CO 80525				New York, NY 11564			
Tel 1	803-555-0291	Ext		Tel 1	212-555-8989	Ext	
Tel 2		Tel 2	803-555-3489	Tel 2		Tel 2	809-555-5757
Fax	803-555-0202	Fax		Fax	212-555-8990	Fax	
E-mail	LAntonakos@MW.com	E-mail		E-mail		E-mail	ECarvez@SanJuan
[Unused]				[Unused]			
[Unused]				[Unused]			
Spouse Charles Antonakos				Assistant			
Children				Category Follow up			
Category Client				Check on availability of extended payment plan.			
Heading up the '99 product promotion schedule.							
© 1999 Lotus Development Corp.				1011.99 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			

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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	E at
Tel 2 617-555-4545	Tel 1 508-555-4567
Fax 617-555-2000	Tel 2
E-mail L.Andrews@AOL.com	Fax
	E-mail



Envelope and (Envelope International)

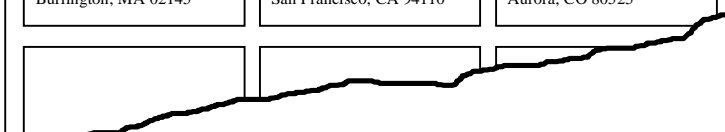
Prints the business or home mailing address from an Address section using one contact name per envelope for the contacts you specify.

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 Herios	Idea	
10/11/99 11:30 AM		
806-555-5757		
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	
Pixel Punch	Promotions, Idea	
10/12/99 9:30 AM		
203-555-4536		
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		

Calls List

Prints 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 date.

Calls List
10/6 - 10/21/99
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	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				

Calls

Date	Time	Person - Phone Number	Company	Status	Category - Notes
10/6/99	9:00 AM	Leslie Zenga 303-555-9091		Planned	Need to get competitive information for strategic planning.
10/7/99					
10/8/99	1:00 PM	Michelle Rohr 617-555-9091		Left Message	Personal Call again re: alterations to living room.
10/9/99					
10/10/99					
10/11/99	11:30 AM	Emilio Carvez 809-555-5757	Celluloid Heroes	No Answer	Idea What are his '00 openings: June - August
	3:00 PM	Will Isaac 617-555-9393	The Round Table	Planned	Order screenplays for film class.
10/12/99	9:30 AM	Christine Morgan 203-555-4536	Pixel Punch	Follow up	Promotions, Ideas Call re: new designs for store displays. Displays will be ready Friday.
	12:00 PM	Perry Crow 401-555-5489	University of Waterloo	Try Later	Interesting published paper: see article in London Press 9/12/99
10/13/99	11:30 AM	Michael Venturi 617-555-4419	Tower Research	Left Message	Need to get competitive information for strategic planning.
10/14/99	4:45 PM	Mac Yang 416-555-1982	Zenga Marketing Services	Left Message	Promotions Follow up on possible telemarketing.
10/15/99	4:45 PM	Lia Antonakos 803-555-0291	Mountain Works, Inc.	Left Message	Promotions Call Lia re: seasonal promotions.
10/16/99					
10/17/99					
10/18/99	5:00 PM	Amal Naj 919-555-0954	Asco Industries	No Answer	Find out if they've received shipment yet.
10/19/99	2:30 PM	Michaela DeSilvio 011-44-181-739-6395		Calling Back	Call her about trip to Crete: Knossos
10/20/99					
10/21/99	4:10 PM	Andriana Skalkos 212-555-2178	Close capture	Answered	Call to confirm rental house deposit.

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10/11/99 at 9:36 AM
Page 1

Planner List

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

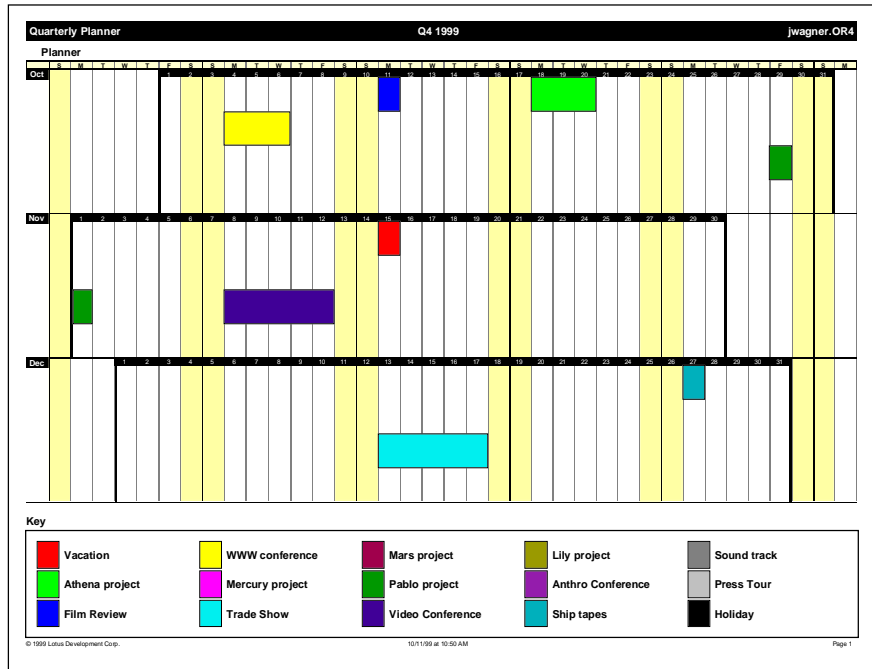
Planner List					10/1 - 10/31/99	jwagner.OR4
Planner						
Start	End	Event	Category	Note		
10/1/99						
10/2/99						
10/3/99						
10/4/99	10/6/99	WWW conference				
10/5/99						
10/6/99						
10/7/99						
10/8/99						
10/9/99						
10/10/99						
10/11/99	10/11/99	Film Review		Promotional video		
10/12/99						
10/13/99						
10/14/99						
10/15/99						
10/16/99						
10/17/99						
10/18/99	10/20/99	Athens project	Follow up	Finish updates to project for mailing		
10/19/99						
10/20/99						
10/21/99						
10/22/99						
10/23/99						
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10/29/99						
10/30/99						
10/31/99						

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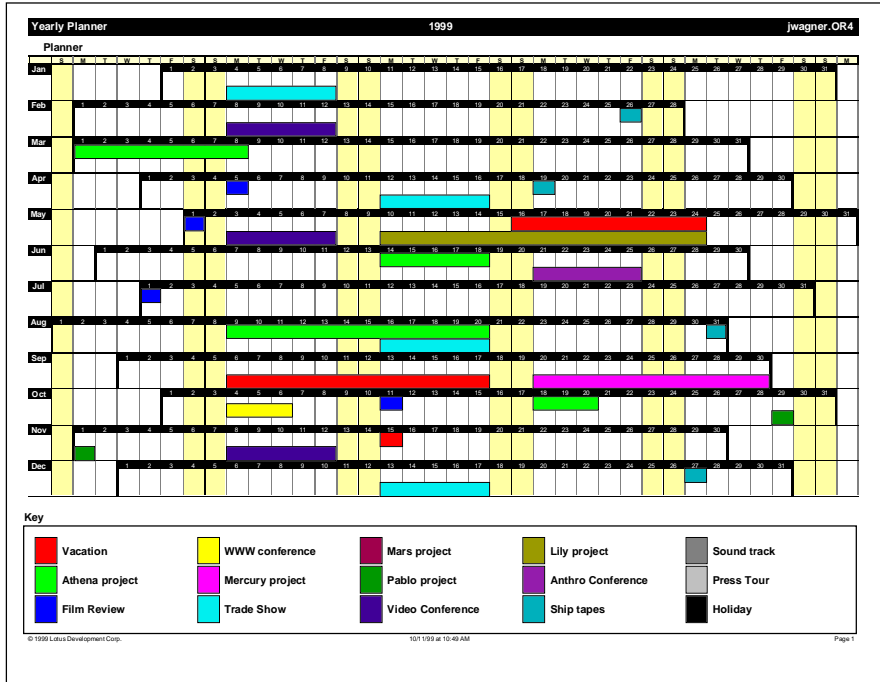
Quarterly Planner

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

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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	
Rebate Program	10
S	
Sales Forecast	11
Sales Incentives	12
Steering Committee	13

Sales Incentives	
Achievement Club	
All Sales Associates exceeding their annual target revenue goals by 20% will earn an ACHIEVEMENT CLUB for 1993. The achievers and their guests will spend one week on the island of Kauai at the Waimea Kauai, a five star hotel. Persewing, exotic dining, and fun water sports are just some of the activities that will be available. The top 5 achievers will also be honored for a bonus trip to the company retreat.	
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 one of the following to one customer: <ul style="list-style-type: none"> 1) a pair of jeans below \$100 2) a work top 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 or any time. With bonus dollars you can buy a VCR, an exacto-knife, and much more!	
Sales Associate of the Month	
Nominations for Sales Associate of the Month should be sent to John Iakobov. This program rewards and gives visibility to outstanding Sales Associates who have demonstrated leadership in sales and a commitment to customer service.	

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.

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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																																																																																																																																																														
<table border="1" style="font-size: small; border-collapse: collapse;"> <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>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> <td>11</td><td>12</td><td>13</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>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>18</td><td>19</td><td>20</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>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> <td>30</td><td></td><td></td><td></td><td></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>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</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> <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	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					19	20	21	22	23	24	25	26	27	28	29	30												26	27	28	29	30																					
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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**

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	24	25	26	27	28	29	30	31

2 **Calendar**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Mercury project	27 Mercury project Frank's Birthday 10:00 AM Weekly staff meeting	28 Mercury project	29 Mercury project	30 Mercury project	1	2:00 PM Trains
3	4 WWW conference 10:00 AM Weekly staff meeting 11:30 AM Brainstorm w/ Alice	5 WWW conference 11:00 AM Debrief on in-store promotions performance	6 WWW conference 12:00 PM Launchline Lecture: Elements of Effective Communication	7 8:00 AM Videoconference with Megan to discuss future project	8 8:30 AM Debrief on mid-month in-store promotions	9 2:00 PM Trains
10 Marian and Martha's Birthdays 9:00 AM Annual Park clean-up	11 Anniversary, Robyn, and Amy about edlin Send resumes to Chris Call for reservations at Backyard Theater tonight Check overseas revenue projections Listen to soundtrack mix CD quarterly status 2:00 PM Conference call with Leslie, Alice, and Chris	12 Christine 203-555-4536 x811 Megan's Birthday 9:30 AM Meet with Carlos, Chris and Barbara: publishing milestones 11:00 AM Meet with Maddy, Michael, Robyn, & Liz Soundtrack review 2:00 PM Budget review with Cynthia, Jacques, & Lecker: Toronto project	13 Michael Venetari 617-555-4419 8:30 AM Meet re gaming ad campaign strategy	14 Mao Yang 516-555-1981 John Sudron's birthday 8:00 AM L10 project milestones due 11:00 AM Taping 8:00 TV ad 4:00 PM Steering committee meeting	15 Lisa 803-555-0291 x211 Astronatics 8:00 AM Review catalog mockup 2:00 PM Pricing Committee 6:00 PM Dinner with T. Hill post-product launch strategy	16 2:00 PM Trains
17 7:00 PM Antique Fair at Brentfield	18 Aunt Ng 919-555-0954 10:00 AM Weekly staff meeting 10:30 AM Trade show schedule meeting	19 Machado 011-44-181-739-6739 10:00 AM Weekly staff meeting 8:00 AM Press briefing 1:00 PM Operations meeting 5:00 PM Discuss performance review with Anna Rohr	20 Machado 011-44-181-739-6739 11:30 AM Review brochure layout 2:30 PM Brief North American sales team on upcoming product promotion	21 Madriana 212-555-2178 x428 Shalook Cynthia & Bill 1989 12:30 PM Lunch with J. Barber 2:00 PM Sales call: Lecker, Inc.	22 Michael 508-555-4908 x318 Kam 10:30 AM Trade show schedule meeting 2:00 PM Pricing Committee	23 2:00 PM Trains 6:00 PM Record Convention
24 10:00 AM Brunch at Johnny D's with Don & Barbara	25 Diane Wolina +1 416-980-3581 10:00 AM weekly staff meeting 4:00 PM Review Catalog mockup	26 9:00 AM Review manufacturing schedule with Andrea 3:00 PM Monthly videoconference with Headquarters	27 Al Parish 508-555-0901 x572 Michael Kim 555-908 x318 9:30 AM Seasonal promotion flight 2:00 PM Steering Committee meeting	28 8:00 AM Breakfast at Peter's 9:00 AM Review product development priorities	29 2:00 PM Pricing Committee	30 2:00 PM Trains
31 Halloween 3:00 PM Pg & Pepper Festival	1 Public project 10:00 AM Weekly staff meeting	2 9:00 AM Breakfast with Steve to discuss new book titles	3 2:00 PM Meet with Carlos, Chris and Barbara: publishing milestones update	4 2:00 PM Meet with Vlad about product development priorities	5 2:00 PM Pricing Committee	6 2:00 PM Trains

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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™	8½ x 11 in.
Day-Timer® Junior Pocket	5½ x 8½ 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.
Deluxe® #190013	5½ x 8½ in.
Deluxe® #190012	5½ x 8½ in.
Deluxe® #190014	3¾ x 6¾ in.
Deluxe® #190011	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.