Lotus Organizer 6.0
RELEASE NOTES

Welcome to Lotus Organizer 6.0, the award-winning Personal Information Manager (PIM) from Lotus.

Caution for Organizer 6.0 test build users

The file format of Organizer 6.0 differs from the file format of the Organizer 6.0 test builds. Compact any Organizer files you created using a test build before opening them in Organizer 6.0.

This document contains information on the following topics:

> Known Problems and Workarounds in Organizer 6.0
> System Requirements
> What's New in Organizer 6.0
> Extra Features on the CD and/or the World Wide Web (the Web)
> Installation
> Information for All Users

Known Problems and Workarounds in Organizer 6.0

Lotus provides a list of problems reported with previous releases of Organizer that are fixed in Organizer 6.0, as well as any known problems with Organizer 6.0 and workarounds for them.

To access the Web site where the list is maintained:

1. From your Internet browser, go to http://www.lotus.com/organizer.
   The Organizer Web page appears.
2. Select Product Info on the left side of the screen.
3. Select Organizer 6.0 from the list that appears.
4. Select "Lotus Organizer 6.0 - Bug Fixes and Known Issues."
   The Organizer 6.0 Web page listing known bugs and fixes appears.

System Requirements

To run Organizer 6.0, you need:

> A 486 or faster processor.
> A VGA monitor or higher. 800x600 resolution is strongly recommended.
> A mouse, which isn't required but is highly recommended.
> Microsoft Windows 95 (SP 1), Windows 98, or Windows NT 4.0 (SP 5 is recommended).
> 17MB of available hard disk space on a standalone personal computer (PC) or notebook (laptop) computer for a minimal installation.
> A mail client, to run scheduling features.
> Internet Explorer (IE) 4.0 (or higher) or Netscape 4.5 (or higher) to use Internet features.

Tip It's recommended that you use Service Pack 5 if you're installing Organizer on a computer using Windows NT, and Service Pack 1 if you're installing Organizer on a computer using Windows 95.

Note Each of the installation options also requires 5MB of hard-disk space for files in a temporary directory. When installation is completed, these files are automatically deleted.

What's New in Organizer 6.0

Organizer 6.0 offers enhancements to its personal information management (PIM) features, including a new Web section, improved Internet scheduling, and the ability to publish your Calendar section and Contact records as Web pages. For a complete list of new features for Organizer 6.0, as well as new features for Organizer 5.0, see "Overview: New features in Organizer" in Organizer online Help.

Extra Features on the CD and/or the World Wide Web (the Web)

This section describes additional features available on the Organizer CD-ROM and/or from the Organizer home page on the Web.

Obtaining Organizer Extras from Organizer's Web site
If you purchased the eCommerce version of Organizer or downloaded the Try & Buy version from the Web, there are a number of Organizer Extras applications you can install from the Organizer Web site free of charge:

- Adobe Acrobat 4.0, so you can print Doc Online.
- EasySync for Organizer 6.0, so you can synchronize your Organizer 6.0 file with your Palm connected organizer.
- Conversion of other PIM files to Organizer 6.0, so you can convert Microsoft Outlook 97 or 98, Sidekick 97 or 98, ACT! 3.x, or Day-Timer Organizer 98 files to Lotus Organizer 6.0.
- Lotus SmartCenter, to instantly access live Web-based information from leading Internet companies like Yahoo, PC Quote, Intellicast, MapQuest, and Travelocity without launching a Web browser.
- Official Airline Guide (OAG).
- FoneSync, which lets you drag and drop names and numbers from your Organizer Contact records to your digital mobile telephone.
- Stamps.com, a Web site where you can install software allowing you to purchase and print postage over the Internet (U.S. only).

To download these Organizer Extras, go to http://www.lotus.com/organizer and select Free Downloads.

Note Adobe Acrobat 4.0 is only available from the Organizer CD or from the Adobe Web site (http://www.adobe.com). OAG is only available on the Organizer CD, or by contacting OAG at 1-800-DIAL-OAG. If FoneSync isn't installed on your computer, you can install it from the Organizer CD or from the Paragon Web site by clicking the FoneSync icon in your set of Organizer SmartIcons. If FoneSync is already installed on your computer, click the FoneSync icon in your set of SmartIcons to start the program. We recommend that existing FoneSync users use the updated version of FoneSync available with Organizer 6.0. This version is required to support vCard 3.0.

Almanac file

Organizer provides an icon in your set of SmartIcons that takes you directly to the Web page where you can download the Lotus Organizer Almanac file. The Almanac provides a variety of useful information, such as how to convert temperatures from Celsius to Fahrenheit, a list of United States and international area codes, and more.

To add the Almanac icon to your set of SmartIcons, from the File menu, choose User Setup, then choose SmartIcons. Follow the instructions in the SmartIcons Setup dialog box.

Installation

To install Organizer on a standalone computer, run Install from Windows 95, Windows 98, or Windows NT 4.0. Be sure to close any open programs before you begin.

Note It's recommended that you use Service Pack 5 if you're installing Organizer on a computer using Windows NT, and Service Pack 1 if you're installing Organizer on a computer using Windows 95.

1. Insert the Lotus Organizer 6.0 CD in your CD drive.
2. Click the Windows Start button and choose Run.
3. Type **D:\INSTALL** in the "Open" box and click OK.
   If your CD drive doesn't use the letter "d," substitute the letter of that drive.
4. Enter your name and company name, and click Next in the Welcome to the Lotus Organizer Install Program screen.
5. Do one of the following when Install asks you to confirm that the names you entered are correct:

- Click Yes to accept the names and display the next screen.
- Click No to return to the previous screen and enter the names again.

6. Follow the instructions that appear on the screen.

Note: If you install Organizer 6.0 on a computer running a previous version of Organizer, be sure to install Organizer 6.0 in a directory other than the one being used by the previous version of Organizer. Specify a different directory in the Install Options and Organizer Folder dialog box in the "Organizer directory" field.

Information for All Users

Creating driving directions and street maps with MapQuest

Currently, you can only create door-to-door driving directions for addresses in the continental United States.
City-to-city driving directions are only available for addresses in North America.
Street-level mapping is available in the United States and Canada, and throughout most of western Europe.

Switching from Organizer to your Web browser

The colors in your Organizer file may become distorted when you switch between Organizer and your Web browser. This occurs because the Web browser's color palette overrides Organizer's color palette. For the best results, set your Windows color palette to 16 colors, and use the high color display setting.

Using SmartCenter and Organizer 6.0

For the best performance, use the version of SmartCenter shipped with Organizer 6.0. You can install this version of SmartCenter from the Organizer Extras dialog box. If you created a file using an earlier version of Organizer (for example, Organizer 5.0), upgrade this file to Organizer 6.0 to use it with this version of SmartCenter.

Publishing your Calendar section and Contact records to the Web

On rare occasions, you may not be able to publish your Calendar section or Contact records to an FTP location. If this happens, publish the information to a local directory first, then copy it to the FTP location.

Dragging and dropping a Contact record to another application

Let's say you drag and drop a Contact record to a third party application and nothing happens. Because Organizer uses vCard 3.0 (the most recent version) as the default format, other application may not support this format. To change the vCard format in Organizer, open your Organizer file. From the File menu, choose User Setup, then Organizer Preferences. Click the Environment tab. For "Create vCards using," select "vCard 2.1."

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