

Lotus

SmartSuite⁹⁶ EDITION

The Desktop Solution For You And Your Team

EXPLORING SMARTSUITE

WINDOWS 95

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Chapter 1

Read Me First

Welcome to Lotus® SmartSuite® 96 Edition for Windows® 95 — the combination of award-winning Windows applications from Lotus Development Corporation.

How to use this book

Exploring SmartSuite (the book you are now reading) describes the contents of the SmartSuite package and system requirements. It also provides installation instructions, describes new SmartSuite features, and tells you where to go for further information.

Note The installation information for individual applications has been combined in this comprehensive *Exploring SmartSuite* book. Disregard instructions in the printed documentation for 1-2-3®, Freelance Graphics®, Approach®, Word Pro™, and Lotus Organizer®, and refer to installation information in this book instead.

Who should read this book

All SmartSuite users should read *Exploring SmartSuite*. If you are using Windows 95 for the first time, you may want to read the chapter covering basic skills in the Microsoft® Windows manual *Introducing Microsoft Windows 95* before installing SmartSuite. *Exploring SmartSuite* assumes you know how to perform basic operations in the Windows 95 environment.

Conventions used in this book

Exploring SmartSuite uses the conventions below.

Note introduces additional technical information about a command or procedure.

Tip introduces additional information you may find helpful when you perform a command or procedure.

Key names appear in small capitals, for example, ENTER.

Information that you are to type appears in a different typeface, for example, Operating Expenses.

For More Information directs you to more information in Help.

Steps to get going

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

- Check your package using the list on pages 1-2 and 1-3 to make sure you received the complete SmartSuite package.
- Confirm that your computer meets the system requirements for SmartSuite.
- Install SmartSuite. You can install all the applications at once or choose the ones you need at this time.
- Register as a SmartSuite user.

When you finish these steps, you will be ready to use SmartSuite. Chapters 3 through 6 describe SmartSuite and give some examples of how SmartSuite applications work together. Refer to Chapter 7 for a description of documentation that accompanies this book.

Checking your package

Check the contents of your SmartSuite package against the following list. If your package is not complete, contact your computer dealer or supplier or call Lotus Customer Service.

Disks

Your SmartSuite package should contain a set of 3.5" high-density disks or one CD-ROM.

Documentation

In addition to this book, SmartSuite includes the following printed documentation for disk users. CD-ROM users get the manuals as DocOnline. In addition, depending on the location, CD-ROM users may get some or all of the printed manuals.

1-2-3

- *User's Guide*
- *What's New for Upgraders*

Word Pro

- *Exploring Word Pro*

Approach

- *Exploring Approach*
- *Using LotusScript in Approach*

Freelance Graphics

- *Exploring Freelance Graphics*

Organizer

- *Exploring Organizer*
- *Quick Reference Card*
- *Print Layout Guide*

Other contents

Your SmartSuite package also contains the following:

- Lotus Product Registration Card
- *Lotus Customer Support Guide*
- LotusScript 3.0 Documentation Order Form (North America only)
- Group Scheduling Invitation Card (North America only)
- Warranty Registration Card for Canada (North America only)

System requirements

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

Hardware

SmartSuite requires the following hardware:

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

Software

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

Memory

SmartSuite requires a minimum of 8 megabytes (MB) of random access memory (RAM). 12MB is recommended when running more than one application.

Disk space

Disk space requirements for SmartSuite depend on the SmartSuite applications you install. If you are installing from CD-ROM or want to install optional features, such as tours, templates, sample files, and online Help, you will need more than the minimum required disk space.

You need at least 57MB of available disk space to install the minimum features of all SmartSuite applications. Lotus recommends you have 140MB of available disk space to install all the features, tours, templates, sample files, and online Help, as well as to allot space for temporary files and data files.

For more information on disk space requirements for each SmartSuite application, follow the steps below:

1. Start Windows 95.
2. Insert Disk 1 in drive A or the CD-ROM in the appropriate drive.
3. Choose Start - Run.
4. Type a:\install
5. Follow the instructions on screen until you reach the Install Options dialog box.
6. Choose Customize features - Manual install and click Next.
7. In this dialog box you can select each application individually. Click Customize to see all the specific features and their disk space requirements.

What to do next

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

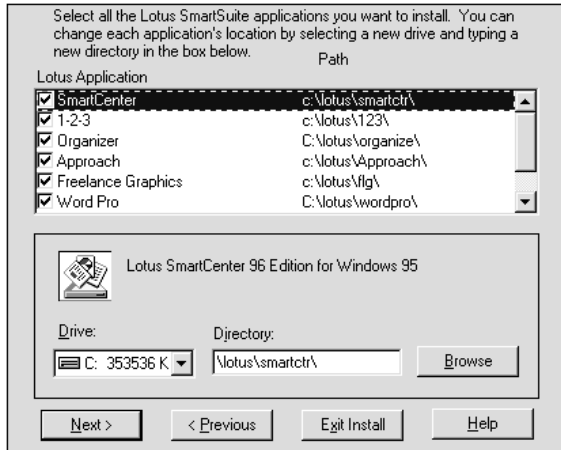
For any technical assistance, see information in the *Lotus Customer Support Guide* on contacting Lotus Customer Support.

Chapter 2 Installing SmartSuite

This chapter describes how to install SmartSuite. Refer to installation information in this chapter rather than to the installation instructions for the individual applications.

Installing SmartSuite

The SmartSuite Install program transfers the SmartSuite files from disks or a CD-ROM to your hard disk or to the network file server. Install lets you install all SmartSuite applications at once or individual applications as you need them.



Information about installing SmartSuite on a stand-alone computer and on a network is available online and in the readme files. You can read or print this information before you transfer files.

To read and print the readme files

You can read and print information in the README.TXT or READNET.TXT files about installing SmartSuite by doing the following:

1. Start Windows 95.
2. Insert Disk 1 or the CD-ROM in a drive.
3. Choose Start - Run.
4. To read about installing SmartSuite on a stand-alone computer, type `x:\readme.txt` (where *x* is the letter of your drive).
To read about installing SmartSuite on a file server, type `x:\readnet.txt` (where *x* is the letter of your drive).
5. To print, choose File - Print from the Notepad menu.

You can also read and print READNET.TXT by clicking Open when the Network Administrator's Guide dialog box appears during Install.

To get Help while installing SmartSuite

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

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

To install on a stand-alone computer

To start the installation

The instructions that follow assume that you are starting Install from your A drive. If you start Install from another drive (or from a CD-ROM drive), substitute the letter of that drive in the installation instructions.

1. Start Windows 95.
2. Insert Disk 1 in drive A or the CD-ROM in the appropriate drive, and close the drive door.
3. Choose Start - Run.
4. Type `a:\install`
5. Click OK.
6. Follow the instructions on the screen.

To install SmartSuite DocOnline (CD-ROM users)

The SmartSuite CD-ROM contains online manuals for all the SmartSuite applications, and the Acrobat Reader 2.1, which lets you view and print the manuals.

When you install SmartSuite from a CD-ROM, the Acrobat Reader is installed automatically. To conserve disk space, the Install program does not automatically install the manuals. Instead it adds an icon for each manual to the Start menu and to the DocOnline folder in SmartCenter.

You can install the manuals by performing these steps during installation:

1. In the Install Options dialog box, select Customize features.
2. In the "Select SmartSuite Applications to Customize" dialog box, highlight DocOnline and then click Customize.
3. Click the DocOnline tab and select the manuals that you want to install on your hard disk.

After installation, the manuals appear as icons in the DocOnline folder.

To use Uninstall

The Uninstall feature of SmartSuite Install is new in this release. You can uninstall Word Pro, Approach, Freelance Graphics, and SmartCenter. The Uninstall feature is not available for 1-2-3, Organizer, or ScreenCam.

To run Uninstall from Windows 95

1. Choose Start - Settings - Control Panel.
2. Double-click Add/Remove Programs.
3. Select the program you want to remove.
4. Click Add/Remove.
5. Click OK.

You can get more information about uninstalling SmartSuite on a network in the READNET.TXT file, located in the root directory of Disk 1 or on the CD-ROM.

To install on a network

To install on a network file server, make sure you are logged in as the network administrator. Click the “Install on a file server” check box located at the bottom of the Welcome screen.

Complete information about installing SmartSuite on a network is available in the Install Help screens and the READNET.TXT file, located in the root directory of Disk 1 or on the CD-ROM. The READNET.TXT file answers your network questions, helps you design a directory structure, and provides troubleshooting information and information on automated install and Uninstall.

To use automated Install

If you are a network administrator and want to standardize the SmartSuite installation for all the users in your organization, you can use automated Install. To do so, you define directory locations and install options using a response file.

For information on using and modifying a response file, see the READNET.TXT file, located in the root directory of Disk 1 or on the CD-ROM.

Registering as a SmartSuite user

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

Registered users receive the following:

- **Product upgrade information.** When an upgrade becomes available (and it will — based on customer comments, we frequently issue upgrades of our products), registered users can get it quickly at a reduced price.
- **Replacement disks** if your distribution disks ever become damaged.

Chapter 3

SmartSuite: Parts of the Whole

SmartSuite is a package of software applications that work together to make your work easier and help you communicate more effectively with your coworkers. This chapter describes each of the SmartSuite applications and SmartCenter, the SmartSuite command center.

SmartSuite includes the following applications:

- **1-2-3**, the only spreadsheet for you and your team
- **Word Pro**, the team word processor
- **Approach**, the high-powered database the whole team can use
- **Freelance Graphics**, the presentation graphics package for everyday communication
- **Organizer**, the personal and group scheduling standard
- **ScreenCam**, the show-and-tell communication tool for your personal computer
- **SmartCenter**, the command center that gives you easy access to all your desktop applications and application files

1-2-3



1-2-3, the world-famous spreadsheet, offers many features designed to improve individual and workgroup productivity.

- **Version Manager™**, an advanced “what-if” technology, lets you track worksheet changes over time.
- **One-step charting** lets you build a chart complete with labels, titles, and legends with just a click of the mouse.
- **Range routing** lets you control the way you mail a range to reviewers, track changes, and consolidate new data into your spreadsheet.
- **Approach integration** lets you use powerful features to manage and analyze your database tables without leaving 1-2-3.

- **Notes/FX™** harnesses the power of Lotus Notes® to let you seamlessly store, view, and search spreadsheet data from Notes databases.
- **Mapping** lets you link worksheet data with a map to display country-wide or world-wide data graphically.

See *What's New for Upgraders* for more on changes in this release of 1-2-3.

Word Pro



Word Pro, the revolutionary new word processor for teams, automates the creation, editing, and routing of documents. Word Pro gives you greater control in how you display, navigate, and automate when you are creating and editing documents:

- **TeamReview™** lets you share documents easily. The TeamReview Assistant guides you in choosing who can read or edit a document and helps you determine how to distribute it.
- **Versioning** lets you store edited versions of a document in a single file where you protect the original document and track its life cycle.
- **SmartMaster™ templates** provide you with a head start on document content for a variety of business communication needs, such as business plans or business letters.
- **Divider tabs** let you easily organize and navigate through long documents. Word Pro provides you with a number of other tools that help you organize and navigate easily, including a page sorter, a page gauge, and views.
- **Ask the Expert** lets you ask a question in your own words. You type in the question; the Expert understands and answers, telling you how to complete a task.

Approach



Approach is a full-featured, relational database for business professionals who need to manage, analyze, and report on information.

- **Sample applications and Lotus Assistants** guide you through your work and make you productive right away. For example, the Mailing Label Assistant helps you get ready quickly for mass mailings.
- **PowerClick reporting** helps you generate reports you can preview and print as you build.
- **A comprehensive built-in forms package** helps you design attractive, effective forms.
- **The relational power of Approach** lets you link up to 50 databases, and you can group, sort, and organize information using the Approach X10 speed technology.
- **Easy access to Notes™ files** makes Approach an excellent tool for reporting, analyzing, and updating Notes data. Approach integration with Notes lets you create simple and sophisticated applications using Notes data.

Freelance Graphics



Freelance Graphics transforms presentation graphics into a visual communication tool you'll use everyday. Freelance Graphics delivers the best start-to-finish process for developing plans, reports, and proposals that double as presentations. Here are some of the features you'll find in Freelance Graphics:

- **TeamReview** is an automated, online process that lets teams collaborate on presentations.
- **SmartMaster content topics** provide you with a head start on the presentation content for a variety of business communication needs, such as business plans, marketing plans, sales presentations, and project status reports. Content topics include prompts, content advice, pages with actual text and graphics filled in, and scripts that automate tasks.
- **TeamShow™** lets you deliver screen shows to a group in another location even if the group doesn't have a complete copy of Freelance Graphics.
- **Smart Diagramming** provides you with over 100 ready-made business diagrams you can customize, such as time lines and hub diagrams.

Organizer



Organizer is an easy-to-use personal and group-scheduling application that lets you manage your schedule, stay in touch with business contacts, and set up meetings.

- **Notebook sections** help you manage all your personal information. The notebook sections show information such as your calendar, to-do lists, addresses, phone numbers, and anniversary reminders.
- **Group scheduling** helps you see coworkers' free time slots so you can set up meetings. You can reserve a conference room; send out invitations using Notes, cc:Mail™, or a Local Area Network (LAN) server; and track whether invitees accept, decline, or delegate invitations.
- **Links between entries** help you keep all related information at your fingertips. For example, you can link an appointment to a person's address, go from the appointment to the address, and easily go back again.
- **Flexibility in printing** lets you print in a variety of layouts on many page sizes. You can print pages that fit into your paper binder.

Note To take advantage of group scheduling with Organizer, contact your network administrator. Group scheduling installation requires the Lotus Organizer 2.1 *Administrator's Guide* and Lotus Organizer Scheduling Agent 2.1 disks. You can get these items by sending in the Group Scheduling Invitation card in your SmartSuite package or by calling Lotus Customer Service at 1-800-343-5414.

ScreenCam



ScreenCam is a show-and-tell teaching and communication tool that lets you record and play back movies of screen activity, including cursor movements, sound, and dialog box choices. With ScreenCam you can create a training movie to show how a feature works. You can create a library of screen movies to keep on a network server for everyone to access.

- **Narrate your movie** with a voice-over (if you have sound hardware), or with text captions (if you don't have sound hardware or want to create smaller movie files).
- **With Notes or cc:Mail**, you can mail screen movies to other users while you are working in ScreenCam.

- **With Notes**, you can also organize screen movies in Notes databases using Notes Field Exchange (Notes/FX).

For more information on ScreenCam, see “Using screen movies” and “Using ScreenCam” in Chapter 5.

SmartCenter



SmartCenter is an innovative, powerful tool that organizes your work and reduces desktop clutter. SmartCenter is tightly integrated with SmartSuite applications and the Windows 95 desktop.



SmartCenter provides

- **A central location** for storing and starting all your applications, files, and SmartMaster templates
- **Direct access** to frequently used files, email, your Organizer calendar and addresses, and the Internet
- **A wide array of Help**, including Help on SmartSuite applications, movies, tours, and if you are a CD-ROM user, online manuals

If you use Lotus Notes, you can set up SmartCenter for opening any Notes database quickly.

SmartSuite also comes with SuiteStart, an icon bar that gives you single-click access to your desktop applications.

For more information on SmartCenter, see Chapter 5.

Chapter 4

Team Computing with SmartSuite

Team computing offers you new ways of sharing, which makes SmartSuite the exciting new way to communicate, collaborate, and coordinate with your coworkers. Whether you are working on a project with one person or working in a large, structured group, team computing tools automate how you gather, work with, and distribute information.



Here's a list of some of the exciting team features:

TeamMail™ lets you mail a file directly from any SmartSuite application.

TeamReview lets you automate and control reviews of Word Pro documents and Freelance Graphics presentations.

TeamConsolidate™ lets you put all review copies into one file to simplify updating your document or presentation.

Range routing lets you collect and consolidate data into a single spreadsheet.

TeamShow lets you deliver a Freelance Graphics presentation to remote locations.

Group scheduling streamlines the scheduling of your team meetings.

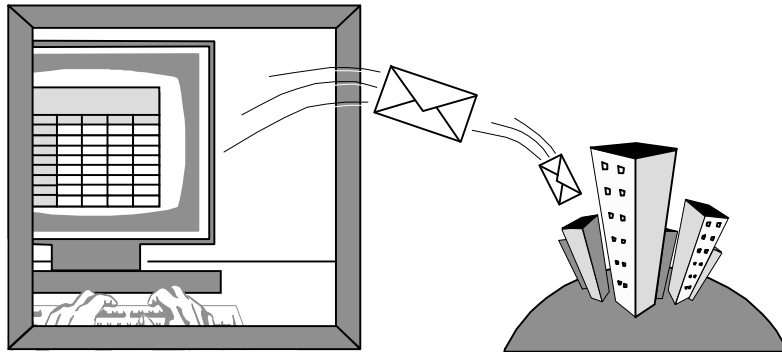
TeamSecurity lets you share database files across networks with controls to secure the data.

Notes/FX lets you exchange data between SmartSuite applications and Lotus Notes.

The following sections describe each of these features and their benefits. For specific task instructions, see the documentation for the appropriate application.

TeamMail

If you use cc:Mail, Lotus Notes, or any other VIM or MAPI-compliant mail system, you can use the File - TeamMail or File - Send Mail command in a SmartSuite application to send a message without leaving your application. You can attach a file to a mail message and send it to a list of people.



For example, suppose you are working in 1-2-3 and remember you need information from two coworkers. From your File menu you can create a note and attach your spreadsheet to it to send to your coworkers so they can include the information.

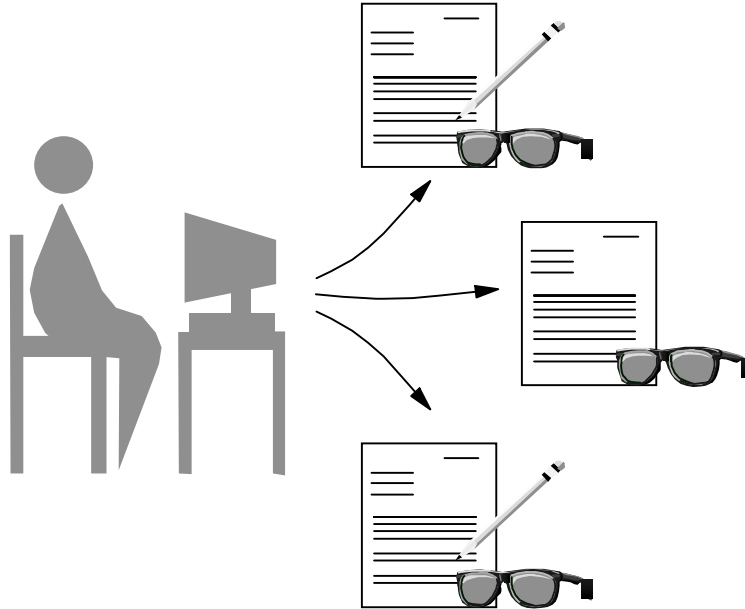
For more information

While working in a SmartSuite application:

1. Choose Help - Help Topics and click the Index tab (in 1-2-3, choose Help Contents and click Search).
2. Type one of these phrases:
TeamMail
Sending mail (in 1-2-3)
3. Double-click the entry you want.

TeamReview

The TeamReview in Word Pro and Freelance Graphics provides a guide for sending a document or presentation for review by your coworkers. You can send a message to reviewers and control the editing privileges for individuals or for teams. You can also distribute the material for review in a number of ways, from network drive and routing to email or floppy disks.



Freelance Graphics provides you with mark-up tools that let reviewers circle information and tie the circled information to a review note. These notes are also color-coded so that when you consolidate the presentation you can easily identify the reviewer.

In Freelance Graphics and Word Pro you can automate TeamReview even more by using Lotus Notes to store and distribute presentations or documents.

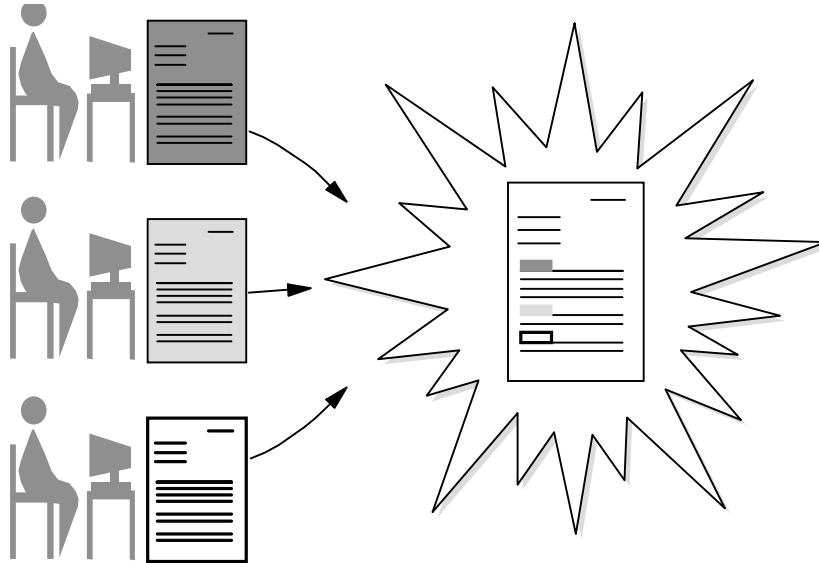
For more information

While working in Freelance Graphics or Word Pro:

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
TeamReview
3. Click the index entry you want, then click Display.

TeamConsolidate

Word Pro and Freelance Graphics let you consolidate multiple documents and presentations into one document so you can easily evaluate reviews from your coworkers.



Here's what a consolidated document looks like in Word Pro, with the edits for each reviewer appearing in identified sections.

Toolbar lets you control consolidation

Review	Edit by: Alice Hamilton	Find Next	Accept AJH1	Accept All Edits...	Done
Version...	Original Version	Previous	Reject AJH1	Reject All Edits...	Clear Tag

Original:1 Universal Warranty Corporation
AJH1: BigBank Warranty Corporation
Someplace, AZ 70234
09/28/94
Cameron Doe
1234 Homestreet Drive
Yourtown, NH 03050
Dear Cameron,
Original:2 We are pleased to inform you that your new dishwasher has been registered under the BigBank Lifetime Warranty program.
AJH2: This letter is to inform you that your new product has been registered under the BigBank Lifetime Warranty program.
BFD:2 We are pleased to inform you that your new dishwasher has been accepted into

Color coding also helps you keep track of each editor's changes

4-4 Exploring SmartSuite

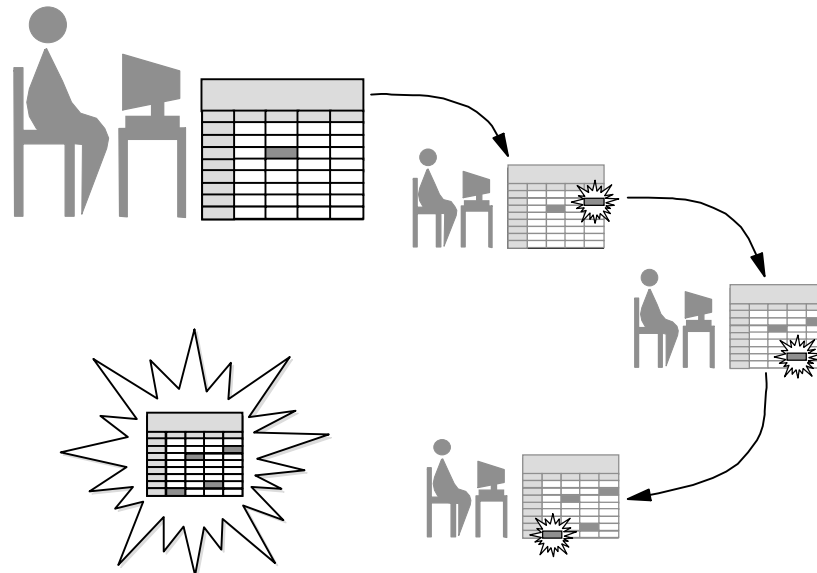
For more information

While working in Word Pro or Freelance Graphics:

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
TeamConsolidate (in Word Pro)
TeamReview (in Freelance Graphics)
3. Click the index entry you want, then click Display.

Range routing

With range routing, you can send selected ranges of your 1-2-3 worksheet to several people. You control the order in which reviewers receive your worksheet, and you control how you want to consolidate their input. For example, you can send a range that contains a budget to each department head, have the person add data, and automatically route the range to the next person on your list.



Range routing has many advantages. You send only those parts of a file you want others to see, set a routing sequence no one can change, and consolidate changes into the original spreadsheet through Version Manager.

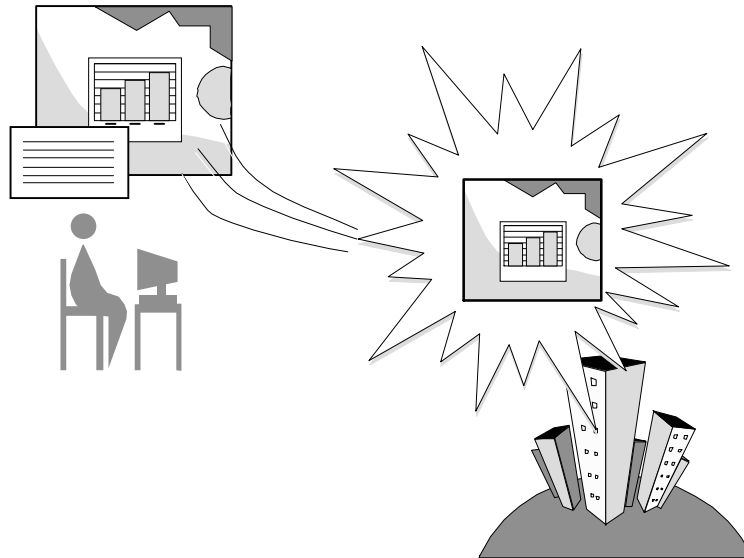
For more information

While working in 1-2-3:

1. Choose Help - Contents and click Search.
2. Type one of these phrases:
range routing
Version Manager
3. Double-click the entry you want.

TeamShow

TeamShow lets you deliver a Freelance Graphics presentation to an audience in another location. A viewer in another city can benefit from your presentation or give you feedback on a presentation you are planning when you use the mobile screen show player — even if the viewer doesn't have a complete copy of Freelance Graphics.



You see the speaker notes as well as the presentation while your audience sees only the presentation.

For more information

While working in Freelance Graphics:

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
TeamShow
3. Click the index entry you want, then click Display.

Group scheduling

Organizer group scheduling dramatically cuts the time it takes to set up a meeting and book a room. You can instantly see when coworkers are available and then attach a meeting agenda or other file to your invitation. You send the invitation by Notes, cc:Mail, or a single LAN (Local Area Network) server.

Status of the meeting at a glance:

The time and date

A list showing who organized the meeting, who's coming, and who isn't

The place

Schedule Meeting

Date: 10/25/95 Time: 1:00 pm Duration: 01h 00m Update free time

Attendees

David Wiseman

Add Remove

Jessica Wagner
X Bernie Woodward
✓ David Wiseman
✓ Gene Wilkosky
✓ Lily Wong
✓ Michael Wilson

Attendance Required Optional

Status: ✓ Accepted

Room: Conference Rm 30 [Max 10]

OK
Cancel
Confirm
Reset
Names...
Find time
Options...
Attach...
Help

When an invitee accepts or declines an invitation to a meeting, Organizer lets you know and updates the invitee's calendar.

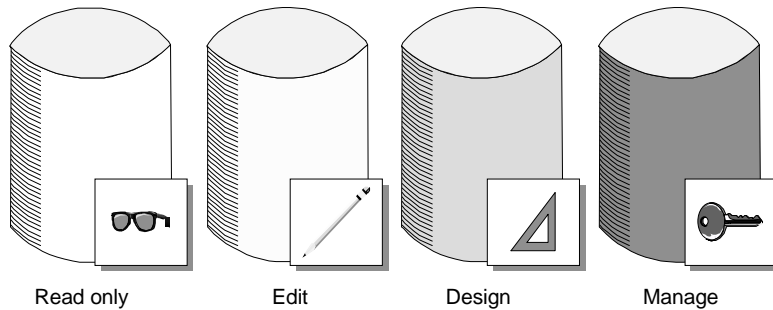
For more information

While working in Organizer:

1. Choose Help - Search and click the Index tab.
2. Type this phrase:
Group scheduling
3. Click the index entry you want, then click Display.

TeamSecurity

TeamSecurity in Approach and Word Pro lets you use file-sharing controls to secure your data while sharing it with your coworkers across a network.



In Approach you set privileges for teams or individuals, setting the rights to read only, edit, design, or manage a database.

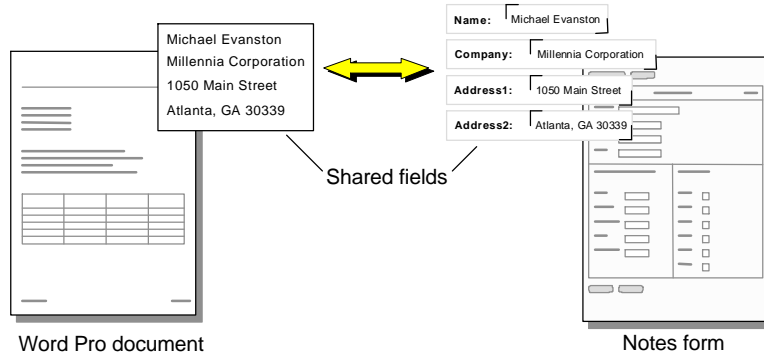
For more information

While working in Word Pro or Approach:

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
TeamSecurity
3. Click the index entry you want, then click Display.

Exchanging data using Notes/FX

Notes/FX lets you exchange data between fields in a Notes document and fields in files created in other SmartSuite applications. If you are a Notes user, you can use Notes/FX together with SmartSuite to organize, store, access, track, and share information with your coworkers around the world.



For example, suppose your company wants to track contract information. You can create a Word Pro document that is a contract template. This template contains the formal language of the contract and blank Notes/FX fields for information such as the name, address, and company of your client. You also create a Notes form in which you embed the Word Pro document.

After you enter the information in the fields in Word Pro, you can send the contract to the client. The data you enter appears in the corresponding fields in the Notes form.

You can extract and manipulate data without opening the Word Pro document: when you modify the fields in the Notes form, the embedded Word Pro file is updated. The contract agreement is stored in a Notes database with other contract agreements where you can view contracts by name or company.

Note All SmartSuite applications you use for Notes/FX must be properly registered as OLE server applications for Notes/FX to work.

For more information

While working in any SmartSuite application:

1. Choose Help - Help Topics and click the Index tab. (In 1-2-3, choose Help - Contents and click Search.)
2. Type this phrase:
Notes/FX
3. Double-click the index entry you want.

Chapter 5

Increasing Productivity with SmartSuite

SmartSuite applications have a common look and feel, so you can focus on your work and not the software. This means you save training costs and time because you learn the applications more quickly. If you know how to use one SmartSuite application, you are well on your way to being productive in the others. SmartSuite also offers you features that automate everyday tasks and help you when you need help.

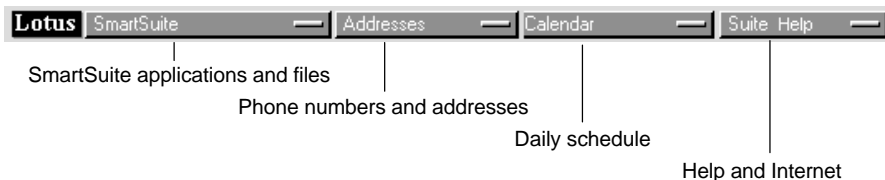
These features help you work more productively:

- SmartCenter
- SmartMaster templates
- Common tools
- SmartAssistance

The following sections describe these productivity features.

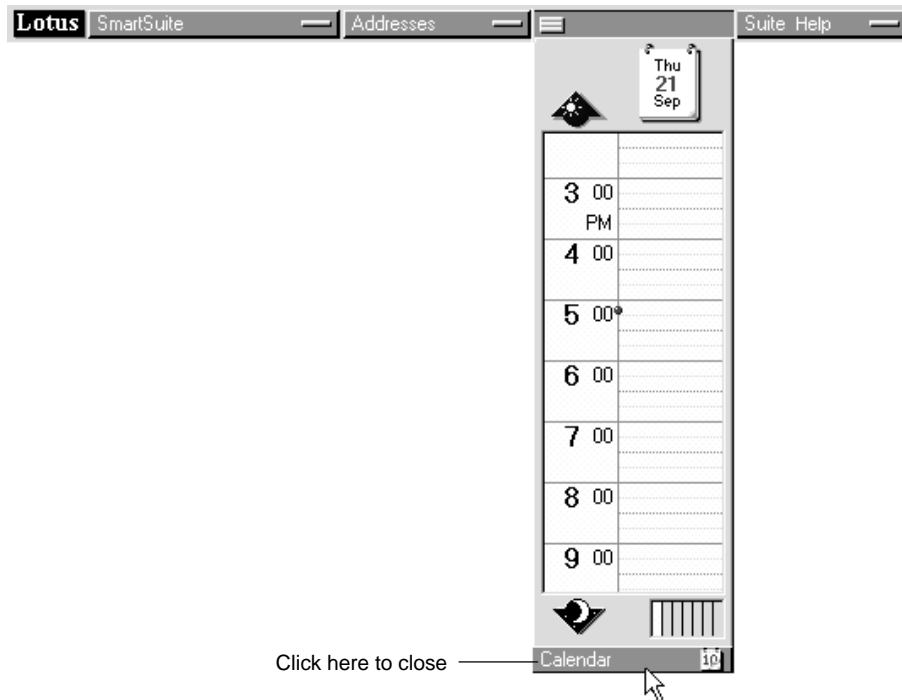
SmartCenter

SmartCenter is the command center that contains file cabinet-like drawers for organizing your work. From SmartCenter, you can start all your SmartSuite applications and files, open your address book and your Organizer calendar, get help, and access the Internet. You can also add other, non-Lotus applications or files to SmartCenter. SmartCenter initially appears opposite the Windows taskbar and contains the following drawers: SmartSuite, Addresses, Calendar, and Suite Help.



You can anchor SmartCenter to either the top or bottom of the screen. You can also rearrange the position of the drawers, add new drawers, or remove any that you don't need.

To open or close a drawer, click the front of the drawer.



For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type one of these phrases:
drawers
file drawers
3. Click the index entry you want, then click Display.

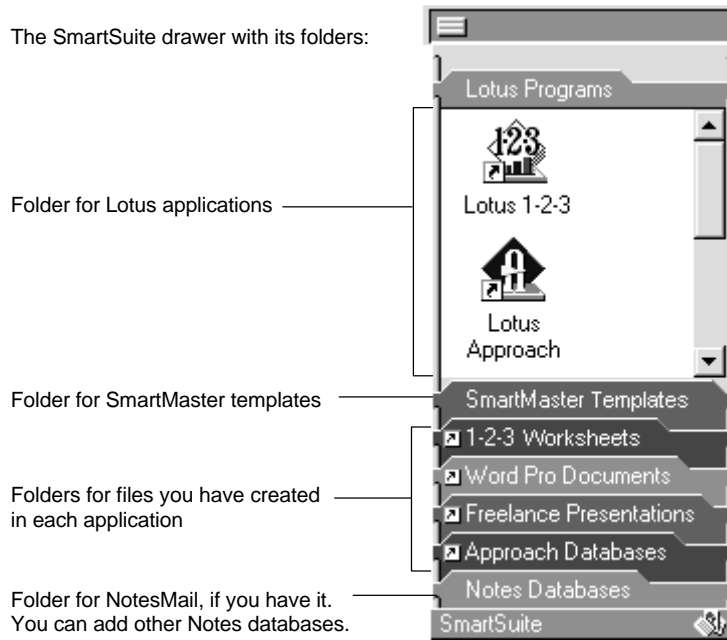
The SmartSuite drawer

The SmartSuite drawer is a file drawer that offers you quick access to the following:

- Lotus applications
- SmartMaster templates
- Files you create and save
- NotesMail® and databases

To open an application, a SmartMaster, a work file, or NotesMail, click the SmartSuite drawer and double-click the icon inside the appropriate folder.

The SmartSuite drawer with its folders:



You click the appropriate folder tab to see its contents:

- **The Lotus Programs folder** contains icons for all your Lotus applications. You can also add icons for non-Lotus applications.
- **The SmartMaster Templates folder** contains the most popular templates from each product. You can also add SmartMaster templates that you create.

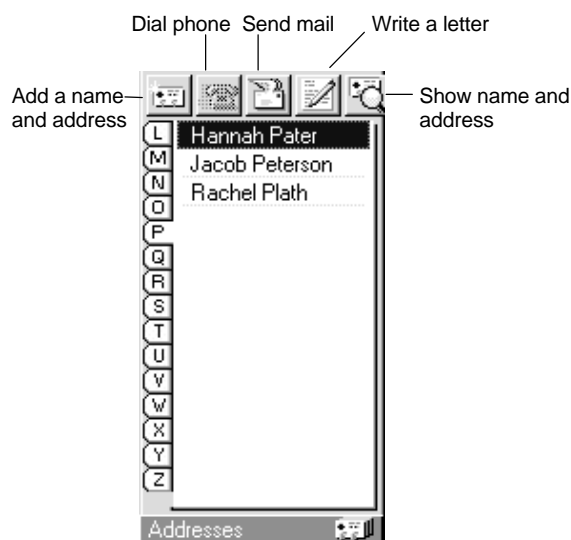
- **The work file folders** contain icons for files of your work. As you create files in 1-2-3, Word Pro, Freelance Graphics, and Approach, the icons appear in the appropriate folder. When you double-click an icon, you go directly to your work as you start the application, bypassing the File - Open command.
- **The Notes Databases folder** contains your NotesMail database, if you are a NotesMail user. You may also want to add other databases you use frequently.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type this phrase:
SmartSuite drawer, overview
3. Click the index entry you want, then click Display.

The Addresses drawer

The Addresses drawer lists the names of people from the Organizer Address section you specify. You can display or automatically dial a person's telephone number, send an email, or start a Word Pro letter to that person. Just highlight the name and double-click the appropriate icon.

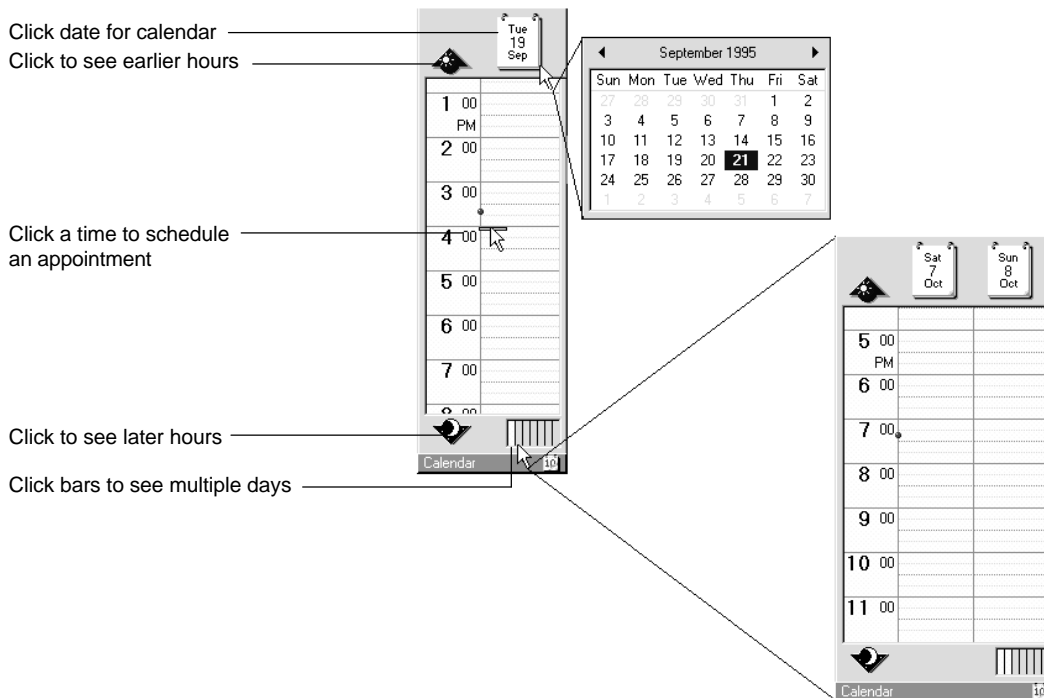


For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type one of these phrases:
address drawers, changing
address drawer, overview
3. Click the index entry you want, then click Display.

The Calendar drawer

The Calendar drawer displays a view of your Organizer calendar. You can use the Calendar drawer to schedule, change, or delete appointments. SmartCenter automatically updates your Organizer file. Initially, the Calendar drawer displays one day, but you can expand the view to show up to seven days.



If you don't use Organizer, you can still use the Calendar drawer as you see it above for entering your appointments and tracking your daily schedule.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type one of these phrases:
calendar drawer, overview
scheduling appointments
appointments, changing
appointments, deleting
3. Click the index entry you want, then click Display.

The Suite Help drawer

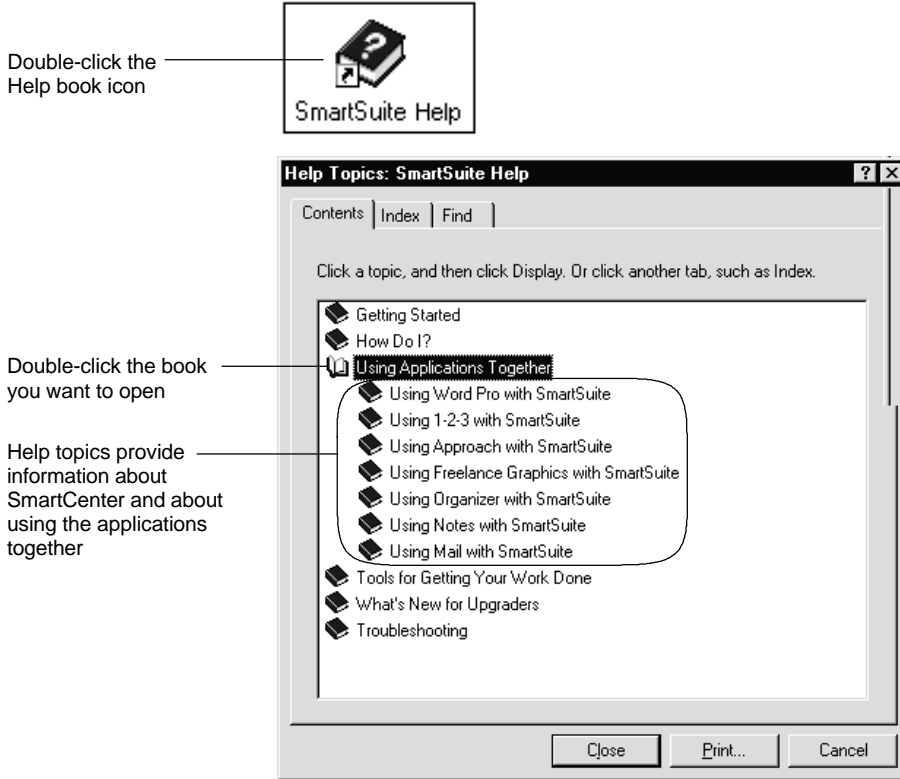
Initially, the Suite Help drawer contains the following folders:

- **Help** contains online information that helps you learn how to use SmartSuite features.
- **DocOnline** appears for CD-ROM users. Each manual is represented by an icon.
- **Movies** contains screen movies that show you how to use SmartCenter and how to use SmartSuite applications together. You can also use ScreenCam to create your own movies and add them to the Movies folder.
- **Tours** contains overview demonstrations of the major capabilities of Approach, Word Pro, and Freelance Graphics.
- **Internet**[®] gives you access to the IBM Home Page, the Lotus Home Page, the Lotus Support Home Page, and the Lotus Support FTP (File Transport Protocol) Server.



Using Online Help

In the Suite Help drawer, click the Help folder to open it.



Using DocOnline (CD-ROM users)

The SmartSuite CD-ROM contains online manuals for all the SmartSuite applications, and the Acrobat Reader 2.1, which lets you view and print the manuals. To read online manuals using the Acrobat Reader, perform these steps:

1. If you did not install manuals to your hard disk, insert the SmartSuite CD-ROM in your drive.
2. Click the Suite Help drawer and click the DocOnline folder.
3. Double-click the manual you want to use.

Note The page numbers listed in the tables of contents and the indexes of the DocOnline books refer to the page numbers that display in the footers of the printed documentation. Refer to the table of contents of the book to get to specific pages in the online manual.

To change the size of the text that appears in the Acrobat Reader, choose View - Zoom To from the Acrobat menu and select a magnification level in the Magnification drop-down box.

You can choose Acrobat Reader Help from the Help menu in the Acrobat Reader to learn how to use it. The Acrobat Reader README_R.TXT file, located in the ACROREAD\HELP folder, contains additional information.



Using Screen movies

SmartSuite comes with several screen movies, including movies about using drawers and using SmartSuite applications together.

Viewing screen movies

You can view the screen movies that come with SmartCenter or the movies that you or others create and add to the Movies folder.

1. Click the Movies folder in the Suite Help drawer.
2. Double-click the movie icon.

Note The Movie folder in the Suite Help drawer plays movies in .SCM format only.

For more information

Start ScreenCam by clicking the SmartSuite drawer, clicking the Lotus Programs folder, and double-clicking the ScreenCam icon.

1. Choose Help - Search.
2. Type one of these phrases:
 - creating screen movies**
 - distributing screen movies**
3. Double-click the entry you want.

Using the Internet

With SmartSuite you can scan lists of helpful hints for using Lotus applications, browse for what's new in software at Lotus, and download and save the latest updates on Lotus applications. SmartSuite provides you with Internet links to the IBM Home Page, the Lotus Home Page, the Lotus Support FTP (File Transport Protocol) Server, and the Lotus Support Home Page.

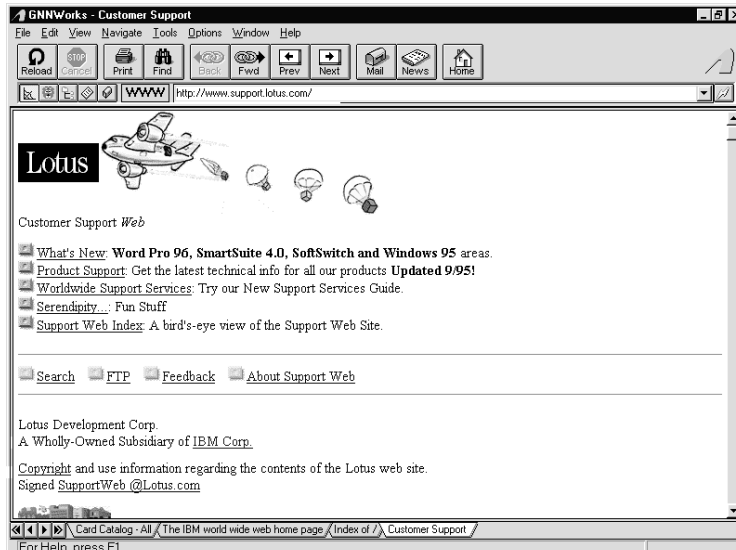


You can use OLE to store the IBM Home Page, Lotus Home Page, or Customer Support documents inside Word Pro. You can also open documents from the Internet from within Word Pro.

The Lotus Support Home Page provides you with technical notes and fact sheets written by the Lotus Customer Support staff. You can get answers to technical questions, download updates to improve performance, and browse frequently asked questions.

To display this screen, click the Internet folder in the Suite Help drawer

Then double-click the Lotus Support Home Page icon



The IBM Home Page provides you with:

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

The Lotus Home Page provides you with:

- The most up-to-date information on all Lotus applications
- Answers to Lotus Customer Support's most frequently asked questions
- Online promotions for Lotus applications
- Corporate information

The Lotus Support FTP Server lets you send comments or suggestions to the Lotus Customer Support staff.

Getting access to the Internet

If the icons for the home and support pages do not appear in your Internet drawer, you may need to install GNN, which, in the United States, comes in your SmartSuite package. If you have another web browser on your machine, SmartSuite will use that browser and supply icons in the Suite Help drawer.

You may want to see your network administrator about gaining access to the Internet.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the index tab, and type this phrase:
Internet, accessing
3. Click the index entry you want, then click Display.

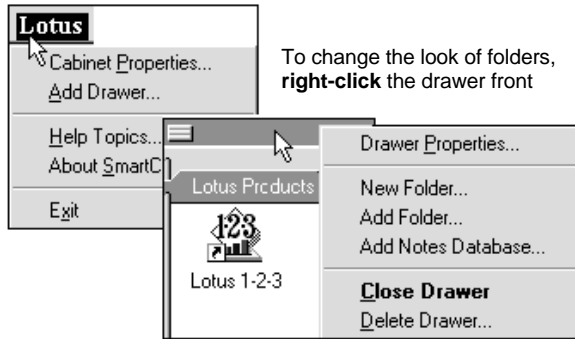
Customizing SmartCenter

After you install SmartSuite, you can start all your Lotus applications and application files from SmartCenter. You may want to customize SmartCenter, however, to better represent the way you work.

- You can change where SmartCenter appears and the way the drawers and folders look.
- You can add drawers and folders for non-Lotus files.

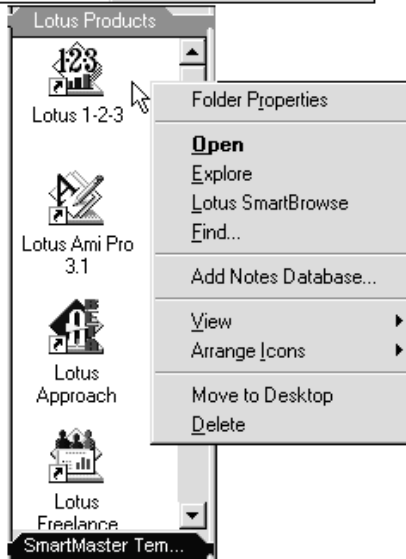
To customize SmartCenter drawers or folders, click where you see the mouse pointer below. From the menu that appears, select Cabinet Properties, Drawer properties, or Folder properties.

To change the placement or look of SmartCenter, click Lotus



To change the look of folders, **right-click** the drawer front

To change the label or color of the folder tab, or the icon size and arrangement, **right-click** inside the folder



You can easily add or delete drawers or folders to suit your own work habits. For example, if you often work with graphic products, you can add a drawer or folder to contain your drawing tools.



Tip If you frequently create the same kind of document, you can create a template file and start the template from SmartCenter. For example, suppose you create a status report each week. You can create a Word Pro document using a SmartMaster for memos. Type in your name and Weekly Status as the topic, and then save the file in a drawer. Each week you open the file from the drawer and begin writing a new report.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the index tab, and type one of these phrases:
drawers, adding
folders, adding
files, adding
files, removing
3. Click the index entry you want, then click Display.

SuiteStart

SuiteStart is an icon palette that displays on your Windows taskbar. It provides single-click access to your SmartSuite applications.



You can also add icons for non-Lotus applications to SuiteStart. SuiteStart is automatically added to your Windows StartUp folder when you install SmartSuite. To remove it from the StartUp folder, refer to Windows Help.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type this phrase:
suitestart, overview
3. Click the index entry you want, then click Display.

SmartMaster templates

A SmartMaster is a professionally designed template that gives you a quick start with everyday tasks. Freelance Graphics, Word Pro, 1-2-3, and Approach each come with a library of SmartMaster templates. You can start any new database, presentation, spreadsheet, or document with a SmartMaster. With its Click here blocks, a SmartMaster can be more than an attractive format; it can help you think through your tasks.

This business plan SmartMaster for Word Pro includes tabs to organize your information

Click here blocks that show you where and what information to type



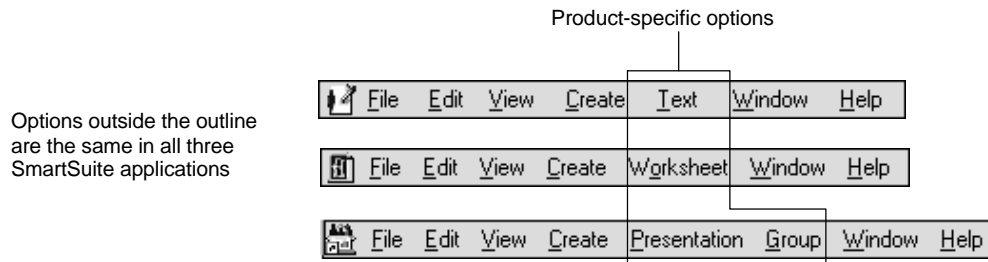
Common tools

SmartSuite gives you common tools across the applications. These tools are often context-sensitive, which means the options that they display are specific to what you are doing at the moment. Common tools include the following:

- Menus
- SmartIcons®
- Status bar
- Tabs
- InfoBox
- SmartFill
- Fast Format

Common menus

All SmartSuite menus work the same way, with the same basic commands. Once you know that User Setup is under the File command in Approach, you know that it is under File for Word Pro and Freelance Graphics as well. Menus are also context-sensitive, meaning that the commands change depending on what you are working on. For example, if you use the Create command to create a new table in Word Pro, the menu bar displays a Table command for changing the table.



SmartIcons

SmartIcons exemplify the common look and behavior built into SmartSuite.

SmartIcons give you single-click access to frequently used features. Many SmartIcons are common to all the SmartSuite applications, so when you learn to use an icon in one application, you know it for all applications. Click an icon to save a file, cut a selected object, preview what you are printing, and perform hundreds of other actions as you are working in SmartSuite applications.

Each application also has SmartIcons to perform tasks specific to that application.

To display the description of the action an icon performs, rest the mouse pointer on the icon. A description appears in a bubble. Once you are familiar with the icons, you can turn Bubble Help off by choosing File - User Setup - SmartIcons Setup (or Tools - SmartIcons in 1-2-3). You can still access these descriptions by holding down the right mouse button when the mouse pointer rests on an icon.



Making SmartIcons work the way you do. To make it easy to get started, each application contains a default set of SmartIcons. Once you gain experience, you can:

- Remove SmartIcons you don't use or add SmartIcons from an extensive set of standard SmartIcons.
- Size and move the SmartIcons to any position on the screen.
- Create your own icons and assign actions to them.

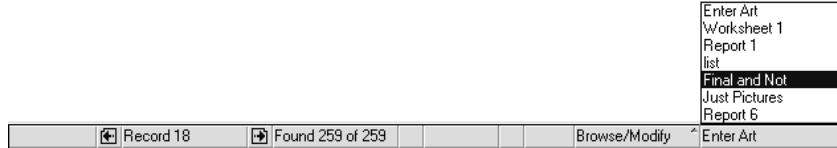
For more information

While working in any SmartSuite product:

1. Choose Help - Help Topics and click the Index tab. (Choose Help - Contents and click Search in 1-2-3.)
2. Type this phrase:
SmartIcons
3. Click the index entry you want, then click Display.

The status bar

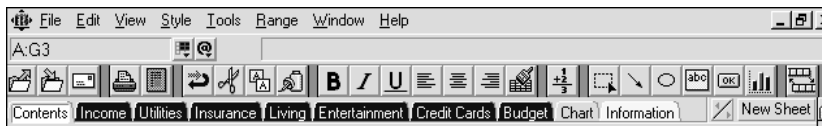
The status bar, located at the bottom of the application screen, offers immediate feedback on current selections and shortcuts for many commands. The status bar lets you display and change settings, such as font and point size in Word Pro, number formats in 1-2-3, page layouts in Freelance Graphics, and views and environments in Approach. Click a status bar button to see pop-up options.



Tabs

Tabs make it easy to organize and manage large volumes of information. In 1-2-3, you can create multiple worksheets within a file using tabs. In Approach, you can set up different views of your data with tabs. In Word Pro, you can use divider tabs to organize a long document. Freelance Graphics provides tabs for views that make it easy to concentrate on the text in your presentation or to rearrange your presentation.

In 1-2-3, tabs can organize your personal budget.



In Approach, tabs let you see all the views of your database.

	Arbore	Laprais	Schmit	Tanak
Quantitv	Quantity	Quantity	Quantity	Quant
	0	0	0	0
Comedy	1	1	1	1
Drama	4	4	7	4
Horror	1	1		
Mystery		1		
Western		1		
Total	6	8	8	5

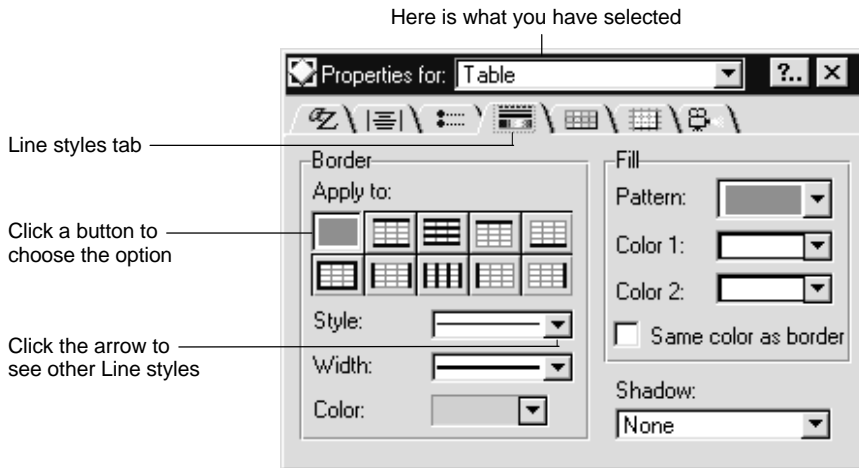
In Word Pro, you can use tabs to organize all the sections of a long document.



InfoBox

Think of the InfoBox first when you want to change the look of text or of an object in Freelance Graphics, Approach, or Word Pro. The InfoBox stays open for multiple changes. The options change as you change the focus of your work.

For example, if you click inside a table in Word Pro, the InfoBox displays options for changing the table's properties. If you click in the text above the table, the InfoBox displays options for text.



What makes the InfoBox so useful

- It stays open and on top so you don't have to open and close multiple dialog boxes.
- It displays different options as you change your selection.
- It works the same way, no matter what you are working on.

To display the InfoBox

Select what you want to change, then click:



InfoBox SmartIcons vary somewhat because they show you what you have selected. But you'll always see the yellow diamond on a blue square:



SmartFill

SmartFill lets you speed up data entry in tables, spreadsheets, and documents by automatically filling in routine information, such as the date, time, or sequential numbers.

Type in the first entry in the series

B	C	D
Jan		


Drag from the bottom corner

B	C	D
Jan		



Result

B	C	D
Jan		



B	C	D
Jan	Feb	Mar

Fast Format

With Fast Format you can quickly duplicate a format by selecting an object with the format you want and applying it to one or more other objects.

Select the text or object with the format you want to copy

<i>Jan</i>	Feb	Mar
------------	-----	-----

Click the Fast Format icon



Select the text to apply the format to

<i>Jan</i>	Feb	Mar
------------	-----	-----

The mouse pointer becomes a paintbrush

Result

<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
------------	------------	------------




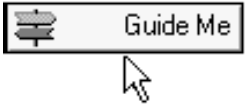
Click the icon again to turn off Fast Format





In any SmartSuite application, look for the paintbrush icon for Fast Format.

Smart Assistance

SmartSuite applications deliver the kind of assistance you need when you need it. SmartSuite offers you a new online Help system that is concise and organized by task. It also offers you other types of help to let you get the job done right:

<i>Feature</i>	<i>Application</i>	<i>Description</i>	<i>Location</i>
Lotus Assistants			
	In 1-2-3, Approach, and Word Pro.	<i>Step-by-step instructions</i> Guides you through the completion of tasks, such as building an index or building find conditions.	Available as a dialog box for complex tasks.
Tours			
	In Freelance Graphics, Approach, and Word Pro	<i>Overview of features</i> Provides a quick introduction to the application and lets you learn at your own speed.	Available the first time you run programs, from the product Help menu, and from the Suite Help drawer.
Ask the Expert			
	In Word Pro	<i>Specific instructions</i> Recognizes questions you ask in your own words, including understanding over 2,000 word processing terms and their relationship to your task. Takes you to the appropriate Help.	Available from the Word Pro Help menu.
Guide Me			
	In Freelance Graphics	<i>Specific instructions</i> Presents you with a list of questions related to what you are doing. Questions guide you to the appropriate Help.	Available from the Guide Me button or the Help menu.

Feature	Application	Description	Location
Online Help 	In all applications	<i>Specific instructions</i> Provides overviews of features and detailed information about all the tasks you may want to perform.	Available when you click Help or from the Help menu. SmartCenter and cross-application Help available from the Suite Help drawer.
Quick Demos 	In Freelance Graphics, Word Pro, and Approach	<i>Step-by-step demonstration of procedures</i> Presents procedures that are easier to understand when you see how they work.	Available from certain Help topics.

Using ScreenCam

You can easily create help for your coworkers by creating screen movies that demonstrate techniques and procedures.

Creating a screen movie

1. Click the SmartSuite drawer.
2. Click the Lotus Programs folder.
3. Double-click Lotus ScreenCam.
4. Choose File - New.
5. Click Mic to record sound only, Cam to record screen activity only, or Both to record both sound and screen activity.
6. Click Rec and then OK to begin recording.
7. When the stopwatch pointer disappears, perform the screen actions you want to record. If you have sound hardware, you can also include sound.
8. To stop recording, click the red Stop button.
9. To play back the screen movie, click Play.
10. To save the screen movie, choose File - Save, enter a name in the File Name box, click the Movie Description box and enter a description, and then click OK.

Using ScreenCam

Each screen movie can be:

- Saved as a native Lotus ScreenCam movie (.SCM format).
- Saved as a stand-alone screen movie (.EXE format) that lets you distribute movies to users who don't have ScreenCam.
- Saved with just its soundtrack (.WAV or .SCM format) or with just its screentrack (.SCM format).
- Linked or embedded in an OLE-compliant application.

Note The Movie folder in the Suite Help drawer plays movies in .SCM format only.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type this phrase:
screen movies
3. Click the index entry you want, then click Display.

Chapter 6 Integration

With SmartSuite, it's easy to share data between applications. You can create the data once, then copy, move, link, or embed it wherever you want it to go. You can also do the following:

- Use LotusScript™ to create your own applications to automate tasks.
- Use OLE 2 to seamlessly link data between two OLE 2 applications.

Here are some of the many other ways you can use SmartSuite applications together:

- Use the outline of your Word Pro document to automatically create a Freelance Graphics presentation.
- Use Organizer to insert addresses in the Word Pro document you create for a mass mailing.
- Drag a 1-2-3 range into your Word Pro document to create a table.
- Copy a chart from 1-2-3 to a Freelance Graphics presentation. Freelance Graphics automatically reformats the chart to match your presentation.
- Use Approach to create dynamic crosstabs, forms, reports, and address labels from your 1-2-3 data.

This chapter describes integration tools and ways you can use the applications together.

Integration tools

LotusScript

LotusScript is a cross-application scripting language that is available in Approach, Freelance Graphics, and Word Pro. LotusScript lets you develop your own applications as well as automate existing tasks.

LotusScript provides a high degree of flexibility to control the flow of a program. With LotusScript you can do the following:

- Pass data to and from other Lotus applications that use LotusScript
- Pass data to and from any product that uses OLE automation
- Write programs that store and manipulate data
- Test conditions in data so that you can control when actions are performed
- Automate repetitive tasks
- Pass data to and from parts of applications

Each SmartSuite application that uses LotusScript has its own set of LotusObjects™, which can be manipulated with LotusScript. Some objects are similar across products, while some objects are unique to the application.

For more information on LotusScript, choose Help - Help Topics in Approach, Freelance Graphics, and Word Pro. Click the Contents tab, and double-click the LotusScript book.

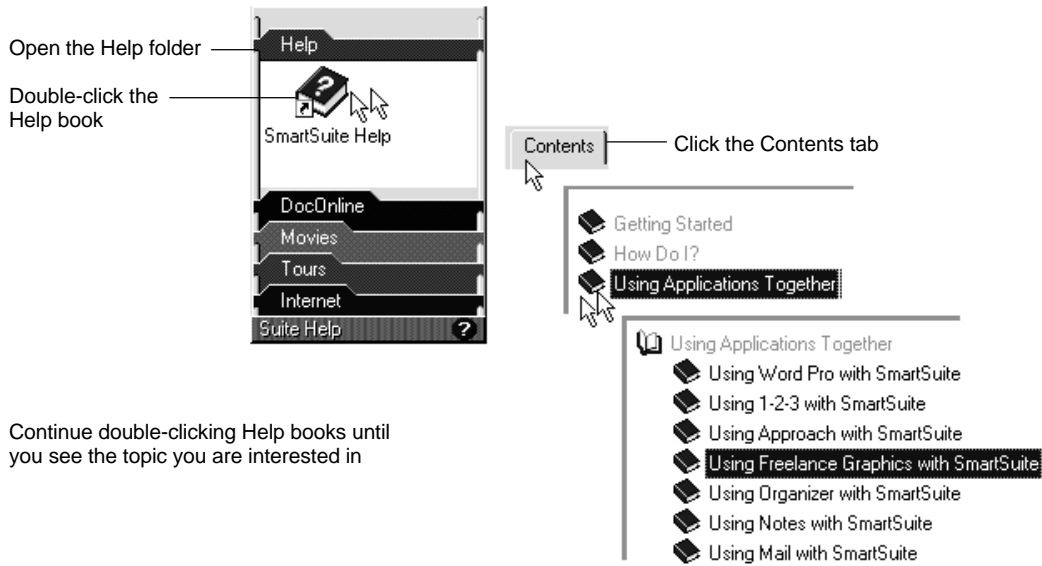
OLE 2

OLE 2 (object linking and embedding) lets you seamlessly link data between OLE 2 applications. When you link data you can update that data either in its original file or in a file you've copied it to. When you double-click the copied data to change it, the original application opens and the data is updated in both places. Word Pro, Approach, and Freelance Graphics all fully support OLE functionality.

Using applications together

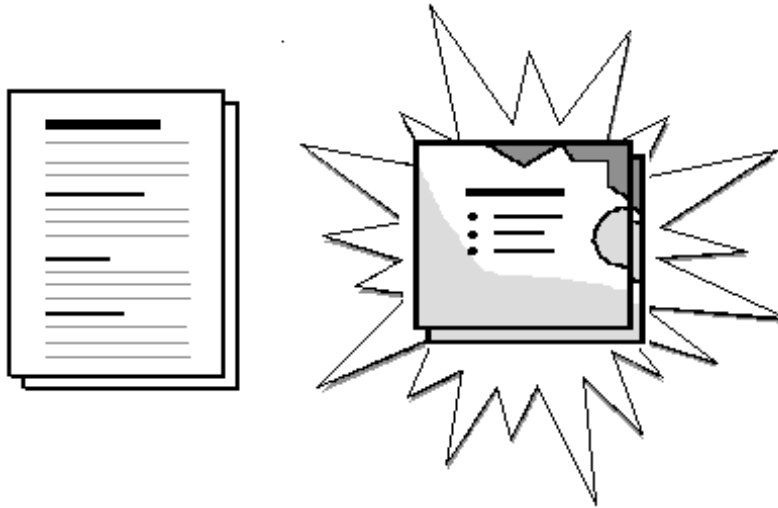
SmartSuite offers you a number of easy ways to reuse what you've created in a SmartSuite application. This section shows you a few of those ways.

For dozens of other ideas on how to use the applications together, see Suite Help:



Present It!

With Present It! you can automatically turn the outline of your Word Pro document into a Freelance Graphics presentation. You can use your outline as the basis of your Word Pro report and your Freelance Graphics presentation.



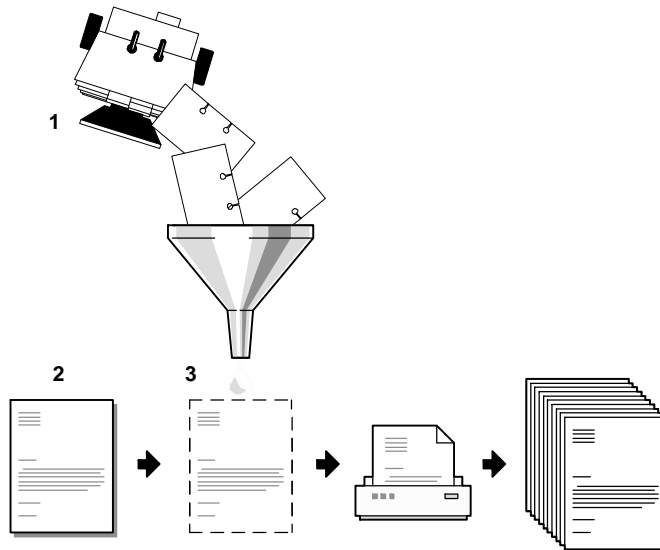
Freelance Graphics turns the major headings of your outline into titles for presentation pages and your subheadings into bulleted text.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type this phrase:
presentations
3. Click the index entry you want, then click Display.

Using Organizer addresses in Word Pro mailings

You can use your Organizer addresses to personalize the letters in a mass mailing by inserting the names and addresses of your clients into each copy of your Word Pro document.



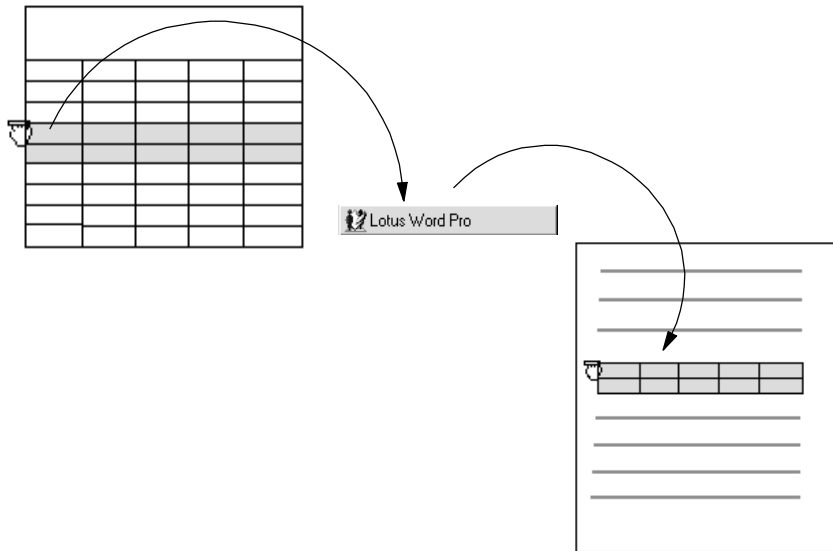
You select the Organizer addresses, create the letter, and merge the letter and address files. Then you're ready to print your letters.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type this phrase:
merge
3. Click the index entry you want, then click Display.

Dragging a 1-2-3 range to Word Pro

Suppose you created a table in 1-2-3 that you want to include in a Word Pro document. Instead of retyping the data, you can quickly drag the 1-2-3 range to Word Pro using the Windows taskbar.



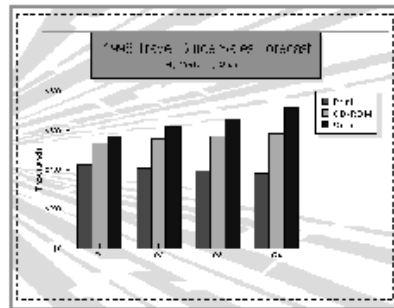
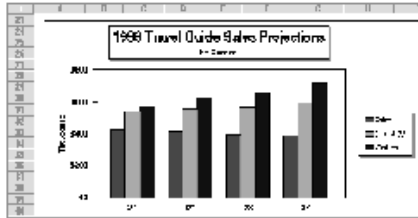
Note Before you start to copy the range to Word Pro, make sure both files are open and that you've saved your 1-2-3 file.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type this phrase:
ranges, copying
3. Click the index entry you want, then click Display.

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

Suppose you want to use a chart you created in 1-2-3 in a Freelance Graphics presentation. This easy procedure links the 1-2-3 chart with the Freelance Graphics presentation so that when you update data in 1-2-3, the Freelance Graphics chart reflects the change. Freelance Graphics automatically reformats the chart to fit the style and look of the Freelance Graphics SmartMaster you chose.



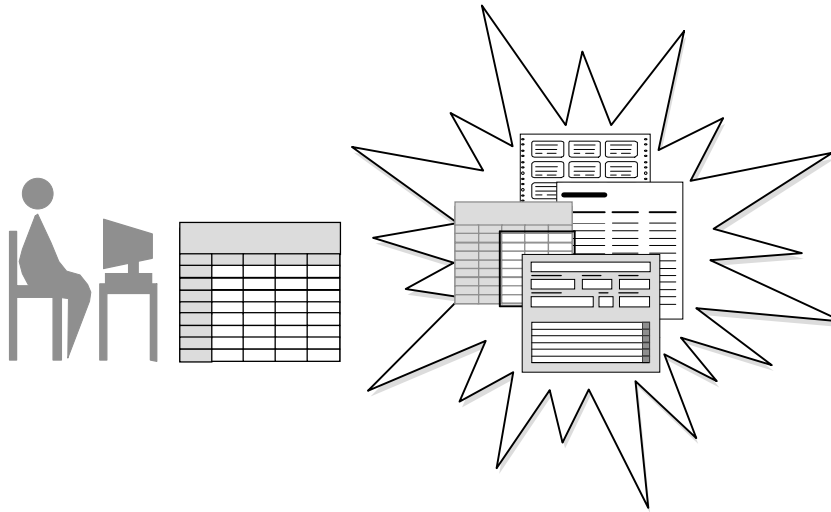
Note For the procedure to work correctly, make sure you've saved your 1-2-3 file.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type this phrase:
linking charts
3. Click the index entry you want, then click Display.

Using Approach with 1-2-3

You don't have to leave 1-2-3 to take advantage of a number of powerful Approach capabilities.



You can create the following:

- **Forms** that let you streamline data entry and ensure accuracy in your spreadsheet.
- **Reports** that let you create sophisticated summaries on your spreadsheet data, using the exclusive PowerClick reporting in Approach. You can select the columns and rows you want to report on, and then sort, group, and calculate information by clicking the appropriate icon from the set of SmartIcons.
- **Dynamic Crosstabs** that let you reorganize your data any way you want for easier analysis.
- **Mailing Labels** that let you turn address information stored in 1-2-3 into ready-to-use mailing labels. The labels can be matched to standard Avery labels or customized to virtually any specification.

All these capabilities are available from the Tools - Database menu in 1-2-3. When you choose Form, Report, Dynamic Crosstab, or Mailing Labels from the Tools - Database menu, Approach starts, and Lotus Assistants guide you through each step as you create the feature.

1-2-3 embeds the form, report, or crosstab as an icon in the worksheet. Double-click the icon to open Approach and the view of your data you created.

For more information

1. Click Suite Help, click the Help folder, and double-click the Help book.
2. Click the Index tab, and type one of these phrases:
 - form**
 - reports**
 - crosstabs**
 - mailing labels**
3. Click the index entry you want, then click Display.

Chapter 7

Where to Go from Here

As you begin working in SmartSuite, you'll find several types of help information, including printed manuals and online Help. Each type is designed to meet a variety of user needs and ways of learning.

CD-ROM users get DocOnline. In addition, depending on the location, CD-ROM users get some or all of the printed manuals.

SmartSuite Help cards

You can get information on how to complete cross-application tasks and how to change SmartCenter. Just click the Suite Help drawer, open the Help folder, and double-click the SmartSuite Help book. You can also get help on SmartCenter dialog boxes by clicking the Help button in each dialog box.

1-2-3 documentation

1-2-3 comes with the following printed and online documentation:

- *What's New for Upgraders* provides information about the changes in 1-2-3 Release 5 for Windows since the last release.
- The *User's Guide* is a task-oriented book that explains basic concepts, gives you step-by-step procedures for the most common 1-2-3 tasks, and tells you where to look in online Help for information not in the *User's Guide*.
- Online Help documents every 1-2-3 feature, menu command, and dialog box. Help is the primary source for detailed information about @functions and macros. Choose Help - Using Help from the 1-2-3 menu to learn more about Help's features.
- The online Tutorial provides hands-on lessons for using 1-2-3. If you choose to install the Tutorial, it appears in the Help pull-down menu. To start the Tutorial, choose Help - Tutorial.

Word Pro documentation

Word Pro comes with the following printed and online documentation:

- *Exploring Word Pro* gets you started using the tools that are common to all SmartSuite products as well as providing conceptual information about SmartMaster templates, organizing a document, team computing, and how to write a letter using Word Pro.
- The Tour provides an overview of Word Pro features. Use the Tour to become familiar with the Word Pro window, SmartIcons, paragraph styles, page layouts, frames, pictures, and editing techniques.
- Online Help is streamlined and has been redesigned for easy and immediate access to how-to information. Help is task-oriented, featuring step-by-step procedures. The procedural help displays a window that stays on top while you follow the instructions. Help also includes documentation for the Word Pro LotusScript language.
- Ask the Expert, available from the Help menu, lets you use your own language to ask questions about using Word Pro. You simply type in your question and get a helpful answer.

Freelance Graphics documentation

Freelance Graphics comes with the following printed and online documentation:

- *Exploring Freelance Graphics* gets you started using the tools that are common to all SmartSuite products and introduces you to the components of a presentation, SmartMaster templates, and distributing your presentation.
- Online Help is streamlined and has been redesigned for easy and immediate access to how-to information. Help is task-oriented, featuring step-by-step procedures. The procedural help displays a window that stays on top while you follow the instructions. Help also includes documentation for the LotusScript language for Freelance Graphics.
- The Tour provides an overview of Freelance Graphics and tells you how to get started, make changes, create charts, and use Freelance Graphics with your coworkers.
- Guide Me presents you with a list of questions related to what you are doing at the moment so that you can find answers to task-related questions.

Approach documentation

Approach comes with the following printed and online documentation:

- *Exploring Approach* gets you started using the tools that are common to all SmartSuite products and includes a first look at handling data. There are sections that describe the Approach work area, creating databases, designing and modifying views, entering data, finding and sorting data, customizing and automating Approach, team computing, and exchanging data with other applications.
- Online Help is streamlined and has been redesigned for easy and immediate access to how-to information. Help is task-oriented, featuring step-by-step procedures of tasks. The procedural help displays a window that stays on top while you follow the instructions. Help also includes documentation for the Approach LotusScript language.
- The Tour provides an overview of Approach and tells you how to get started, make changes, enter data, find records, create views, and use Approach with your coworkers.
- *Using LotusScript in Approach* provides an overview of LotusScript and how it works in Approach.

Organizer documentation

Organizer 2.1 comes with the following printed and online documentation:

- *Exploring Organizer* gets you started. It explains what's new in Organizer 2.1, and how to get information from Help. It also provides information on how to schedule appointments and group meetings, manage your information in each Organizer notebook section, tie all your information together, and print your file.
- *Quick Reference Card* explains how to do basic Organizer tasks and shortcuts, and how to use Help to accomplish tasks such as group scheduling (print only).
- *The Print Layout Guide* contains samples of each print layout so you can choose which ones suit your needs for printing schedules, address and notes information, and so on (print only).
- Online Help provides context-sensitive help, procedures for Organizer functions, and other general topics. The Help procedure remains on your screen while you follow the instructions.

- ALMANAC.OR2 is a sample file installed in the \LOTUS\WORK\ORGANIZE files directory. It contains general reference material, such as telephone area codes and information about holidays.

To install and configure group scheduling, the network administrator will receive the following printed and online documentation:

- Several Organizer files contain tips and techniques for advanced users: TECHNOTE.OR2 (general and group-scheduling information), NDEPLOY.OR2 (for Notes group-scheduling sites), and CDEPLOY.OR2 (for cc:Mail group-scheduling sites).
- The Lotus Organizer Administration 2.1 program provides context-sensitive help for mail-based and single-server scheduling, procedures for maintaining Organizer files, and overviews of general administration topics.

Index

How to use this index

This index refers you to information in this book and in online Help.

To find information on a topic



1. Start SmartCenter.
2. Click the Suite Help drawer.
3. Click the Help folder.
4. Double-click the SmartSuite Help icon.
5. Click the Index tab.
6. Type the entry as it appears in the index.
7. Click the topic you want, then click Display.

Help displays detailed information on the topic.

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