

Details: Creating an Organizer Address record using EasyClip

Using multiple Organizer sections of the same type

When you have more than one section of the same type in Organizer, you can select which section you want the EasyClip entry to appear. In the "Create entry in" box, select the section where you want the EasyClip entry to appear. For example, if you have an Address section called "Work addresses" and one called "Home addresses," select the section where you want your EasyClip entry to appear.

Mapping EasyClip Address fields to Organizer Address fields

You can change how information appears in your EasyClip address record fields. The corresponding Organizer Address record will reflect the changes you make to the EasyClip address.

In the EasyClip Address dialog box, you can:

- Use the Enter, Delete, and Backspace keys to move address information from one field to another.
- Cut and paste address information from one field to another.
- Drag and drop address information from one field to another.
- Add address information to a field by typing in the information in that field. For example, you can enter a fax number in the "Fax" field.

{button ,AL('H_CREATING_AN_ORGANIZER_ADDRESS_RECORD_USING_EASYCLIP_STEPS',1)} [Go to procedure](#)

Creating an Organizer Address record using EasyClip

You can create an address for your Organizer file by using EasyClip while you're using another application. The address you create is added to your Organizer Address section. You don't need to have the Organizer file open when you create the address.

1. Select the text you want to use for the address by holding down the left mouse button while you drag across the text to highlight it.

Note You don't need to copy the text you want to use; EasyClip automatically copies the text you select and adds it to the EasyClip Address dialog box.

2. Click the EasyClip icon in the Windows taskbar.



3. From the EasyClip menu, choose Create Address.

The EasyClip Address dialog box appears. The text you selected appears under the "Address information" box.

See [details](#)

4. (Optional) Under "Address format," click the "Address format" box and select a [format](#) for the contact.

See [details](#)

5. Under the "Address information" box, click "Business address" to send the address information to the Organizer Business Address record fields, or click "Home address" to send the address information to the Organizer Home Address record fields.

6. (Optional) If necessary, edit the information under the "Address information" box to determine how the information will appear in the corresponding Organizer Address record.

See [details](#)

7. (Optional) If necessary, click the "Lines in Street field" dialog box to increase or decrease the number of lines in the "Street" field of the address. The maximum number of lines is 5.

8. Click OK.

The address appears in your Organizer Address section.

{button ,AL('H_CREATING_AN_ORGANIZER_ADDRESS_RECORD_USING_EASYCLIP_DETAILS',1)} [See details](#)

Details: Creating an Organizer appointment using EasyClip

Using multiple Organizer sections of the same type

When you have more than one section of the same type in Organizer, you can select which section you want the EasyClip entry to appear. In the "Create entry in" box, select the section where you want the EasyClip entry to appear. For example, if you have a Calendar section called "Work appointments" and one called "Home appointments," select the section where you want your EasyClip entry to appear.

{button ,AL(`H_CREATING_AN_ORGANIZER_APPOINTMENT_USING_EASYCLIP_STEPS`,1)} [Go to procedure](#)

Creating an Organizer appointment using EasyClip

You can create an appointment for your Organizer file by using EasyClip while you're using another application. The appointment you create is added to your Organizer file. You don't need to have the Organizer file open when you create the appointment.

1. Select the text you want to use for the appointment by holding down the left mouse button while you drag across the text to highlight it.

Note You don't need to copy the text you want to use; EasyClip automatically copies the text you select and adds it to the EasyClip Appointment dialog box.

2. Click the EasyClip icon in the Windows taskbar.



3. From the EasyClip menu, choose Create Appointment.

The EasyClip Appointment dialog box appears. The text you selected appears under "Description."

See [details](#)

4. If necessary, click the "Date" box and select a date for the appointment.
5. Click the "Time" box to use time tracker to select a time for the appointment to start.
6. If necessary, click the "Duration" + (plus) to increase or - (minus) to decrease the duration of the appointment.
7. Click OK.

The appointment appears in your Organizer Calendar section.

{button ,AL('H_CREATING_AN_ORGANIZER_APPOINTMENT_USING_EASYCLIP_DETAILS',1)} [See details](#)

Details: Creating an Organizer Notepad page using EasyClip

Using multiple Organizer sections of the same type

When you have more than one section of the same type in Organizer, you can select which section you want the EasyClip entry to appear. In the "Create entry in" box, select the section where you want the EasyClip entry to appear. For example, if you have a Notepad section called "Work information" and one called "Home information," select the section where you want your EasyClip entry to appear.

{button ,AL(`H_CREATING_AN_ORGANIZER_NOTEPAD_PAGE_USING_EASYCLIP_STEPS',1)} [Go to procedure](#)

Creating an Organizer Notepad page using EasyClip

You can create a Notepad page for your Organizer file by using EasyClip while you're using another application. The Notepad page you create is added to your Organizer file. You don't need to have the Organizer file open when you create the Notepad page.

1. Select the text you want to use for the Notepad page by holding down the left mouse button while you drag across the text to highlight it.

Note You don't need to copy the text you want to use; EasyClip automatically copies the text you select and adds it to the EasyClip Notepad Page dialog box.

2. Click the EasyClip icon in the Windows taskbar.



3. From the EasyClip menu, choose Create Notepad Page.

The EasyClip Notepad Page dialog box appears. The text you selected appears above the "Title" box.

See [details](#)

Note You can select text with attributes such as bold, italic, underline, or strike through when you're creating a Notepad page. The text attributes appear in the EasyClip Notepad Page dialog box. The text in the corresponding Organizer Notepad page will reflect these attributes as well.

4. (Optional) If necessary, enter a name for "Title."
5. Click OK.

The page appears in the Notepad section of your Organizer file when you next open it.

{button ,AL('H_CREATING_AN_ORGANIZER_NOTEPAD_PAGE_USING_EASYCLIP_DETAILS',1)} [See details](#)

Details: Creating an Organizer To Do task using EasyClip

Using multiple Organizer sections of the same type

When you have more than one section of the same type in Organizer, you can select which section you want the EasyClip entry to appear. In the "Create entry in" box, select the section where you want the EasyClip entry to appear. For example, if you have a To Do section called "Work tasks" and one called "Home tasks," select the section where you want your EasyClip entry to appear.

{button ,AL(`H_CREATING_AN_ORGANIZER_TO_DO_TASK_USING_EASYCLIP_STEPS`,1)} [Go to procedure](#)

Creating an Organizer To Do task using EasyClip

You can create a To Do task for your Organizer file by using EasyClip while you're using another application. The To Do task you create is added to your Organizer file. You don't need to have the Organizer file open when you create the To Do task.

1. Select the text you want to use for the To Do task by holding down the left mouse button while you drag across the text to highlight it.

Note You don't need to copy the text you want to use; EasyClip automatically copies the text you select and adds it to the EasyClip Task dialog box.

2. Click the EasyClip icon in the Windows taskbar.



3. From the EasyClip menu, choose Create Task.

The EasyClip Task dialog box appears. The text you selected appears under "Description."

See [details](#)

4. (Optional) Under Priority, select a priority for the To Do task.
5. Click OK.

The task appears in your Organizer To Do section.

{button ,AL('H_CREATING_AN_ORGANIZER_TO_DO_TASK_USING_EASYCLIP_DETAILS',1)} [See details](#)

Selecting an EasyClip address format

You can select the address format for a country for your EasyClip address information. As you scroll through the choices in the "Address format" box, the countries associated with each format appear in the "Countries" box. For example, Format 3 is associated with Finland and Switzerland, Format 8 is associated with Sweden, and so on. The Organizer Address record fields will reflect the format you select in EasyClip. The information in your Organizer Address record isn't affected by the address format you select.

Format	Countries	Format	Countries
1	United States, Canada, Australia	14	North Korea, South Korea
2	France, Spain	15	Russia
3	Finland, Switzerland	16	China, Congo
4	Belize, Bolivia, Chile, Colombia, Costa Rica, Croatia, Czech Republic, Dominican Republic, Ecuador, El Salvador, Guatemala, Mexico, Paraguay, Peru, Poland, Romania, Serbia, Slovenia, Uruguay, Venezuela	17	Bulgaria, Cape Verde
5	Burundi, Denmark, The Netherlands	18	
6	United Kingdom, Ireland	19	Italy
7	Norway	20	Malaysia
8	Sweden	21	Turkey
9	Brazil	22	Hungary
10	Germany	23	Belgium, Central African Republic
11	Greece	24	Iceland
12	Austria, Kiribati	25	Portugal
13	Japan	26	

Details: Selecting an Organizer file for your EasyClip information

Selecting a different Organizer PIM-only (.OR4) file in EasyClip and Organizer

You can select an Organizer PIM-only (.OR4) file to open by default each time you open Organizer. The bulleted list below explains in which Organizer file your EasyClip information will appear.

- If you specify a different Organizer file in the EasyClip Preferences dialog box and the Organizer User Setup dialog box, EasyClip sends the entry to the file specified in the EasyClip Preferences dialog box.
- If no file is specified in the EasyClip Preferences dialog box, EasyClip adds the file specified in the Organizer User Setup dialog box to the EasyClip Preferences dialog box and sends the entry to that file.
- If no file is specified in either the EasyClip Preferences dialog box or the Organizer User Setup dialog box, EasyClip adds the most recently used file in Organizer to the EasyClip Preferences dialog box and sends the entry to that file.
- If there isn't a most recently used file in Organizer, EasyClip prompts you to select an Organizer file and sends the entry to the Organizer file you specify.

{button ,AL('H_SELECTING_AN_ORGANIZER_FILE_FOR_YOUR_EASYCLIP_INFORMATION_STEPS',1)} Go to procedure

Selecting an Organizer file for your EasyClip information

You can select the Organizer file where you want your EasyClip entries to appear.

Note If you're sending your EasyClip entry to an Organizer with group scheduling (.NSF) file, EasyClip opens the mail file specified in the "Mail file" field of the current Lotus Notes® location document. (When you use an Organizer with group scheduling (.NSF) file, Organizer uses the Notes mail database and not an Organizer file.) For example, if "Island (Disconnected)" is the current location document, EasyClip opens the file of the user specified in the "Island (Disconnected)" location document. If you later switch to, say, "Home (Modem)," EasyClip opens the file of the user specified in the "Home (Modem)" location document.

1. Right-click the EasyClip icon in the Windows taskbar.



2. From the EasyClip menu, choose Preferences.

Note If you're using an Organizer with group scheduling file (.NSF), the Preferences dialog box won't appear.

3. For "Organizer file," enter the name of the Organizer file you want to open.

See [details](#)

If necessary, click Browse to see a listing of available files, and then click Open to select the file.

4. Click OK.

{button ,AL('H_SELECTING_AN_ORGANIZER_FILE_FOR_YOUR_EASYCLIP_INFORMATION_DETAILS',1)} [See details](#)

Overview: How EasyClip and Organizer work together

You can use EasyClip™ to create entries for your Lotus Organizer® file while you're using another application (such as a spreadsheet program, for example). You can create appointments, tasks, address records, and Notepad pages for your Organizer™ file without needing to have the Organizer file open when you create the entry.

For example, let's say you're writing a report using Lotus Word Pro™ and remember that you need to get a copy of a memo with more information for your report. Using EasyClip, you can create a task to remind yourself to pick up the report and then add the task to your Organizer file. When you next open the Organizer file you selected in your EasyClip preferences, the task you created will appear in the Organizer file's To Do section. You can then make any changes you want to the task (such as adding an alarm, changing the priority you assigned the task in EasyClip, and so on) as you would with any Organizer entry.

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55 Cambridge Parkway

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