


Overview Guide

Lotus

1-2-3⁹⁷

EDITION

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Introducing 1-2-3 97

The Best Spreadsheet for Today's Connected World.

Since Lotus® introduced the original 1-2-3® — the spreadsheet that together with the IBM® PC launched the personal computing revolution in the 1980s — the business world has changed dramatically. Over the last several years, powerful business and technological shifts have people working in ways they may never have thought possible. Business trends such as growing global competition and continued downsizing have users relying more heavily than ever on electronic tools and distribution methods to help them work smarter and faster. Today's emphasis on teamwork means users increasingly look for ways to share knowledge and ideas among colleagues, partners, suppliers, and others. And, revolutionary technological changes, brought about by the Internet and increasing use of intranets, have given users access to people and vast stores of information — anytime, anywhere.

For spreadsheet users in particular, these changes to the business environment mean:

- ✧ Budget creation is very often the work of the entire group, rather than a single individual.
- ✧ Financials are now delivered electronically.
- ✧ Draft and final spreadsheets are often available on-line.
- ✧ Group creation of spreadsheet models is commonplace, and often requires the consolidation of spreadsheets from various sources.
- ✧ Spreadsheet data is frequently used in word processing and other business applications.
- ✧ Raw material for spreadsheets now comes from a wide and heterogeneous variety of sources, including SQL databases, the Internet/intranet, competitive sources, and other PC applications.
- ✧ Business people increasingly use their spreadsheets in combination with the Internet and intranets.

Complementing users' new ways of working in this fast-evolving business environment — and in anticipation of further changes — Lotus has created 1-2-3 97. Now, the world's most popular spreadsheet ever is completely rearchitected to let users take advantage of today's connected world. The new 32-bit, Internet-enabled 1-2-3 97 delivers everything users expect from their spreadsheet, and more. It offers novice to advanced users in any organization significant benefits in five important areas:

- ✧ **Improved Productivity:** easy-to-use, accessible computing tools that help individual users focus on the work — not the technology — to do their jobs quickly and well.
- ✧ **Internet/Intranet Functionality:** powerful, easy-to-use tools that break down the barriers between desktop work and the Internet by letting users exploit the communication and information capabilities of the Internet and intranets directly from within 1-2-3.
- ✧ **Better Collaboration:** building on Lotus' highly acclaimed Team Computing technology, 1-2-3 97 now offers extended capabilities to let users share their ideas and work-in-progress with co-workers and associates, via LANs and WANs, e-mail, Lotus Notes® — and even the Internet.
- ✧ **Seamless Information Access:** the fastest, easiest, seamless access to information wherever it resides — the corporate database, the Internet/intranet or other PC applications — of any spreadsheet available.
- ✧ **Customizability and Robust Programming:** easy-to-use end user tools and powerful programming functionality that let users, application developers, and corporate IS groups determine their own best ways of working and build robust custom applications.

We've organized this guide to introduce you to the highlights of 1-2-3 97's existing and new features in each of these five key areas.

1-2-3 97 Highlights

Productivity: Getting Work Done Quickly and Easily

- ✧ **AutoTotal:** Type "Total" and hit the enter key. 1-2-3 automatically sums row and column data.
- ✧ **InfoBox:** Set properties of any selection from a single location with this floating, context-sensitive palette.
- ✧ **Dynamic Print Preview:** Make changes to worksheets, and see them reflected instantly in the preview.
- ✧ **New Printing Capabilities:** Change typeface, font size, as well as header and footer attributes from within 1-2-3.
- ✧ **Cell Comments:** Attach comments to any cell. Visual markers indicate which cells contain comments.
- ✧ **Worksheet Titles:** Set worksheet titles using direct manipulation.
- ✧ **Custom @functions:** Create your own custom @functions with LotusScript®.
- ✧ **Outlining:** Quickly summarize worksheet data, or hide detail from those who don't need to see it.
- ✧ **SmartMaster Sets:** Speed the completion of common spreadsheet tasks with ready-to-use templates.
- ✧ **Worksheet Views:** Create several windows in one file to view and analyze worksheet data.
- ✧ **Lotus Chart:** Use new chart types, including 3-D Bar, 3-D Line, 3-D Area, multiple pies, 3-D Pies, Tabular, and Donut, to quickly and easily create great-looking visuals.
- ✧ **Maps:** Create color-coded maps from spreadsheet data to see how different geographic regions stack up.
- ✧ **Lotus Common User Interface:** Learn one SmartSuite® application, learn them all. A common look and feel across Lotus SmartSuite means learning one application gets you up to speed fast on others.
- ✧ **Context-Sensitive Interface:** Access the menus and commands you need when you need them.
- ✧ **Live Status Bar:** View and change properties of text selections.
- ✧ **Workbook Properties:** View current workbook properties or set new ones from a single location.
- ✧ **QuickDemos:** Learn to use specific features with the visual help of automated demonstrations.
- ✧ **Lotus Assistants:** Follow step-by-step guidance to complete multi-step tasks.
- ✧ **32-bit Architecture:** Enjoy full exploitation of Windows 95 and Windows NT.
- ✧ **Best Integration Between Applications:** Perform cross-application tasks with other SmartSuite applications easily.
- ✧ **Unique Integration with Lotus Approach®:** Use Approach's new querying interface in 1-2-3.
- ✧ **1-2-3 Classic Menu:** Just hit the "/" key for familiar 1-2-3 commands.

The Internet/Intranet at Work

- ✧ **Internet SmartIcon Palette:** Get to the Web with one click from within 1-2-3.
- ✧ **File Open & Save to the Internet:** Open and save files to the Web and FTP servers directly from within 1-2-3.
- ✧ **Search the Internet:** Perform a Web search and view the results in your browser.
- ✧ **Support for Web Browsers:** Use your existing Web browser: Netscape, Microsoft Internet Explorer, or the Lotus Notes Web Navigator.
- ✧ **Hyperlinks:** Create a URL link within 1-2-3 that keeps spreadsheet data updated automatically.
- ✧ **HTML Support:** Import HTML files directly into 1-2-3. Or, publish 1-2-3 ranges into HTML table format.

Information You Need: Anytime, Anywhere

- ✧ **Direct Database Access:** Work directly with data in DB2®, Paradox, SQL, and many other file formats from within 1-2-3.
- ✧ **File Format Support:** Easily work with Excel, Quattro Pro, Notes, HTML, and text and graphics programs.
- ✧ **Lotus 1-2-3 Macros:** Continue to leverage macros created in earlier versions of 1-2-3.
- ✧ **Lotus Notes Integration:** Open and save Notes data right from the 1-2-3 File Menu.
- ✧ **Superior Compatibility:** Enjoy full support for earlier versions of 1-2-3.

Staying Connected: Collaboration Made Easy

- ✧ **Version Manager™:** Create and analyze alternative business scenarios. The New Version Manager User Interface makes it even easier than before.
- ✧ **TeamReview™:** Route a specific range of data to team members for their review.
- ✧ **TeamConsolidate™:** Distribute spreadsheet data to team members; collect and consolidate their inputs in a file automatically.
- ✧ **TeamMail:** Send a file, message, or range from within 1-2-3, using today's most popular e-mail packages.
- ✧ **Notes/FX™ 2.0:** Transfer data bi-directionally between Lotus Notes and 1-2-3 97.

Customization: Working the Way You Want and Creating Custom Solutions

- ✧ **LotusScript:** Automate tasks and build custom business solutions with this powerful cross-product Visual Basic-compatible scripting language.
- ✧ **Dialog Box Editor:** Create dialog boxes with a wide variety of new OCX-based controls.
- ✧ **Sample Lotus Scripts:** See LotusScript in action with ready-to-use examples.
- ✧ **OLE 2.0:** Take advantage of full client/server support, drag-and-drop, automation, and in-place editing.
- ✧ **Publishing an Action:** Customize workflow applications by easily adding commands to 1-2-3 menus.

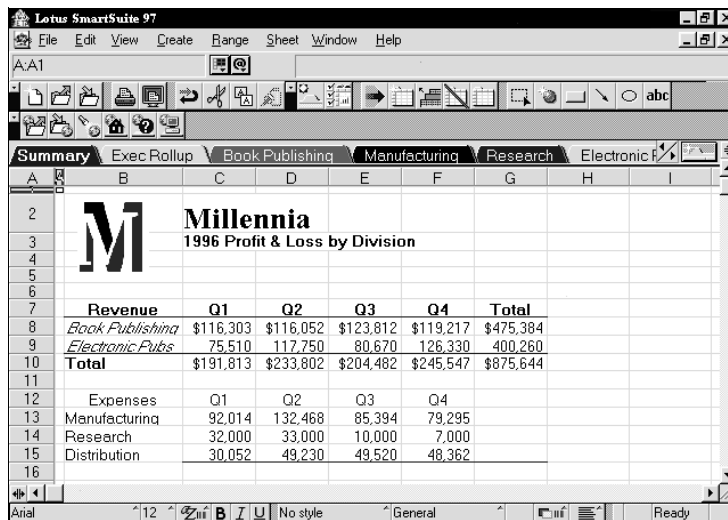
Productivity: Getting Work Done Quickly and Easily

Interviewing our customers and our competitors' customers has always been a top priority at Lotus and integral to the 1-2-3 development process. As just one part of our extensive research involving thousands of spreadsheet users every year, we ask the people we design for how they like to work and what they need to be successful. And guess what they tell us: Getting the job done quickly and easily is still king. Consistently, spreadsheet users' top requirements are for:

- ✧ Easy-to-find and -use features
- ✧ Easy access to information
- ✧ Better cross-application integration
- ✧ Smooth integration with the operating system
- ✧ More automation
- ✧ Making it all work quickly and smoothly

With these user requirements at the fore, and more than 15 years of experience designing and delivering state-of-the-art spreadsheets, Lotus has created an entirely new 1-2-3. At each stage in the development process, we pored over the results of usability testing designed to tell us whether we're meeting user expectations, and making it easier and faster for users to do their jobs. The result of this exhaustive research effort and highly-refined spreadsheet development process is a completely rearchitected 32-bit spreadsheet that users say is as easy to use as it is powerful.

1-2-3 97 offers hundreds of innovations and enhancements designed to make users more productive in less time. 1-2-3's user interface is now context- and task-sensitive to anticipate user needs and automatically give them the right tools for the immediate task. We've added and refined capabilities, such as the new AutoTotal and the Lotus InfoBox, that eliminate unnecessary steps — especially for repetitive tasks. And we've given users single-click access to the Internet, making it as easy as possible to leverage today's hottest technology in practical, everyday ways.



The screenshot shows a Lotus SmartSuite 97 spreadsheet window. The spreadsheet displays a profit and loss statement for Millennium 1996, categorized by division. The data is as follows:

	Q1	Q2	Q3	Q4	Total
Revenue					
Book Publishing	\$116,303	\$116,052	\$123,812	\$119,217	\$475,384
Electronic Pubs	75,510	117,750	80,670	126,330	400,260
Total	\$191,813	\$233,802	\$204,482	\$245,547	\$875,644
Expenses					
Manufacturing	92,014	132,468	85,394	79,295	
Research	32,000	33,000	10,000	7,000	
Distribution	30,052	49,230	49,520	48,362	

Just do it! Dozens of new and enhanced tools in 1-2-3 97 give users everything they need to get the job done easily and quickly.

1-2-3 Productivity Innovations

AutoTotal

Up to now, users who wanted to sum a table of data were required to execute several steps. First, the user typed the label "Total" in the last row and/or column of the table. Then, he or she built a formula to sum the data in each row and column. Finally he or she copied the formula to the rest of the rows and columns in the table. With 1-2-3's new AutoTotal, these steps are combined into one to save time.

- ✧ Typing "Total" in a cell sums the values in that row or column of data.
- ✧ Blank rows or columns can be included as part of the table.

Benefits:

- Automates the most widely-used spreadsheet @function.
- Saves time by minimizing steps required to create the "Total" label and sum all the values in a table.
- Anticipates the user's need, providing automatic access to the feature as it's needed.

Lotus InfoBox

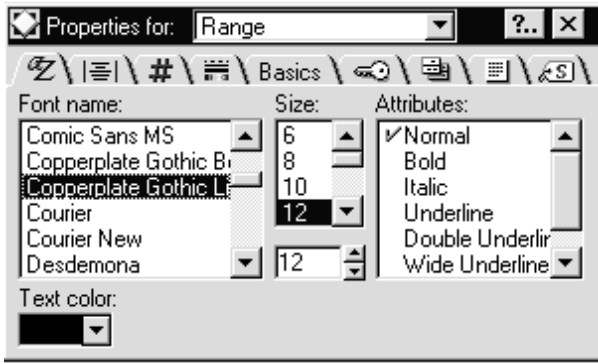
In earlier versions of graphical spreadsheets, most formatting took place from within the dialog boxes. Users spent too much time opening dialogs, looking at settings, making changes, and closing dialogs to view the results of their selections. To help reduce users' involvement in these time-consuming tasks, Lotus created the InfoBox.

The InfoBox is a single place — a kind of one-stop-shopping tool — that gives users access to important information about a current selection and lets them quickly and easily change the selection's properties. Like the new 1-2-3 menus and SmartIcon palettes, the Infobox is both context-sensitive and modeless, which means it can "stick around" while users make multiple changes to an object.

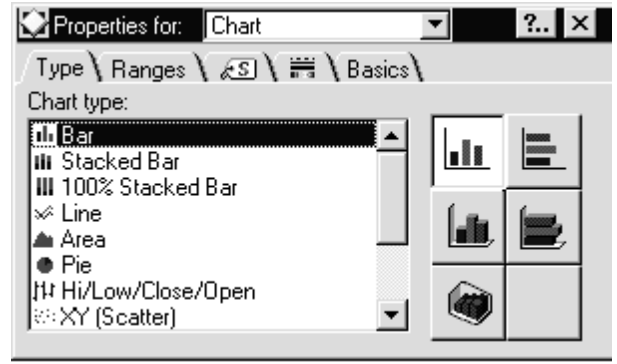
- ✧ All object attributes are accessible from a single dialog box.
- ✧ All editing is "dynamic" so that changes to the worksheet are displayed as they are made, providing instant feedback.
- ✧ Users can easily view all of the properties for the current selection.
- ✧ The InfoBox collapses easily to remain available without cluttering the screen.

Benefits:

- Saves users' formatting time by letting them inspect properties and execute changes — at the same time, from the same location.
- Lets users quickly and easily make multiple changes to a single object or several objects in succession.
- Gives users only that information which is applicable to the task at hand, sparing them the clutter of unnecessary, grayed-out or inactive options.



1-2-3's Range InfoBox



1-2-3's Chart InfoBox

Format it, change it, change it again! The context-sensitive InfoBox gives users access to all kinds of information about any objects they select — text, charts, drawings — and simultaneously edit and view their changes.

Dynamic Print Preview

1-2-3 now includes Dynamic Print Preview, an innovation which lets users simultaneously edit their worksheet, and display a print preview of it. With this new “live” preview, users instantly see the effect of any changes they make in a print range of the worksheet window, saving time and eliminating trips to the printer.

- ✧ In addition, new printing enhancements let users automatically change the page size, or typeface attributes for headers and footers; print cell formulas; and save named print settings with the file — all from within 1-2-3.
- ✧ Tiled preview and worksheet windows allow users to update a worksheet and to immediately see the effect.
- ✧ Paper size can be changed from the InfoBox.
- ✧ Named print styles are created and applied in the same way as named styles for ranges.

Benefits:

- Lets users instantly see how changes in the worksheet will look. Spares users from switching between edit and preview modes, and running back and forth to the printer.
- Gives users more control over printer settings from within 1-2-3. Users are no longer forced to make certain changes from the Windows Control Panel.
- Allows for more control over which objects can be previewed and printed.

Custom @Functions

With the inclusion of LotusScript, 1-2-3 obviates the need for a separate add-in developer's toolkit — or specific knowledge of C++ — for developers to create custom @functions. (For more on LotusScript, see the Customization section.)

- ✧ Global functions are immediately available.

Benefits:

- Speeds the development of custom @functions.
- Spares developers from having to learn new programming languages.

Worksheet Views

The New Window command in 1-2-3 lets users open multiple windows for simultaneous viewing of separate data ranges in the same worksheet. Limited only by available system memory, users can create any number of distinct views.

- ✧ Windows can be created for any 1-2-3 compatible file type.
- ✧ Window settings such as zoom factor, scroll position, and view splits are saved for each window in the file so that they can be restored upon reopening the file.
- ✧ Windows are named automatically as they are created.

Benefits:

- Lets users simultaneously view two or more different data ranges in a file.
- Eliminates desktop clutter by allowing users to close unnecessary windows.

Cell Comments

When sharing files with team members, it's often useful to be able to provide commentary about worksheet data. With Cell Comments, one or more users can easily and quickly add "messages" to the contents of a single cell. A marker in the corner of the cell lets users quickly identify which cells contain comments.

- ✧ Multiple users can contribute to any cell comment.
- ✧ 1-2-3 tracks and displays the editor and date of each comment.
- ✧ Clicking on the marker displays the cell comment as well as the tracking information.

Benefits:

- Allows teams of people to electronically share commentary about cell data in a worksheet.
- Gives users an historical view of all comments.

Worksheet Titles

The ability to establish an area of the worksheet that is always visible, even when the worksheet is scrolled horizontally or vertically, is not new to spreadsheets. What is new, however, is the way 1-2-3 97 lets users set worksheet titles using direct manipulation. To set a worksheet title, users simply click and drag from inside the worksheet frame to the row or column where they want their worksheet titles area to end.

- ✧ Worksheet titles can be scrolled to accommodate changes.
- ✧ Changes to the size of the worksheet title can be made without deleting it first.
- ✧ Draw layer objects, such as buttons and graphics, can be viewed as part of the worksheet title.

Benefits:

- Lets users modify the size or content of the worksheet title in one quick step.
- Makes it easy to see where worksheet titles begin and end because no gridlines are shown.

Outlining

1-2-3 now delivers the option to quickly summarize worksheet data into outline format. By hiding much of the detailed data included in a worksheet, Outlining lets users deliver a concise, visual, top-line summary of their work. Users can also quickly and easily print their outlines as they would any 1-2-3 worksheet.

- ✧ Indicators in the worksheet frame allow for direct collapsing or expanding of multi-level outlines.
- ✧ Rows or columns may be demoted or promoted to one of eight levels.
- ✧ Outlining supports range collections so that multiple rows or columns of data can be promoted or demoted in the outline simultaneously.

Benefits:

- Provides a shortcut to generating concise, visual summaries of data and reports.
- Lets users hide the detail of their data from other users who don't need — or want — to see it.

SmartMaster Sets

SmartMaster® sets contain pre-designed forms that give users a real head start on common business tasks, such as budgeting or tracking their time. Completely redesigned from 1-2-3 Release 5 for Windows, these new SmartMaster templates incorporate many of the 1-2-3 97 features such as LotusScript, the improved Version Manager user interface, and TeamMail. These customizable SmartMaster templates also provide a starting point for companies and individuals who want to build their own easy-to-use 1-2-3 applications. Ready-to-use spreadsheet applications automate the completion of common tasks, such as filling out a time sheet, creating a budget, or completing an expense report.

To suit their unique needs, users can create their own SmartMaster templates from scratch using the shell, or easily customize those provided in 1-2-3 97.

Benefits:

- Provides a useful starting place for completing many common business and personal finance tasks.
- Significantly reduces the startup time required to create new spreadsheets.
- Gives customers plenty of useful, ready-to-use application topics.
- Lets companies create unique task-oriented SmartMaster applications that meet their specific business requirements.

Year	Month	Balance	Payments	Principal	Interest	Cumulative Principal	Cumulative Interest	Ending Balance
Sep		\$165,000.00	\$1,182.08	\$116.45	\$1,065.63	\$116.45	\$1,065.63	\$164,883.55
Oct		\$164,883.55	\$1,182.08	\$117.21	\$1,064.87	\$233.66	\$2,130.50	\$164,766.34

Get a head start! A new SmartMaster set in 1-2-3 97 give users a "click here" advantage on many common business and personal financial tasks, such as amortizing a loan.

Lotus Chart

Lotus Chart is an easy-to-use tool designed to simplify the process of creating even the most complex charts. Because it is a shared component in SmartSuite, users can integrate their 1-2-3 charts seamlessly and consistently with other SmartSuite applications.

Like earlier versions, 1-2-3 97 features one-step intelligent charting, making it easy for users to create their charts. 1-2-3 97 also allows users to save the layouts and style attributes of their favorite charts into a new custom chart style.

- ✧ New 1-2-3 chart types include True 3-D Bar, 3-D Line, 3-D Area, multiple pie types (including 3-D pies), Tabular, and Donut charts.
- ✧ Users can save attributes from an existing chart as a new chart style and share it across all SmartSuite applications.
- ✧ All parts of the chart including titles, legends, plot, notes, and pie slices can be selected, edited, and formatted.
- ✧ Pictograms in Bars and Plot backgrounds are now included.
- ✧ Users can modify rotation, angles, platform, and lighting in 3-D charts, and can add regression lines and trend information to Scatter charts.

Benefits:

- Cuts down on reformatting time by guaranteeing that charts created in 1-2-3 can be moved easily into other SmartSuite applications and still look great.
- Lets users easily modify 1-2-3 charts in other applications using the 1-2-3 user interface they already know. Nothing new to learn!
- Automatically parses chart ranges, titles, and legends, using one-step intelligent chart composition.
- Lets users create their own chart style from an existing chart and then apply it to *all* their 1-2-3 charts. Also lets users set a default chart style so all new charts inherit the desired appearance.
- Frees valuable disk space and memory as the resource is loaded only once.

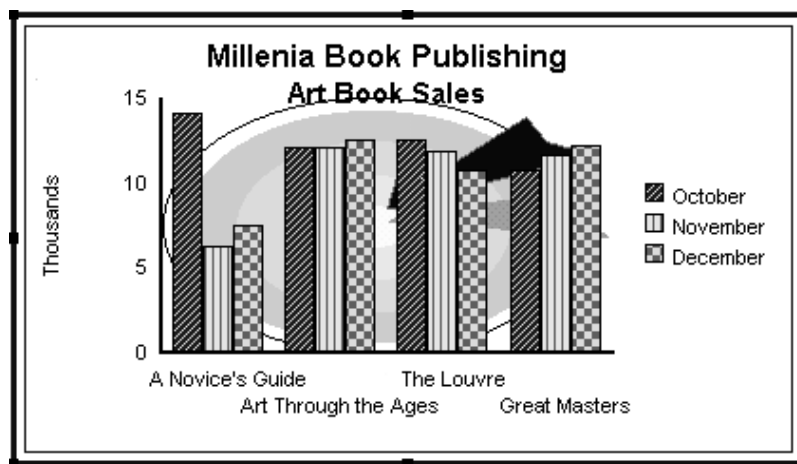


Chart it! Consistently implemented across all SmartSuite 97 applications, Lotus Chart's new chart types, tools, and automation make illustrating even the most complex data simple.

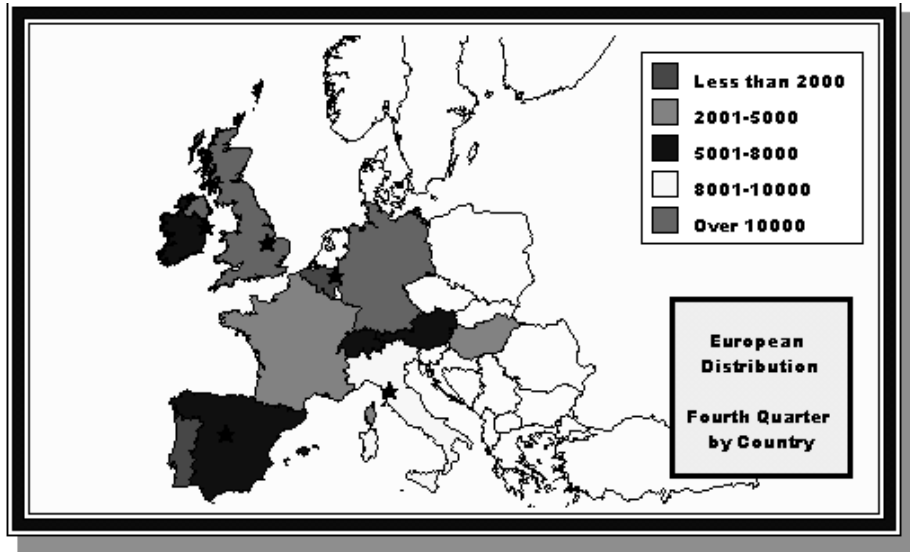
Maps

Having first introduced this feature to 1-2-3 in 1994, Lotus took the lead in offering mapping functionality to spreadsheet users. In 1-2-3 97, mapping is easier to use, more customizable, and better integrated than before.

- ✧ Users can select, format, or rearrange any part of a map (including titles and legends) directly from within the worksheet.
- ✧ Map creation is now three times faster than in 1-2-3 Release 5 for Windows.
- ✧ Users around the world can view maps in the orientation that they're accustomed to, using map plot rotation.

Benefits:

- Delivers geographic and demographic information visually for quick, easy analysis and presentation.
- Gives users direct control over the appearance of their maps.
- Improves productivity by giving users an easy-to-use interface that is consistent with Lotus Chart.



Map it! Faster, easier, more flexible mapping lets users better exploit the value of a map in analyzing and presenting demographic and geographic data.

1-2-3 and the Lotus Common User Interface

The Lotus Common User Interface provides a common look and feel across 1-2-3, Lotus SmartSuite, and Lotus Notes. It delivers consistent welcome screens, menu structures and a task-sensitive interface, making it easier and faster for users to leverage knowledge of one product when learning and using others. Not only does the common user interface significantly reduce learning curves as users explore 1-2-3 97 for the first time, or move among SmartSuite applications, it also reduces support requirements and training costs.

Welcome Dialog

As with Word Pro®, Approach, and Freelance Graphics®, the Welcome dialog is the first screen to appear when starting 1-2-3. Because it is consistent across all of the SmartSuite applications, it quickly becomes familiar to even occasional spreadsheet users.

- ✧ The tabbed design of the Welcome dialog provides single-click access for creating a new file; the user simply selects a SmartMaster or opens an existing file.
- ✧ The list box shows up to 10 of the most recently used files.
- ✧ Users can easily browse for files in other directories without leaving the dialog.
- ✧ Users have the option of giving files associated descriptions.

Benefits:

- Gives users a familiar starting point for working in 1-2-3, which is consistent with other SmartSuite applications.
- Lets users easily navigate to and open often- or recently-used files.
- Helps users quickly investigate the contents of a file without opening it.

Common Menu Structure

1-2-3 shares identical top-level menu commands with the other SmartSuite products. The common, consistent menu structure and commands enhance user productivity. As users become familiar with 1-2-3 menu commands, they can transfer their knowledge to other products and vice versa, saving time and eliminating the frustration of relearning commands.

- ✧ 1-2-3 shares a common look and feel with all other SmartSuite products.
- ✧ Commands in 1-2-3 are located similarly across all SmartSuite applications.

Benefits:

- Gives users who know 1-2-3 immediate familiarity with top-level menu commands in other SmartSuite applications, and vice versa.
- Saves companies time and money by reducing training and support requirements.

Context-Sensitive Interface

Context-sensitivity in 1-2-3 gives the user a unique set of menu commands, SmartIcons®, InfoBox panels, right mouse menus, and Status Bar pop-ups, to suit the task at hand. For example, when the user selects a range in the worksheet, the Range menu becomes immediately available. When the user changes the selection to a draw object, the Drawing menu appears. This quick, easy access to the right tool saves users' time and spares them from navigating through menus or changing icon palettes.

- ✧ Command menus change automatically, depending on the current task.
- ✧ Extraneous commands are eliminated; menus are streamlined.
- ✧ Only commands or actions that will affect the current selection are presented.

Benefits:

- Eliminates the need to navigate through menus to find appropriate commands.
- Simplifies the user interface, making it less daunting to the user.
- Saves companies time and money by reducing training and support requirements.

Live Status Bar

Unlike the Status Bar functionality offered in competitors' products, 1-2-3's Live Status Bar not only displays the properties for the user's current selection, it also lets the user change those settings. Like the other elements of 1-2-3's user interface, it is context-sensitive to give users easy access to relevant commands.

- ✧ Commonly-used text formatting commands — Bold, Italic, and Underline — now appear on the Status Bar, and are depressed if the attributes are set for the current selection.
- ✧ The Status Bar supports ghost font display. Fonts used in the worksheet, but not installed on the user's system, are shown in red.
- ✧ A progress indicator for File Open and Save changes from "wait" to "ready," and a "thermometer" icon indicates the time remaining, as 1-2-3 executes a command.

Benefits:

- Reduces the learning curve for new 1-2-3 and SmartSuite users through consistent, accessible placement of many frequently-used text commands.
- Gives users additional information at a glance through visual indicators, such as the ghost font display and thermometer icon.

Workbook Properties

The Workbook Properties command on the 1-2-3 File menu provides access to a tabbed dialog where users can view current workbook properties and set new ones. Properties for the workbook, previously located throughout 1-2-3, are consolidated in one place in 1-2-3 97. This design approach is also shared across SmartSuite.

- ✧ Users set view preferences for the current workbook file, or change the default settings for all new workbooks, from a single dialog box.
- ✧ The dialog box provides detailed statistical and historical information about the file, such as who created and/or last edited the file, the size and number of sheets it contains, and when it was last printed.
- ✧ Users can review all Notes/FX system fields and user-defined fields for the workbook, as well as delete and add new fields.
- ✧ Properties are consistent, where applicable, across SmartSuite.

Benefits:

- Provides a single place to get information about the current 1-2-3 file.
- Helps users better manage their worksheets.
- Provides improved workgroup controls.

User Assistance

Quick Demos

Animated demos give users the option of learning how to use specific 1-2-3 97 features visually in addition to using text-based on-line Help. 1-2-3 includes demos for typical spreadsheet tasks such as "Creating a Chart" or "Copying Data Using Drag and Drop."

- ✧ Demos can be launched directly from the Help Table of Contents or from the Help topics themselves.
- ✧ Demos use a common set of sample files so that the user's file(s) remain undisturbed.
- ✧ Tasks that have a strong visual element are explained better using graphics than simply plain text.

Benefits:

- Reduces learning time.
- References single topics so users aren't overwhelmed by the demonstration of an entire feature.
- Automatically returns the user to on-line Help for the demonstrated topic so he or she can follow the steps on his or her own.

Lotus Assistants

Lotus Assistants provide step-by-step instruction to help users complete more complex tasks. For example, if a user wants to send a range of 1-2-3 data out to colleagues for review, the TeamReview assistant in 1-2-3 will lead the user step-by-step through the entire process of sending and tracking data. Assistants that teach more complex tasks are delivered as tabbed dialog boxes, giving users greater flexibility. Each dialog tab includes a title that lists the steps required to complete a given task.

- ✧ Information entered into the spreadsheet in a previous step can always be corrected or modified.
- ✧ Users can easily move forward and backward through the steps required to complete a task by clicking on either the appropriate tab name or on the Next and Previous buttons.
- ✧ It is not necessary to complete every step of a procedure. If the assistant asks for information that the user knows does not apply, he or she can ignore the request and finish the assistant at any time.

Benefits:

- Simplifies complex tasks by giving users easy-to-follow, step-by-step instructions.
- Reduces the amount of time required to complete a task.
- Provides timely, context-sensitive information to help users complete tasks more efficiently.

Integration

Working Together with Windows 95 and NT 4.0

Since the release of 1-2-3 Release 5 for Windows, Lotus has completely redesigned and re-engineered 1-2-3 specifically for the Windows 95 and NT 4.0 platforms. A powerful 32-bit application, 1-2-3 97 fully exploits the Windows operating system standards. Going even further, 1-2-3 builds upon the advanced technologies offered as part of Windows 95 and NT 4.0, to offer innovative new features such as TeamConsolidate and NotesFlow™.

- ✧ The 1-2-3 User Interface/Shell not only supports existing features such as right mouse button access to context menus, but also offers support for new features such as 3-D sculpted dialog boxes and icons in 1-2-3's title bar.
- ✧ With full OLE 2 support, 1-2-3 97 takes advantage of In-place Editing (Visual Editing) and Automation, in addition to supporting drag and drop.
- ✧ 1-2-3 97 supports long file names, common dialogs, and is Plug and Play-aware.
- ✧ 1-2-3 97 supports UNC (Universal Naming Conventions) path names.

Benefits:

- Provides a high level of integration with other Windows 95 applications that support the platform standards.
- Delivers a consistent look and feel with the operating system and other applications built specifically for Windows 95 and NT 4.0.
- Masks the complexity of advanced operating system technologies to provide powerful features that are accessible to all levels of users.

Working Together with Lotus SmartSuite

1-2-3 is just one element in a tightly integrated, 32-bit suite of applications. Lotus SmartSuite 97 includes Lotus 1-2-3, Freelance Graphics, Word Pro, Approach, Organizer™, ScreenCam®, and SmartCenter™. These applications not only share the same user interface elements, they have been designed to work seamlessly with one another to help users complete everyday tasks more quickly. For example:

- ✧ 1-2-3 data can be used directly in the Word Pro mail merge facility.
- ✧ A consistently-implemented set of data querying tools across Lotus SmartSuite means that users can access Approach's database functionality directly from within 1-2-3.
- ✧ Freelance Graphics can access 1-2-3 spreadsheet data for creating dynamically-linked charts.
- ✧ Commonly-used SmartMaster templates or spreadsheet files can be stored in Lotus SmartCenter, allowing for fast, easy information retrieval and categorization.

Benefits:

- Automates many common cross-application tasks.
- Makes it easy to complete tasks that require more than one SmartSuite application.
- Reduces training and support costs.
- Helps keep users organized.

1-2-3 and Approach — A Powerful Combination

New with the 97 version, 1-2-3 includes Lotus Approach database functionality as a standard. 1-2-3 97 leverages the power of Approach 97 to provide traditional database functionality such as Queries, Forms, Mailing Labels, Dynamic Crosstabs, and reports directly from within 1-2-3. In fact, Approach is now the standard data querying engine and interface across Lotus' entire set of desktop applications.

1-2-3's tight integration with Approach lets users:

- ✧ Use Query Tables to find or sort records extracted from database tables.
- ✧ Dynamically cross-tabulate 1-2-3 data by dragging and dropping field names from one location to another.
- ✧ Generate mailing labels from data in 1-2-3 ranges.
- ✧ Choose one of several ready-made report types or create their own custom report formats.
- ✧ Seamlessly embed into the 1-2-3 file all forms, reports, Dynamic Crosstabs, and mailing labels created in Approach.

Benefits:

- Dramatically reduces the amount of time it takes to create great-looking forms, mailing labels, and reports from 1-2-3.
- Lets users leverage the power of Approach and its database capabilities directly from 1-2-3's familiar interface.

1-2-3 Classic Menu

1-2-3 97 still provides the option to use its familiar, classic, DOS-based menu for those who are upgrading to 1-2-3 for Windows for the first time, and may be just learning the new menu structure. But, to make it easier for users to transition to the new structure and help them exploit the increased productivity of a graphical environment, 1-2-3 also delivers step-by-step guidance. To learn a new sequence, users simply execute familiar keystrokes from the classic menu, and then press F1 to bring up context-sensitive Help. Help walks the user through the exact steps required to execute the task using the graphical user interface (GUI) menu.

- ✧ Users can disable the classic menu altogether, while still allowing classic macros to execute.

Benefits:

- Retains the classic menu for keystroke familiarity and executing macros.
- Helps users transition quickly to the new user interface from the classic menu.

The Internet/Intranet at Work

In response to users' fast-growing demand for faster and better ways to explore and use the Internet and their own company intranets, 1-2-3 97 now delivers state-of-the-art tools that eliminate barriers between spreadsheet work and the vast communication and information capabilities of the Internet. With powerful Internet/intranet connections built right into 1-2-3 97, users never have to leave their spreadsheet to quickly and easily find, share, and publish information to the Internet and the Web. 1-2-3 gives users the easiest possible access to cutting-edge Internet technology, using straightforward 1-2-3 menu options such as Open and Save to the Internet. What's more, all of 1-2-3's powerful Internet functionality can be further automated through LotusScript, so that users can set up easy, direct links to Internet information they access frequently.

In addition, Lotus has extended its highly acclaimed Team Computing functionality to the world of the Net so that spreadsheet users anywhere can collaborate effectively and productively using the Internet as a communications platform.



Get to the Web — Fast! New Internet SmartIcons mean you can get to Lotus' on-line support page — or anywhere else you want to go on intranets or the Internet — with just one click.

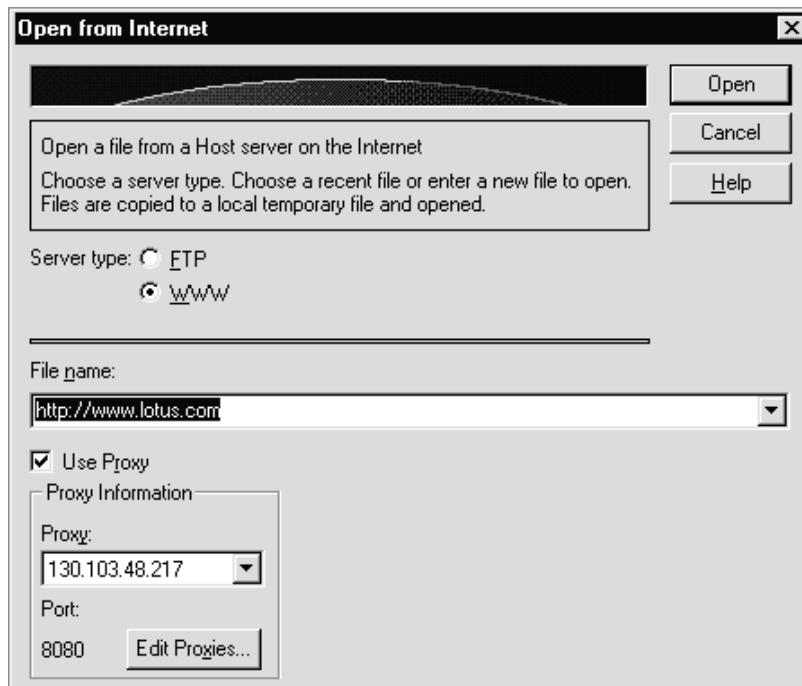
Open and Save to the Internet

From the standard File-Open and File-Save dialogs in 1-2-3, users can open or save worksheets directly to and from Web and FTP servers. For example, salespeople on the road can pull down the latest sales figures from their spreadsheets via the Web. Users can also easily post spreadsheet information to the office intranet. 1-2-3 provides seamless access to and sharing of spreadsheet data. And since 1-2-3's Internet functionality can be easily automated through LotusScript, users can design their own Internet solutions. For example, a user might set up single-click access to the latest exchange rate figures from the PC Quote Web site, and have them automatically update his or her latest sales forecast.

- ✧ Users can open or save files to the Web and FTP Servers.
- ✧ A list of frequently-used FTP server addresses is maintained for easy access.
- ✧ Full support for Proxy servers is provided.
- ✧ Internet connections can be easily automated using LotusScript.

Benefits:

- Gives 1-2-3 users easy access to the Internet without the need for a browser.
- Provides full support for internal office intranets straight out of the box.



Work with the Internet! The standard File-Save dialog in 1-2-3 now gives users the easy option of saving files to the Internet or FTP servers. Just as quick and easy is opening Internet or intranet files.

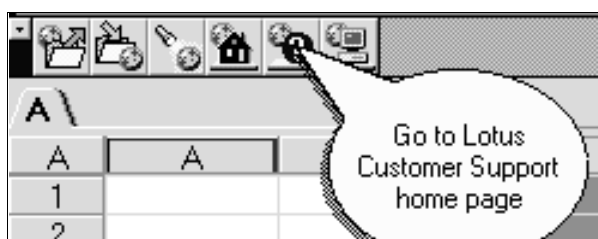
Internet SmartIcon Palette

The Internet SmartIcon palette provides direct access to the Lotus Home Page, Lotus Customer Support Page, and Lotus FTP (File Transport Protocol) Server from within 1-2-3 to help users find the information they need. Users can view the latest support information, scan Lotus' latest product offerings, and download software updates directly from the Lotus FTP file server.

- ✧ 1-2-3 supports popular Web browsers, including Netscape, Microsoft Internet Explorer, GNNWorks, and the Lotus Notes Web Navigator.
- ✧ Full support for Proxy servers is provided.

Benefits:

- Gives 1-2-3 users easy access to Lotus product and support information from anywhere in the world — anytime — via the Internet.
- Delivers easy, one-click access to Internet sites, eliminating the need to look up a URL.



Direct access to Lotus! Users have a quick way to view the latest support information, scan Lotus' latest product offerings, and download software updates directly from the Lotus FTP file server.

Search the Internet

In just two quick steps, 1-2-3 can perform a complete Web search and return results in the user's browser. The user simply highlights the cell containing the text to search for on the Web and clicks the "Search the Internet" SmartIcon.

- ✧ Full support for Proxy servers is provided.
- ✧ Popular Web browsers are supported, including Netscape, Microsoft Internet Explorer, GNNWorks, and the Lotus Notes Web Navigator.
- ✧ A variety of search engines can be used.

Benefits:

- Makes it simple for users to find relevant information by providing Web search capabilities directly from within 1-2-3.

Hyperlinks

Using a 1-2-3 SmartIcon, spreadsheet users can add fast and easy URL hyperlinks to bring externally-held Web data directly to their worksheets.

- ✧ Full support for Proxy servers is provided.
- ✧ Popular Web browsers are supported, including Netscape, Microsoft Internet Explorer, GNNWorks, and the Lotus Notes Web Navigator.

Benefits:

- Provides the ability to better annotate worksheets.
- Lets users automatically update their worksheets with dynamically-changing information residing on the Web.

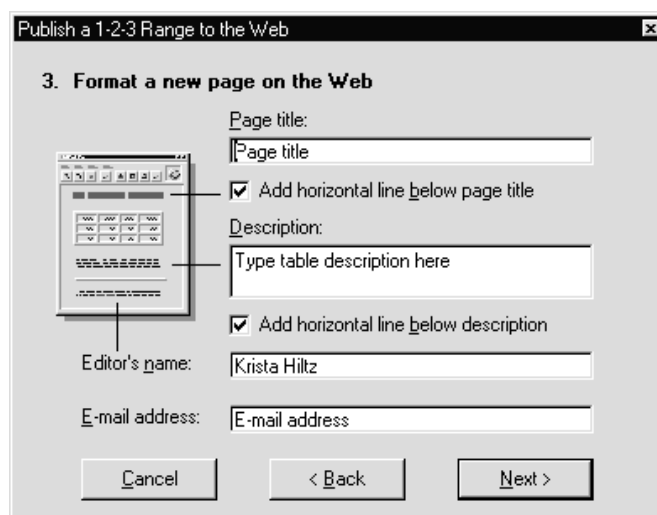
Publish 1-2-3 Range to HTML

1-2-3 97 provides spreadsheet users with the ability to publish ranges of spreadsheet data directly to the Web, without knowing HTML. The Publish Range to HTML Assistant walks users step-by-step through the process of creating an HTML table from a range of data in 1-2-3.

- ✧ Users can include a separate title, description, e-mail address, and author name.
- ✧ A file's style information, such as text formats, can be retained.
- ✧ Advanced options for handling blank cells and adding table titles are provided.
- ✧ An HTML preview is included.
- ✧ Popular Web browsers are supported, including Netscape, Microsoft Internet Explorer, GNNWorks, and the Lotus Notes Web Navigator.

Benefits:

- Greatly simplifies the process of creating HTML data tables.
- Eliminates errors that can occur when users create HTML tables by hand.



The screenshot shows a dialog box titled "Publish a 1-2-3 Range to the Web" with a close button in the top right corner. The main heading is "3. Format a new page on the Web". On the left, there is a small preview window showing a table with a title and description. To the right of the preview are several input fields and checkboxes:

- "Page title:" followed by a text box containing "Page title".
- A checked checkbox labeled "Add horizontal line below page title".
- "Description:" followed by a text box containing "Type table description here".
- A checked checkbox labeled "Add horizontal line below description".
- "Editor's name:" followed by a text box containing "Krista Hiltz".
- "E-mail address:" followed by a text box containing "E-mail address".

At the bottom of the dialog are three buttons: "Cancel", "< Back", and "Next >".

Publish it on the Web! New tools let users publish their spreadsheet ranges to the Web, preserving styles and formats, and add new information to a Web Page.

Staying Connected: Collaboration Made Easy

Building on Lotus' innovative and highly-acclaimed Team Computing technologies, 1-2-3 97 now offers more timesaving ways for users to share ideas and work-in-progress with co-workers and business associates, as well as a range of features to make users more productive when working together. With 1-2-3 97, everyday group tasks such as budgeting, forecasting, business planning, and review are simpler than ever to complete.

1-2-3 97 goes beyond proven features such as Send Mail, Range Routing, and Version Manager, which 1-2-3 Version 5 users applauded, to offer new and enhanced Team Computing features, such as TeamConsolidate, which simplifies and automates spreadsheet consolidation.

As with all of Lotus' SmartSuite 97 products, 1-2-3 97 offers Team Computing tools and processes unmatched by our competitors to help individual users succeed as part of a team. These tools deliver:

- ✧ An electronic alternative to cumbersome manual processes, that eliminates frustration and errors, and speeds results.
- ✧ Easy access to input from co-workers no matter what their communications infrastructure might be: LAN or WAN, e-mail, Lotus Notes, the Internet, intranet, or "sneaker net."
- ✧ Quick and intuitive techniques for retrieving and reusing the work of others to leverage existing expertise and spare users from duplicating effort.
- ✧ New easy-to-use options for distributing work-in-progress for review, or publishing the final result.

Version Manager

In 1-2-3 97, the Version Manager user interface has been completely redesigned, making it even easier for users to access this powerful group collaboration tool.

- ◇ Different range versions can be mixed and matched to create “Version Groups” for evaluating alternative business scenarios.
- ◇ Version Manager tracks the version author, plus the date and time the version was created or edited. It also lets the author attach comments.
- ◇ With 1-2-3's new Team and Internet features, users can automatically distribute spreadsheets for review by team members and merge multiple versions into a single consolidated version.

Benefits:

- Speeds viewing, creation, management, and navigation through multiple spreadsheet versions.
- Makes it easier than ever to evaluate alternative scenarios.
- Allows data to be shared reliably by carefully tracking spreadsheet changes.
- Leverages Team Computing and Internet technologies to facilitate broad distribution.

The screenshot shows the Lotus SmartSuite 97 interface. The spreadsheet is titled 'Art Book Division' and contains the following data:

Art	Quantity	Price	Total	Original
A Novice's Guide	9,250	\$9.95	\$92,000	Large Orders
Art Through the Ages	22,200	\$21.95	\$487,290	Price Adjustment
The Louvre	14,800	\$7.95	\$117,660	
Great Masters	12,025	\$6.95	\$83,574	

The 'New Version' dialog box is open, showing the following options:

- Step 1. Basics \ Step 2. Options \
- Create a new version for: ART B:D8..B:F12
- Name of new version: Price Adjustment
- Name of current version: Large Orders
- Use current data for new version
- Comment: What happens to our revenue if we lower the price of each book by a dollar?
- Show name and borders around version
- Keep styles with version
- Protection: Unprotected

Create a new version — or many! A completely redesigned Version Manager user interface makes it easier than ever to create, navigate through, and manage multiple versions of spreadsheet data.

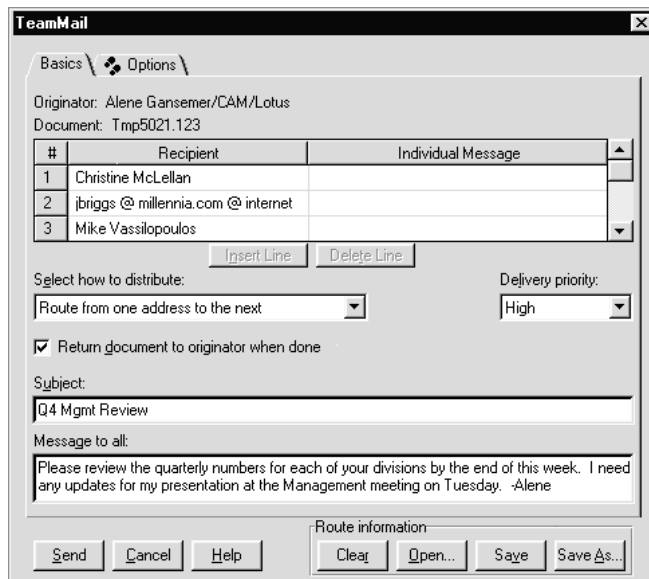
TeamReview

Through mail-enabling, 1-2-3 97 continues to support the existing Send Mail and Range Routing features of previous versions. This functionality has been greatly extended through the addition of TeamReview. TeamReview allows recipients of a spreadsheet range to easily comment on the data or make changes to it, and to send the spreadsheet range back to the originator or forward it to the next addressee on a route. Once the changes and comments of co-workers have been received, the originator can opt to replace the original data with the new data or merge the changes back into the source as range versions. (See Version Manager, page 24.)

- ✧ Users have the option to broadcast, serially route, or send information to a single individual.
- ✧ TeamReview supports multiple communications infrastructures, including cc:Mail™, any MAPI-, CMC- or VIM-compliant e-mail transport, as well as Lotus Notes.
- ✧ As with TeamMail, TeamReview lets users send group or individual messages, and save routes for reuse. And it provides direct access to the mail system address books.
- ✧ TeamReview provides a step-by-step guide for setting up the who, what, and why of sharing selected spreadsheet data with other e-mail-enabled 1-2-3 users.

Benefits:

- Lets users collaborate electronically on individual spreadsheet ranges.
- Helps users maintain control of their workbook; they need only distribute the range of cells that that require review.
- Allows originators (or their representative) to monitor information flow and prevent bottlenecks.
- Expedites the consolidation of information back into the original workbook, through the merge capability.



	Oct	Nov	Dec	Total
Art	\$43	\$40	\$41	\$124
<i>A Novice's Guide</i>	\$8	\$6	\$7	\$21
<i>Art Through the Ages</i>	\$14	\$12	\$12	\$38
<i>The Louvre</i>	\$10	\$11	\$10	\$31
<i>Great Masters</i>	\$11	\$11	\$12	\$34
Children's Books	\$22	\$23	\$24	\$69
<i>The Color Kittens</i>	\$12	\$12	\$12	\$36
<i>How Big is the Sky?!</i>	\$10	\$11	\$12	\$33
CD-ROM	\$21	\$22	\$26	\$69
<i>Cook like a Chef</i>	\$11	\$12	\$14	\$37
<i>Eating Healthy</i>	\$10	\$10	\$12	\$32
History	\$20	\$18	\$20	\$58
<i>Greek Astronomers</i>	\$5	\$3	\$5	\$13
<i>The Explorers</i>	\$7	\$7	\$7	\$21
<i>Romanov</i>	\$8	\$8	\$8	\$24
Poetry	\$5	\$5	\$5	\$15
<i>Brother and Me</i>	\$1	\$2	\$2	\$5
<i>Collected Haikus</i>	\$1	\$1	\$1	\$3
<i>Today and Tomorrow</i>	\$3	\$2	\$2	\$7
Total	\$222	\$216	\$232	\$670

Review it! TeamReview gives users a step-by-step, "who/what/how guide" to sharing data with colleagues for review. Easy-to-use tools give reviewers everything they need to edit documents and return them to the originator or next person along a route.

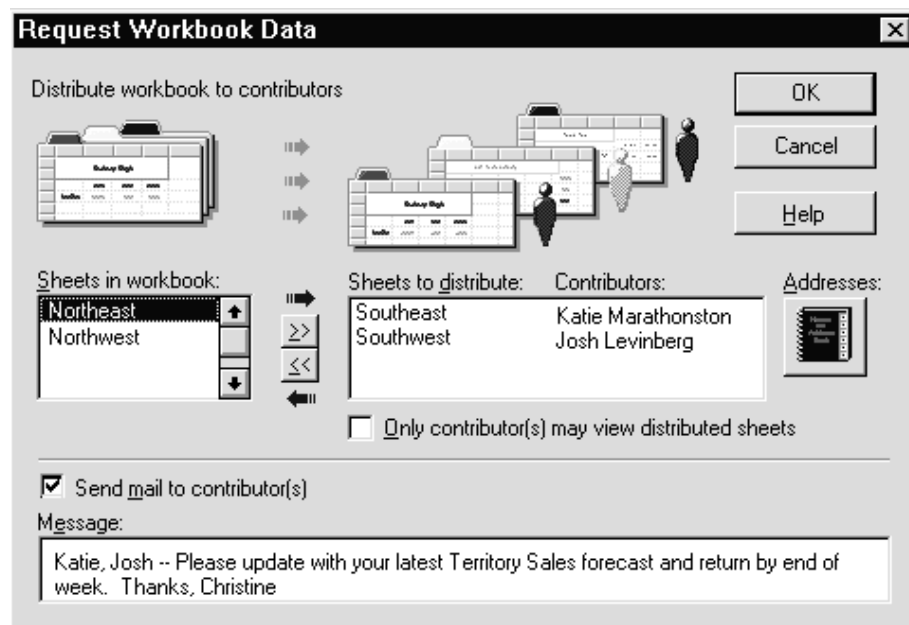
TeamConsolidate

TeamConsolidate is a full-featured tool that uses a combination of 1-2-3 and Lotus Notes Release 4 database and workflow technologies to assist users in preparing budgets, forecasts, and sales plans with the input of co-workers. With TeamConsolidate, users can utilize a Notes database to easily distribute their spreadsheet data to co-workers; collect resulting updates to the data; and seamlessly integrate those updates into one consolidated spreadsheet document, selecting which inputs to keep and which to discard. As the spreadsheet data is managed within a Notes database, anyone with authorization can view the status of the consolidation.

- ✧ Spreadsheet models developed in previous releases of 1-2-3 can be used.
- ✧ Customers can use workbooks containing sheets with dissimilar layouts.
- ✧ For security, users see only the sheets that are distributed to them.
- ✧ User agents can track the progress of work within the team.
- ✧ Notes handles security, replication, and distribution.
- ✧ New technologies available in 1-2-3 97 and Notes Release 4, including LotusScript, OLE 2 in-place editing, Notes multiple pane views, and Notes/FX 2.0, are supported.

Benefits:

- Simplifies and speeds the process of distributing data to many people.
- Automates the cumbersome manual task of consolidating data from different people.
- Supports collaboration on individual sheets or complete workbooks.



Consolidate it! TeamConsolidate gives users all the tools required to distribute data among colleagues for review; then consolidate edits into a single, comprehensive, and manageable version.

TeamMail

TeamMail lets users send data and messages to a group of people simultaneously, or route them to individuals in a sequence, via e-mail. With 1-2-3 97, users can send a whole workbook or a simple message to co-workers without ever leaving their spreadsheet.

When a spreadsheet is distributed serially, the originator can track the review progress. Recipients along the route can make changes to the workbook, as required, and forward their comments to the next reviewer. The workbook is returned to the originator at the end of the route.

- ✧ Originators can send group or individual messages with the spreadsheet.
- ✧ Users can save name and address information and reuse user-defined routes; saved routes can be used across all mail-enabled Lotus products.
- ✧ Access to e-mail address books is automatic.
- ✧ An e-mail icon in the 1-2-3 status bar alerts users that they have received TeamMail.
- ✧ TeamMail supports any VIM-, CMC-, or MAPI-compliant e-mail package.

Benefits:

- Speeds distribution of information from within 1-2-3.
- Provides the flexibility to send group or individual messages with the spreadsheet.
- Automates mail addressing and eliminates redundancy by letting users save distribution lists for use in other SmartSuite applications.
- Provides easy access to most commonly used e-mail packages.

Working Together with Lotus Notes

In addition to letting users open and save 1-2-3 Worksheets directly from/to a Notes database, 1-2-3 97 supplies a whole series of technologies for tightly integrating spreadsheet tasks into a Notes groupware environment. 1-2-3 helps users get the most out of Notes.

NotesFlow

NotesFlow is a collection of powerful workflow tools and technologies available in Notes Release 4. NotesFlow lets application developers control the flow of work and the actions available to users at each stage, simplifying user tasks and reducing the risk of error. More specifically, 1-2-3 97 takes advantage of the workflow capabilities of Notes via Notes/FX 2.0 and the publishing of action menu items in both 1-2-3 and Notes.

Notes/FX 2.0

Notes/FX 2.0 is a NotesFlow tool that uses OLE 2 technology to enable the bi-directional transfer of data, as well as the exchange of properties and methods between Lotus Notes and 1-2-3 97. This new functionality facilitates data sharing between Lotus Notes and 1-2-3 97, making it easier to automate business applications.

- ✧ Notes/FX lets users combine the power of a Notes database — including replication, security, sorting, and views — with their 1-2-3 spreadsheets.
- ✧ Data in individual cells and spreadsheet ranges can be shared with fields in Notes forms. The exchanged data can be manipulated and calculated within 1-2-3, and then sent back to the Notes form to be displayed as Summary View information.
- ✧ All system- and user-defined Notes/FX fields can be defined or viewed in a single 1-2-3 dialog.
- ✧ Any 1-2-3 Named Range can be instantly defined as a Notes/FX field from within the Range Basics InfoBox panel in 1-2-3. Eliminates the need to create a Notes Field definition range.

Benefits:

- Lets customers — even those without specific programming knowledge or OLE 2 automation experience — build Lotus Notes and 1-2-3 workflow applications that automate specific business tasks.
- Provides a powerful way to store, browse, organize, share, and collaborate on spreadsheets across an organization.
- Delivers direct, high performance access between Lotus Notes and 1-2-3.

Publishing an Action

Together, 1-2-3 97 and Notes Release 4 allow application developers to customize their workflow applications by adding commands to the Notes Release 4 and 1-2-3 97 menus. These commands are called “Actions.” Actions are associated with Notes Forms or Views and are published out to 1-2-3 97 or any other Notes/FX 2.0-enabled application.

- ✧ Each command added to the Action Menu has associated with it either a LotusScript subroutine, Notes Simple Action (such as Edit Document), or a Notes formula.
- ✧ Developers can easily modify an application in one location — the Notes Form — and have it updated in all the embedded 1-2-3 spreadsheets in that database.
- ✧ Developers can automate complicated or repetitive tasks that involve multiple operations across multiple applications.
- ✧ Available in all SmartSuite 97 applications, Notes developers can use this same tool for all embedded Suite documents.

Benefits:

- Provides a central location for modifying both Notes and 1-2-3 menus; it's easy for users to remember where to go to complete custom tasks, because the assigned menu name (Action) is the same in both Notes and 1-2-3.
- Lets customers combine several 1-2-3 LotusScript subroutines onto the same Actions Menu to build rich, integrated workflow applications within 1-2-3 embedded documents.

Information You Need: Anytime, Anywhere

Increasingly, spreadsheet users require immediate, easy access to all types of data and information, that may be located almost anywhere, for use directly in worksheets. The information users need may have originated or been stored in any number of heterogeneous file formats, including:

- ✧ Lotus' own and competitors' PC applications, including other spreadsheets and databases.
- ✧ Line-of-business applications, such as SAP, Reuters, and PeopleSoft.
- ✧ Other business-productivity applications specific to accounting, time-and-billing, report writers, project management, and statistics.
- ✧ Lotus Notes or relational databases maintained on larger systems, such as DB2, DBase, SQL, and Paradox.

In addition, information may be "owned" by the user's company, accessible only through the company intranet. Or, it may exist in the public domain, accessible to users via the Internet.

Unlike any other spreadsheet today, 1-2-3 97 gives users the ability to retrieve and work with information regardless of location or format. Its comprehensive and diverse set of information access tools includes:

- ✧ Import filters for most common PC applications.
- ✧ Broad support among line-of-business and other business-productivity application developers whose products export or translate information into a form readable by 1-2-3.
- ✧ Internet capabilities, including the ability to open files from Web and FTP servers; export a range to an HTML file; and perform integrated Web searching from within 1-2-3. (See The Internet/Intranet at Work section.)
- ✧ Open and Save to Notes.
- ✧ All of Lotus Approach's data-querying and retrieval capabilities for working seamlessly and directly with a range of databases, including DB2.

Database Access

Directly from within the File-Open menu in 1-2-3, users can access data from a wide variety of sources. And 1-2-3 97 is ODBC (Open Database Connectivity)-compliant and thus supports data in Paradox, SQL, DB2, and dBASE file formats, to name only a few.

Benefits:

- Provides direct access to legacy data directly from within 1-2-3, easing users' transition from their current software environment.
- Provides a single standard data querying engine across Lotus desktop applications, sparing system resources.
- Reduces learning curves by delivering the same interface for querying both on-sheet ranges and external data sources.

File Formats Supported by 1-2-3

New with the 97 version, 1-2-3 has the ability to read Excel and Quattro Pro files. And 1-2-3 97 offers compatibility with Notes. Of course, files created in earlier versions of 1-2-3 can be both opened and saved in the 97 version of 1-2-3, enabling users to trade files with co-workers who may still be using DOS or Windows 3.x programs.

- ✧ 1-2-3 supports all releases of 1-2-3 for DOS, 1-2-3 for Windows, Microsoft Excel, Quattro Pro, Notes, and ASCII text.
- ✧ 1-2-3 supports graphics files including Windows Metafiles (.WMF), Bitmaps (.BMP), ANSI Metafiles (.CGM), and 1-2-3 for DOS graphs (.PIC).
- ✧ 1-2-3 supports Internet formats, including HTML.

Benefits:

- Lets users automatically publish their spreadsheets to the Internet in the appropriate format, or download Internet information to update their own spreadsheets and files.
- Makes it very easy for users to transition to 1-2-3 97 from Excel, Quattro Pro, or earlier releases of 1-2-3.
- Allows users to share work with others who may be using earlier and non-Windows releases of 1-2-3.
- Provides coexistence for "mixed shops" — those with both 1-2-3 and Excel users.

Lotus 1-2-3 Macros

1-2-3 97 supports macros created for earlier versions. It also supports macros that invoke the WYSIWYG menu.

- ✧ Converting legacy 1-2-3 applications requires no translation utility.
- ✧ No retraining costs are associated with using macros created in previous versions.
- ✧ The 1-2-3 macro language provides an extension that lets users call LotusScript applications as subroutines.

Benefits:

- Preserves customers' time investment in creating 1-2-3 macros.
- Provides maximum compatibility, while allowing the application to grow. As 1-2-3 applications are revised to incorporate new functionality, 1-2-3 macros can call LotusScript subroutines, and vice versa.

Open and Save to Notes

From within 1-2-3's File-Open and File-Save dialog boxes, users can automatically open documents from or save documents to a Notes database for sharing with other Notes users. This extends the vast store of Notes legacy data directly to 1-2-3 users.

- ✧ Users can specify the Notes database, form, and form field to which the workbook is attached.

Benefits:

- Leverages Notes security and replication.
- Allows Notes to be used as a document manager.

Customization: Working the Way You Want and Creating Custom Solutions

1-2-3 97, like all SmartSuite 97 applications, gives individual users and corporate developers a range of compelling options for personalizing the way they work and quickly creating robust, customized — and cost-effective — business solutions. From the familiar 1-2-3 macro, to the industrial-strength LotusScript programming language, to support for OLE 2 automation, 1-2-3 offers the most powerful, comprehensive, easy-to-use set of customization and application development tools of any spreadsheet available.

1-2-3 Macros

1-2-3 has long been the best spreadsheet for preserving customers' investment in macro-driven 1-2-3 applications. And 1-2-3 97 is no exception. It delivers the superior macro compatibility that customers expect from Lotus. So while 1-2-3 97 supports existing macros from previous versions, it also lets customers grow their macro applications by including calls to LotusScript subroutines. In this way, Lotus continues to provide maximum macro compatibility, while empowering application developers to quickly design even more powerful custom business solutions.

- ✧ Macro commands from previous releases of 1-2-3 run in 1-2-3 97 without modification or costly translation.
- ✧ The 1-2-3 97 macro language includes extensions that let corporate developers call LotusScript global subroutines.

Benefits:

- Preserves a customer's investment in legacy 1-2-3 applications.
- Lets users who are familiar with the 1-2-3 macro language continue to write macros easily.
- Eliminates the need for corporate developers to rebuild existing macro applications before rolling out 1-2-3 97 tools.
- Lets users run LotusScript global subroutines from within a macro as their applications grow to include new 1-2-3 97 functionality.

LotusScript

LotusScript is a cross-application, object-oriented, BASIC scripting language that is common across all Lotus desktop productivity and communication products, including all SmartSuite 97 applications, Notes Release 4, and cc:Mail Release 7. LotusScript lets power users and corporate developers rapidly build powerful, custom applications, automate data management tasks, control workflow, and modify the appearance of SmartSuite applications.

LotusScript delivers a high degree of flexibility that lets users control the flow of custom-built applications. It allows users to communicate with and pass data to and from other Lotus applications that support LotusScript, or any software that supports OLE. With LotusScript, power users and developers can write programs that store and manipulate data. They can also test conditions when actions are performed. And LotusScript provides users with a rich scripting interface, which ensures that all features and elements in 1-2-3 are fully programmable.

- ✧ A key part of 1-2-3 97 programmability enhancements is the Lotus Integrated Development Environment (IDE). The IDE is a rich set of tools for creating and debugging script applications. It includes a browser for keywords, script components, type library, and classes for OLE automation.
- ✧ 1-2-3 97 also provides the ability to call 1-2-3 macro applications from LotusScript, preserving a company's investment in preexisting spreadsheet applications.
- ✧ Each Lotus product that uses LotusScript has its own set of LotusObjects that can be manipulated with the language. Some objects are similar across products, while others are unique to a product, based on the functionality available.
- ✧ Workbook global subroutines can be promoted to a special Lotus menu called the "Actions Menu" for easy access to frequently-used LotusScripts.
- ✧ In addition to providing an extremely powerful scripting language, 1-2-3 97 lets users save LotusScript applications as 1-2-3 add-ins.
- ✧ 1-2-3 97 has a graphical, integrated dialog editor that is accessible directly within the product. The new dialog editor has a large number of new controls including a Progress Bar, Spinners, and the ability to use any available OCX controls.
- ✧ 1-2-3 (like all SmartSuite applications and Notes) has the unique ability to load code modules (called LSXs), expanding the objects available to the current script. IBM, Lotus, and third parties are delivering LSXs developed with the LSX Toolkit, such as the Notes LSX. With the Notes LSX, all of the Notes back end classes are available to scripts inside 1-2-3. It's as if Notes back end functionality had been built into 1-2-3, but without the overhead of OLE.

Benefits:

- Lets users easily create custom applications and automate everyday tasks.
- Provides the ability, through 1-2-3 Events, to start processes (based on specific actions), such as changing a cell, saving or opening a file, or selecting an object.
- Leverages developers' knowledge of Visual Basic, which is directly applicable to writing LotusScript applications in 1-2-3 97.
- Lets developers build upon existing macro-driven applications and protect scripts from users.
- Leverages LSXs originally built for Lotus Notes and the other Lotus SmartSuite products.

Sample LotusScripts

1-2-3 97 includes a number of sample scripts to help demonstrate the power of LotusScript and provide examples of how to write scripts. Sample scripts vary in level of difficulty from simple to advanced and are fully-documented. Examples include:

- ✧ Label to Value — Changes the format of a selected range from a label to a value. The user simply highlights the range and clicks on the button to run the script. This script automates formatting so that users don't have to work with @functions or retype information.
- ✧ Save File List and View — Saves the open file list and the view when 1-2-3 is shut down and restores them when it is reopened.
- ✧ Workbook Table of Contents — Inserts a new worksheet at the beginning of a file and creates an Index with buttons or pictures for sheet names, charts, range names, or other objects. The Index also gives the location of any of these objects, where applicable. The user can simply click on the button or picture representing an object to quickly move the cell pointer to that location in the worksheet.

Support for OLE 2

1-2-3's support for OLE 2 lets users link and embed data in their applications. With full OLE 2 support, users can exploit features such as In-place Editing (visual editing), Automation, and — as in 1-2-3 Release 5 for Windows — OLE 2 drag and drop.

- ✧ Through the Create Menu in 1-2-3 97, users can build new OLE 2 objects from other applications or from existing files, and link to them. Objects can either retain the look of the application from which they were created, or they can be represented as an icon.
- ✧ 1-2-3 97 goes well beyond full support for OLE 2 by using this advanced technology to offer new features such as TeamConsolidate (see the Staying Connected section).
- ✧ 1-2-3 97 supports OLE 2 as both server and container; support as an OLE 2 container features In-place Editing.
- ✧ 1-2-3 can also be automated using OLE automation controllers such as Visual Basic, C++, Lotus Notes, or other SmartSuite products.
- ✧ OLE 2 automation allows for easy, fast cross-application scripting.
- ✧ Continued support for OLE 2 drag and drop lets users copy, move, and create links by dragging 1-2-3 ranges and objects to other applications that support OLE 2.

Benefits:

- Gives users access to 1-2-3's menus, InfoBox, SmartIcons, or the Status Bar when a 1-2-3 spreadsheet is embedded in another application.
- Displays elements of an object's source application including its menus, icon palettes and status bar when the source application is embedded in 1-2-3.
- Lets users copy data directly from 1-2-3 97 to another application without using the clipboard.
- Facilitates robust cross-application development.

System Requirements

Hardware

- IBM PC or compatible (80486/50 MHz or higher).
- Windows-compatible video adapter (VGA or higher) and monitor.
- CD-ROM drive or 3.5" high-density disk drive.
- Mouse or other pointing device.

Software

- Microsoft Windows 95 or Microsoft Windows NT 4.0.

Memory

- Windows 95: 8MB RAM minimum; 12MB if running more than one application.
- Windows NT: 16MB RAM minimum.

Disk Space

- Minimum installation: 25MB.
- You can run 1-2-3 97 from the CD-ROM.

***Thank you for reviewing 1-2-3 97!
For more information, please visit the Lotus Web site at <http://www.lotus.com>.***

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