Lotus Organizer 97
Readme.wri

This file contains information that is not included in the printed documentation or online Help.

This file contains information on the following topics:

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What's New in Organizer 97

Organizer 97 is a native 32-bit application that uses Windows 95 functionality. It offers a Windows 95 look and feel, with features such as common and tabbed dialog boxes, long filenames, and registry support.

Organizer 97 also includes the following PIM enhancements:

> A new daily Calendar view that lets you graphically display and block off time for your appointments.
> Address labels and envelopes print in international address formats based on the country field in address records.
> Support for TAPI (Telephony Application Programming Interface) dialing, which means more streamlined automatic dialing capabilities in both the Calls and Address sections.
> Calls that roll over each day until you mark them completed so you won't forget calls you plan to make.
> Rich text formatting, such as bold, italic, underlining, font size and type, and color in the Notepad section.
> Support for linking or embedding OLE objects, such as spreadsheets, metafiles, word processing documents, presentations, and (if you have a World Wide Web browser such as Netscape) Web sites and home pages in your Notepad pages.
> Animated cursors and sound effects to make Organizer fun to use.
> An Organizer Tour accessible from Help that provides an overview of the product.
> Easy conversion from Organizer 1.x and Organizer 2.x files to Organizer 97 files with an .OR3 extension.
> SmartIcons to access Lotus Support Web pages.
> An updated Almanac file (called ALMANAC.OR3) that includes reference information, such as holidays, useful 800 telephone numbers, time management tips, and so on.

Web Calendar Extra

The CD version of SmartSuite provides an extra feature in the Organizer 97 Web Calendar. Remote Internet and corporate intranet users can share and manage Organizer calendars and tasks using standard Web browsers with Organizer 97 Web Calendar.

With Web Calendar, you can:
> View, edit, delete and create Organizer appointments and tasks securely over the Web.
> Share your calendar and corporate events with important customers, business partners and mobile users.

> Review your calendar from anywhere in the world using any computer running Netscape Navigator or Microsoft Internet Explorer.

> Manage your teams' calendars. An assistant can update the teams' schedules, so they can view and edit up-to-the minute changes in their calendars and tasks even while on the road.

> Secure your information with three levels of security. Ensure that only those with the correct password have access to your calendar. Create passwords for "read only" access or for edit capabilities.

> Get a detailed look at your calendar in the daily view, or get the big picture with the weekly or monthly views.

> View your multi-day events, anniversaries and phone call reminders.

Once Organizer 97 and Organizer Web Calendar are installed on a Web server, the administrator can let users know the home page where they can access their Organizer files. Remote users can access existing Organizer files stored on a file server using Netscape Navigator or Microsoft Internet Explorer. In addition, administrators can configure and monitor user access using the Web Calendar Administration program.

To install Web Calendar from your CD, place the CD in your drive and select Run from the Windows Start menu. Type: D\Extras\OrgWeb\setup.

General Installation

See Exploring SmartSuite for installation guidelines.

Installing the Almanac and Tour

The Organizer default install does not include the Almanac or Tour. If you would like to have access to the Almanac or install the guided overview Tour, you need to customize the install. Or you could do the default install initially, then add the Tour and Almanac at a later time.

If you have the CD version, you can view the Tour without installing it. Place the CD in your drive, and select Tour from the Help menu.

Multilingual Installs

If you are installing different language versions of Organizer, see Section 14 of the Readnet.txt file for important information on install exectuables.

Protecting Files with Passwords

You can set passwords on your Organizer 97 files so that others can view or change your schedule, names and addresses, and other information. When your files are password-protected, SmartCenter 97 prompts you for the password when you first open the calendar and address drawers, and when you change or add information.

In Organizer, you can set three types of access for a file: Owner, Assistant, and Reader. Assign a certain password to a particular access right. For example, if you use "carrots" as a Reader password, give this password to users you want to have Reader access to your file.

If you mistype your password, SmartCenter 97 displays a blank copy of your calendar or address drawer. To restore these drawers, simply close and then reopen the drawer.

You may want to turn off the password protection for your local copy of your calendar and addresses, so that you are not prompted for a password each time you change information.

Troubleshooting Tips

If you encounter any of the scenarios below, you can use the accompanying solutions.

> General

Scenario: You chose Hide all SmartIcons and want to re-display them.
Solution: Right-click inside the Organizer binder and choose Show SmartIcons.

Scenario: An error message notifies you that you've run out of resources if you're running Lotus Notes with Organizer 97 and another program.
Solution: Close the other program.

> Address

Scenario: Organizer 97 removes the leading zeros when you import information from a text (.TXT) file or a Comma Separated Values (.CSV) file into the Address section. As a result, any zip codes that begin with a zero lose the leading zero.
Solution: Add a space before the leading zero.

> Almanac

Tip: There is no need to convert the previous Organizer ALMANAC.OR2 file to use with Organizer 97. Instead, you can use the enhanced ALMANAC.OR3 file. If you do choose to convert the previous ALMANAC, be sure to rename the file prior to converting it to avoid overwriting the new ALMANAC.OR3.

> Backup File

Scenario: Organizer 97 displays a blank binder when you try to open a file from the Backup directory.
Solution: Copy the file to a different location or turn off the Create backup when opened option under File - User Setup - Organizer Preferences.

> Notepad

Scenario: Left mouse clicking an OLE object doesn't enable its top-level context-sensitive menu.
Solution: Right mouse click the object, and the object's top-level menu is available.

Scenario: You want to use the horizontal scroll bar to view your OLE object.
Solution: Choose Text - Word Wrap to enable the scroll bar for viewing large OLE objects.

Scenario: You updated an external file, but after seeing the link update indicator in Organizer for that OLE link, the updates aren't visible in the Notepad page.
Solution: Click the page containing the link in order to see the updates.

Scenario: You can't place the cursor above or below an OLE object on a Notepad page.
Solution: Press CTRL+HOME or CTRL+END and then press ENTER.

Scenario: When you finish editing a Bitmap Image or PaintBrush Picture object, you press ESC to exit editing, and you get unpredictable results.
Solution: To exit in-place editing of a Bitmap Image or PaintBrush Picture object, do not use ESC, but use any of the following methods:
      Click outside of the object in the Notepad page
      Click in the title of the Notepad page
      Choose Section-Turn To and select an Organizer section

Click an Organizer tab

Scenario: You encounter problems when creating Netscape objects when Netscape isn't already running or when you minimize Organizer while creating a Netscape object.
Solution: Start Netscape prior to creating your object and keep Organizer maximized.

> Printing

Scenario: When printing a monthly calendar in landscape mode on certain printers (including the Canon BJC600), you lose characters from the right edge of the page.
Solution: Try adjusting the margins to accommodate your printer's printable area.

Tip: You will probably get better output if you print with the Windows 95 Hewlett Packard PostScript drivers than with the PCL5 drivers for the same printer.

> Archive and Compact

Scenario: You're archiving or compacting an Organizer file.
Tip: You must remove any Owner, Reader, or Assistant passwords before archiving information from a file or compacting it.

Scenario: You're compacting an Organizer file while archiving information from it.
Tip: When you compact an Organizer file while archiving information from it, first archive one section. To archive other information in the file, close the file and reopen it. You only need to do this the first time you archive information from a file.

Scenario: You're compacting a multi-user Organizer file.
Tip: If you're archiving information from a multi-user Organizer file and have selected "Compact file after archive," the file must not be in use by any other users.

TeamMail Users

Scenario: In Organizer, you click the Mail icon in Toolbox. Notes starts, and the mail file is displayed in a reduced format.
Solution: Click to minimize the mail file, then click to maximize it.