

The Working Together Bonus Pack contains macros to integrate Ami Pro with:

All Lotus Windows products

Lotus 1-2-3 Release 4 for Windows

Lotus Freelance Graphics for Windows

Lotus Organizer for Windows

Lotus Improv for Windows

Lotus Notes and cc:Mail

Lotus DocOnline

The Lotus suite of Windows products share a common "look and feel," which makes learning and working in multiple Lotus products virtually effortless. For example, SmartIcons are common across the entire suite. Once you learn how to use SmartIcons in one Lotus Windows product, you can quickly get up to speed in all of the other Lotus Windows products.

In addition, the Lotus suite of products share some common components. For example, the Lotus spell checker installs only once, and is shared by all Lotus Windows products. This not only saves disk space, but enables you to share a custom dictionary across the Lotus suite.

The Working Together Bonus Pack contains integration features that assist you in using the Lotus suite together.

[Lotus Application Manager](#)

[Lotus Application Tiler](#)

LOTUSPAL.SMM

The Lotus Application Manager makes it easy to quickly navigate to or launch any installed Lotus Windows product. The Lotus Application Manager displays launch icons for five Lotus Windows products at a time. For quick access, it is located in the upper right-hand area of the Windows screen.

To run the Lotus Application Manager

Choose Tools/Macros/Playback and select LOTUSPAL.SMM.

Ami Pro places a launch icon set in the upper right-hand area of the Windows screen.

To customize the Lotus Application Manager

1. Position the mouse pointer on the icon you want to move to another position in the set.
2. Press CTRL and drag the icon to the desired position in the set.

When you press CTRL and drag the icon off the launch set, the icon will move to the end of the list and you will then have another icon to choose from in your list. Only five icons will display at one time. A spacer icon is included in the set.

To remove the Lotus Application Manager

Choose Tools/Macros/Playback, select LOTUSPAL.SMM and choose OK.

The Lotus Application Manager runs under Ami Pro. If you close Ami Pro, the Lotus Application Manager will be removed from the screen.

LOTUSTIL.SMM

You can quickly tile your two favorite Lotus Windows applications. The Lotus Application Tiler horizontally or vertically tiles the two applications you specify so you can easily copy data from one application to another.

1. Choose Tools/Macros/Playback, select LOTUSTIL.SMM and choose OK.
2. Select the two Lotus applications you want to tile.
3. Choose Tile Vertically or Tile Horizontally.
4. Choose OK.

The Lotus Application Tiler tiles the two applications you have selected.

If an application is not loaded, the Lotus Application Tiler will launch the application and tile it.

Integration between Ami Pro and 1-2-3 Release 4 for Windows is a snap! In addition to DDE and OLE support in both products, Ami Pro has import filters which enable you to insert 1-2-3 data into an Ami Pro document or use it as the data file for a mail merge.

The Working Together Bonus Pack contains a collection of tools that enable you to easily and powerfully utilize the integration of Ami Pro and 1-2-3.

[Collect & Copy for 1-2-3 for Windows](#)

[Ami Pro to 1-2-3 Style Converter](#)

[Quick House Payment Calculator](#)

[Quick College Fund Calculator](#)

[Quick Savings Investment Calculator](#)

[Quick Investment Growth Calculator](#)

[Quick Loan Payment Table Calculator](#)

[Quick Depreciation Table Calculator](#)

[Quick Statistics Calculator](#)

[Quick Percentage Calculator](#)

[Quick Trend Calculator](#)

[Quick Fahrenheit to Celsius Calculator](#)

[Quick Exponential Calculator](#)

[Quick Root Calculator](#)

[Quick Geometry Calculator](#)

[Quick Quadratic Equation Calculator](#)

[Quick Power Duct Calculator](#)

[Quick @Function Calculator](#)

[The Builder](#)

123COPY.SMM

Collect & Copy for 1-2-3 Release 4 for Windows enables you to quickly and easily collect several ranges of 1-2-3 data and arrange and print them all on one page of an Ami Pro document. The ranges can be discontinuous, be from one or several files, and can contain numeric data or charts and graphics. The ranges are OLE linked to the original spreadsheet so that navigation back to the spreadsheet is only a double-click away!

Collect & Copy for 1-2-3 for Windows looks for a product registration in the LOTUS.INI file, located in the WINDOWS directory. If you encounter errors running Collect & Copy, make sure the entry for 1-2-3 for Windows is:

123W=[PATH]\123W.EXE 1-2-3 for Windows

To run Collect & Copy for 1-2-3 from Ami Pro

1. Choose Tools/Macros/Playback, select 123COPY.SMM and choose OK.

Ami Pro launches 1-2-3 for Windows if it is not already running, or makes 1-2-3 the active window if it is running. You can open 1-2-3 files, move to different sheets, or navigate to specific ranges on your sheet.

A box appears on the screen listing the instructions for the macro.

2. Select the range you want to copy.
3. Choose Copy to Ami Pro.
4. Repeat steps 3 - 4 for each range you want to copy.

You can select ranges from multiple sheets and files, and you can select ranges that include text, data, and graphics.

5. Choose Done.
6. Choose Switch to Ami Pro.

Collect & Copy for 1-2-3 for Windows opens a new Ami Pro document and creates an OLE frame for each range you selected. You can copy, move, resize, and modify the frame layout for any of the copied ranges. To navigate back to the original 1-2-3 spreadsheet, double-click on the OLE frame.

To run Collect & Copy for 1-2-3 from 1-2-3 for Windows

Releases of 1-2-3 prior to Release 4 for Windows do not have a Collect & Copy SmartIcon and macro.

1. Load Ami Pro for Windows.
2. Load 1-2-3 for Windows.
3. Click on the Collect & Copy SmartIcon.
4. Select the range you want to copy.
5. Choose Copy to Ami Pro.
6. Repeat steps 4 - 5 for each range you want to copy.

You can select ranges from multiple sheets and files, and you can select ranges that include text, data, and graphics.

7. Choose Done.
8. Choose Switch to Ami Pro.

123STYLE.SMM

With the Ami Pro to 1-2-3 style converter, your documents and your spreadsheets can share a standard look. The style converter makes it easy to use any paragraph style you have created in Ami Pro as a 1-2-3 Release 4 for Windows style.

The Ami Pro to 1-2-3 style converter does not work with 1-2-3 for Windows releases prior to Release 4.

1. Load 1-2-3.
2. Open the 1-2-3 spreadsheet to which you want the Ami Pro styles converted.
3. Load Ami Pro.
4. Open the document or style sheet that contains the styles you want to convert.
5. Choose Tools/Macros/Playback, select 123STYLE.SMM and choose OK.
6. Select the styles that you want to convert or choose Select All.
7. Choose OK.

The Ami Pro to 1-2-3 Style Converter creates a matching style in 1-2-3 for each style you selected to convert. You can then use those styles to format your 1-2-3 spreadsheet, and give it the same look as your Ami Pro document.

QKHOUSE.SMM

Quickly calculate the monthly mortgage payments of your dream house! Enter the mortgage amount, the term of the mortgage, and the interest rate, and Ami Pro and 1-2-3 do the rest. You can then generate a Real Estate Cost of Home Ownership report. The form prompts you for information about the property and the buyer, the real estate firm (if there is one), and provides the line items of the mortgage financials on a professionally designed page.

1. Choose Tools/Macro/Playback, select QKHOUSE.SMM and choose OK.
2. Specify the Price of the house, the Number of years of the mortgage, and the Interest rate.
The Quick House Payment Calculator displays the Monthly and Total payments of the house.
3. If you want to create a report, choose Report. Otherwise, go to step 5.
4. Specify your name, company name, address, city, state, zip code, phone, and fax numbers.
Specify the name of the person you are preparing the report for and the name of the property.
The Quick House Payment Calculator creates an Estimated Cost of Home Ownership form containing the calculated monthly payments. You can specify other costs of home ownership in the form. Ami Pro sums the totals.
5. Choose Done.

QKCOLLEG.SMM

Quickly calculate how much money you will have to save each month in order to send your child to college.

You can also use this tool to calculate how much you will have to save per month to have a certain amount of savings after a certain amount of time.

1. Choose Tools/Macros/Playback, select QKCOLLEG.SMM and choose OK.
2. Specify the number of Years until the child goes to college, the Estimated college tuition/year, and your Savings account interest rate.

The Quick College Fund Calculator calculates the total tuition for four years of college and displays how much you will have to save each month.

3. If you want to copy the calculations to the Clipboard, choose Copy.
4. Choose Done.

QKSAVE.SMM

Quickly calculate how much you money you will have in your savings account if you save a certain amount each month.

1. Choose Tools/Macros/Playback, select QKSAVE.SMM and choose OK.
2. Specify the Interest rate of your savings account, the Savings per month, and the Number of months you will save.

The Quick Savings Investment Calculator calculates and displays your total savings.

3. If you want to copy the calculations to the Clipboard, choose Copy.
4. Choose Done.

QKTERM.SMM

Quickly determine how long it will take you to save a certain amount of money at a certain savings interest rate. For example, just how long it will take you to save enough for your dream car?

1. Choose Tools/Macros/Playback, select QKTERM.SMM and choose OK.
2. Specify the Annual payment, the Future value (savings goal), and your savings Interest rate.
The Quick Investment Growth Calculator calculates and displays how long it will take for you to reach your savings goal.
3. If you want to copy the calculations to the Clipboard, choose Copy.
4. Choose Done.

QKTABLE.SMM

Quickly determine your loan options by producing a loan payment table. You tell the loan payment table calculator what your maximum and minimum spending limits are and your available loan terms, and Ami Pro will produce a formatted loan payment table.

1. Choose Tools/Macros/Playback, select QKTABLE.SMM and choose OK.
2. Specify the Maximum and Minimum loan amounts you are considering, and the incremental value on which you would like to evaluate the loan.

Specify the interest rate of your loan.

Specify the maximum and minimum lengths of loans (in years) you are considering, and the incremental time value on which you would like to evaluate the loan.

3. Choose OK.

The Quick Loan Payment Calculator creates a table containing monthly and total payments for each of the loan amount and loan duration combinations.

QKDEPREC.SMM

Quickly calculate and build a table outlining the life of an asset.

1. Choose Tools/Macros/Playback, select QKDEPREC.SMM and choose OK.
2. Specify the amount you paid for the asset, the Estimated salvage value, the life of the asset, the number of periods to calculate, and the method of depreciation.

The Quick Depreciation Calculator calculates the allowance for one period.

3. Choose Report.

The Quick Depreciation Table Calculator generates a report on the life of the asset for the periods you specify.

QKSTAT.SMM

Quickly calculate the sum, maximum, minimum, and average of a range of data and paste any of the statistics into an Ami Pro document.

1. Select a range of data in an Ami Pro table.
2. Choose Edit/Copy to place the data in the Windows Clipboard.
3. Choose Tools/Macros/Playback, select QKSTAT.SMM and choose OK.

The Quick Statistics Calculator determines the Maximum, Minimum, Average and Sum of the list of data.

4. You can copy any of the statistics to the Clipboard by choosing that statistic and then choosing Copy.
5. To view and/or edit the data, choose Data...
6. Choose Done.

QKPERC.SMM

Quickly calculate the percentage of the total of each data item in a range of data and paste the results into your Ami Pro document.

1. Select a range of data in an Ami Pro table.
2. Choose Edit/Copy to place the data in the Windows Clipboard.
3. Choose Tools/Macros/Playback, select QKPERC.SMM and choose OK.

The Quick Percentage Calculator calculates the percentage of the total of each data item in the list. The Sum of the data is displayed at the bottom of the box.

4. To view and/or edit the data, choose Data...
5. You can copy the percentages to the Clipboard by choosing Copy All.
6. Choose Done.

QKTREND.SMM

Quickly calculate the percentage increase or decrease of one data item in a range of data from the previous item.

1. Select a range of data in an Ami Pro table.
2. Choose Edit/Copy to place the data in the Windows Clipboard.
3. Choose Tools/Macros/Playback, select QKTREND.SMM and choose OK.
4. The Quick Trend Calculator calculates and displays how much of an increase one item in the data list has over the previous item.
5. You can view and/or edit the data, by choosing Data...
6. You can copy the trend percentages to the Clipboard by choosing Copy.
7. Choose Done.

QKTEMP.SMM

Quickly calculate the equivalent of a specific temperature in Fahrenheit to the same temperature in Celsius, and vice versa.

1. Choose Tools/Macros/Playback, select QKTEMP.SMM and choose OK.
2. Specify the temperature.
3. Select either Fahrenheit to Celsius or Celsius to Fahrenheit.

The quick Fahrenheit to Celsius Calculator converts the temperature from one measure to the other.

4. To view and/or edit the data, choose Data...
5. You can copy data to the Clipboard by choosing Copy All.
6. Choose Done.

QKPOWER.SMM

Quickly calculate any base value raised to any power.

1. Choose Tools/Macros/Playback, select QKPOWER.SMM and choose OK.
2. Specify the Base value and the Power.

The Quick Exponential Calculator calculates the value of the base raised to the power.

3. You can copy data to the Clipboard by choosing Copy.
4. Choose Done.

QKROOT.SMM

Quickly calculate any value taken to any root.

1. Choose Tools/Macros/Playback, select QKROOT.SMM and choose OK.
2. Specify the Base value and the Root.

The Quick Root Calculator calculates the value of the Base value Raised to the root.

3. You can copy data to the Clipboard by choosing Copy.
4. Choose Done.

QKGEOM.SMM

Quickly calculate the sine, cosine and tangent of a Angle.

1. Choose Tools/Macros/Playback, select QKGEOM.SMM and choose OK.
2. Type in the degrees of the Angle.

The Quick Geometry Calculator displays the Sine, Cosine and Tangent of the Angle.

3. You can copy data to the Clipboard by choosing Copy.
4. Choose Done.

QKQUAD.SMM

Quickly calculate a quadratic equation.

1. Choose Tools/Macros/Playback, select QKQUAD.SMM and choose OK.
2. Type in the quadratic equation.
The Quick Quadratic Equation Calculator displays the answer to the quadratic equation.
3. You can copy data to the Clipboard by choosing Copy.
4. Choose Done.

QKDUCTS.SMM

The Quick Power Duct Calculator is an example of how quickly the 1-2-3 engine calculates a complex equation. The power duct calculator tells you how big of a circular duct you need to replace a rectangular one of a specific size and volume capacity.

1. Choose Tools/Macros/Playback, select QKDUCTS.SMM and choose OK.
2. Specify the length and height of the rectangular duct.

The Quick Power Duct Calculator computes the circular equivalent of a rectangular duct for equal friction and capacity.

3. Choose Done.

QKFUNCT.SMM

Quickly calculate any 1-2-3 @function.

1. Choose Tools/Macros/Playback, select QKFUNCT.SMM and choose OK
2. Specify the 1-2-3 @function.

The Quick @Function Calculator calculates your formula and displays the result in the Answer box.

3. Choose Done.

BUILD.SMM

The Builder is a step-by-step guide to creating your own Ami Pro calculators that use the 1-2-3 engine to calculate the formulas.

There are three steps to building your own formula calculator. First you define the parameters of the calculation application. Then you create the user interface and define the formula. Then you can run the calculation application.

1. Choose Tools/Macros/Playback, select BUILD.SMM and choose OK.
2. Choose Define the calculation application and choose OK.
3. Specify the Name of the dialog box, the Name of the macro you will be creating, and the Number of variables in the formula (not including the solution) and choose OK.

The Builder returns to Calculation Application Builder dialog box.

4. Choose Design the user interface for the application and choose OK.
5. Specify the text to appear at the top of the application's dialog box, the 1-2-3 formula, and the label names for the variables. Choose OK.

The variables in the formula must be in the form of {VALUE1}, {VALUE2}, etc., including the curly brackets.

6. Choose Run the calculation application.

You have created an Ami Pro macro. You can edit, run or assign this macro to an icon. Refer to the Ami Pro User's Guide for more information on macros.

You can continue to run the calculation application until you choose Cancel.

The Working Together Bonus Pack provides tools that make it easy to take advantage of the graphic capabilities of Freelance in Ami Pro, and also provides more flexible ways to print Freelance presentations by assisting you in printing the presentations in Ami Pro.

The Working Together Bonus Pack does not work with versions of Freelance Graphics prior Release 2.0 for Windows.

[Collect & Copy for Lotus Freelance Graphics for Windows](#)

[Automatic Presentation Creator](#)

[Organization Charting Tool](#)

[Curved Text Tool](#)

[Presentation Handouts Preparer](#)

FLWCOPY.SMM

Collect & Copy for Freelance Graphics for Windows enables you to quickly and easily collect several slides from a Freelance presentation and arrange and print them all on one page in Ami Pro.

1. Choose Tools/Macros/Playback, select FLWCOPY.SMM and choose OK.

Ami Pro launches Freelance if it is not already running, or makes Freelance the active window if it is running.

2. Open a Freelance Presentation and from the Page Sorter view select a slide you want to include in your Ami Pro document.
3. Choose Copy to Ami Pro.
4. Repeat steps 3 - 4 for each slide you want to include in your Ami Pro document.
5. Choose Done.
6. Choose Switch to Ami Pro.

You can copy, move, resize, and modify the frame layout for any of the copied slides.

FLWSHOW.SMM

With the click of an icon, the automatic presentation creator takes an Ami Pro document and creates a Freelance presentation and screen show out of it. You select the text to be included in the presentation and choose the look of the presentation, and Ami Pro and Freelance do the rest!

1. Open the Ami Pro document from which you would like to create a presentation.
2. Select the text to be included in the presentation.

If you do not select any text, a message displays and you can specify whether you want to include the entire document in the presentation.

3. Choose Tools/Macros/Playback, select FLWSHOW.SMM and choose OK.
4. Select the Freelance background for your new presentation.

Sit back and watch as Ami Pro and Freelance work together to create a screen show out of your document.

FLWORG.SMM

Using the organization charting tool in Freelance, you can quickly insert an organization chart into your Ami Pro document.

1. Open the Ami Pro document in which you want to include a organizational chart.
2. Choose Tools/Macros/Playback, select FLWORG.SMM and choose OK.
3. Select the type of organization chart you want to create and choose OK.
4. Type your organization chart data and choose OK.

The Organization Charting Tool creates a frame for the chart. You can copy, move, resize, and modify the frame layout for the chart.

FLWCURVE.SMM

Add some pizzazz to your Ami Pro newsletters and flyers by inserting curved text with the Curved Text Tool. With a click of an icon you can make a word curve in the shape of a circle, a square, or an S.

1. Open the Ami Pro document in which you want to insert some curved text.
2. Select the text you want to curve.
3. Choose Tools/Macros/Playback, select FLWCURVE.SMM and choose OK.
4. Choose the shape you want to apply to the text.
5. Choose OK.

The Curved Text tool creates a frame for the text. You can copy, move, resize, and modify the frame layout for the text.

FLWHAND.SMM

Quickly combine your presentation slides with speaker notes or comments in an Ami Pro document for great looking presentation handouts. You can choose from three different slide layouts: single slide pages, double sided pages, or three slide pages.

1. Load Freelance Graphics for Windows.
2. Open the presentation for which you would like to create handouts.
3. Choose Tools/Macros/Playback, select FLWHAND.SMM and choose OK.
4. Choose the type of handout layout.
5. Choose OK.

The Presentation Preparer opens a new Ami Pro document and copies each slide from your Freelance presentation. The Presentation Preparer creates a frame for each slide. You can copy, move, resize, and modify the frame layout for any of the copied slides.

You can add text for speaker notes, comments, or instructions to augment your presentation handouts.

When an Ami Pro document is attached to a Notes or cc:Mail message, you can double-click on the Ami Pro document icon in the mail message to detach the document or launch Ami Pro to read it.

The Working Together Bonus Pack contains a tool called Quick Send that makes the integration of Ami Pro with Notes and cc:Mail even tighter.

The Working Together Bonus Pack does not work with versions of Lotus Notes prior to Release 3.0 and versions of cc:Mail prior to Release 2.0.

Quick Send

QKSEND.SMM

Quick Send enables you to use Ami Pro as the text editor for sending mail through Notes or cc:Mail. Quick Send is even faster than the traditional Send Mail feature because it takes the address information directly from the document. Best of all, you can use Quick Send with the merge feature in Ami Pro to create an E-Mail merge that sends personalized mail messages to groups of people.

1. In Ami Pro, choose File/New and select the _memo3.sty style sheet.
2. The style sheet is automated to prompt you to fill out the memo.
3. Choose File/Merge, choose Step 1 - Select, create or edit a data file and choose OK.
4. Select the data file that includes the E-Mail addresses of the people you would like to send the message to and choose OK.
5. Choose Step 2 - Create or edit a merge document and choose OK.
6. Choose Yes to the message prompting "Do you want to use the current document as the merge document?"
A box appears containing the data fields in your file.
7. Place the cursor after the To: in your document. Insert the E-Mail address field after the To:.
8. Choose Close.
9. Choose Tools/Macros/Playback, select QKSEND.SMM and choose OK.
10. Choose Yes to continue with E-Mail merge.

With the help of Ami Pro's merge function, Quick Send mails each of the people in your data file a personalized E-Mail message.

Quick Send places a Quick Send menu item on the File Menu.

Ami Pro ships with an Organizer filter which enables you to use your Organizer address book as a merge data file.

In addition, the Working Together Bonus Pack provides an automated calendar style sheet that prints one month of your Organizer data.

Monthly Organizer Calendar

ORGCAL.SMM

Quickly print out a month containing your information with an Ami Pro automated style sheet. You choose the month, and Ami Pro and the Organizer will work together to print a calendar with the anniversaries and calendar events stored in your Organizer file.

1. Load the Organizer.
2. Choose Tools/Macros/Playback, select ORGCAL.SMM and choose OK.
3. Select the month and year of the calendar you want to create.

The Monthly Organizer Calendar generator exports the data from your Organizer file and places it in an Ami Pro calendar. You can then edit, print, and save the calendar.

You can easily share data between Ami Pro and Improv. Both products support DDE and OLE so that you can link data between the two applications.

The Working Together Bonus Pack makes linking the products together simple, by providing Collect & Copy for Improv.

Collect & Copy for Improv for Windows

IMPRCOPY.SMM

Collect & Copy for Improv enables you to quickly and easily collect several ranges of Improv data and arrange and print them all on one page. The ranges can be discontinuous, be from one or several files, and can contain numeric data or charts and graphics. The ranges are OLE linked to the original spreadsheet so that navigation back to the spreadsheet is only a double-click away!

Collect & Copy for Improv looks for a product registration in the LOTUS.INI file. If you encounter errors running Collect & Copy, make sure the entry for Improv for Windows is:

IMPROV=[PATH]\IMPROV.EXE Improv for Windows

1. Choose Tools/Macros/Playback, select IMPRCOPY.SMM and choose OK.

This will launch Improv if it is not already loaded, or makes Improv the active window if it is running.

2. Select the range you want to copy.
3. Choose Copy to Ami Pro.
4. Repeat steps 2 - 3 for each range you want to copy.

You can select ranges from multiple sheets and files and you can select ranges that include text, data and graphics.

5. Choose Done.
6. Choose Return to Ami Pro.

Lotus ships the documentation for all of its Windows products in SmarText® format called DocOnline™ provides easy access to Lotus documentation in an electronic hypertext form. The documentation is linked together with hypertext fields so it is easy to search and navigate to a certain area of the documentation.

The Working Together Bonus Pack contains a tool which provides access to the Ami Pro DocOnline.

Search DocOnline

DOCONLIN.SMM

Quickly search for a certain feature in Search DocOnline.

1. Choose Tools/Macros/Playback, select DOCONLIN.SMM and choose OK.
2. Specify the search criteria.

Search DocOnline will locate all the instances of the items you specified in your search criteria in the specified on-line documentation.

This feature places a Search DocOnline item on your Help menu.

