**Freelance 97**
GRAPHICS

**The best presentation graphics for today's connected world.**

# Key features and benefits:

* **Maximum Productivity.** All the tools you need to create compelling plans, reports and proposals that can double as high-impact presentations.

* **Internet Intelligence.** Publish presentations to the Internet or corporate intranets for delivery to virtually anyone, anywhere in the world.

* **Team Computing.** Collaborate on and share visual presentations with team members to improve final results.

* **Access to Data**. Incorporate data from other presentation programs, 1-2-3 or Lotus Notes.

* **Customization.** Freelance Graphics 97 is customizable to fit each user. Create business solutions with OLE2 support, LotusScript and more.

## *The fastest, easiest way to create and share plans, reports, and presentations with the world.*

Seems everyone is connected these days, within companies and around the world. That means it's more important than ever to look good — with highly visual reports and presentation materials that are the best they can possibly be. It's just as important to produce them quickly, easily, and get them to the people you want to reach, whether they're down the hall or on the Web. That's why Freelance Graphics 97 is the perfect presentation graphics software for today's world. It helps you do your best work, get feedback from team members and publish great results — while taking advantage of the Internet and all of the newest technologies, in the easiest possible way.

## *You have ideas. The world is ready for them. All you need now is Freelance Graphics 97.*

Ready to move from a traditional presentation environment into today's connected work world? Freelance Graphics 97 is here to help you make that leap. Effortlessly. It transforms presentation graphics into an everyday visual communication tool for you, your work team, and the rest of the world.

## *Welcome to a more productive world.*

Getting your work done quickly and easily is what productivity is all about. Freelance Graphics 97 gives you the best tools for efficient creation of presentations.

But Freelance Graphics 97 also lets you automatically add pizzazz to your work. Whatever business document you want to create, there's a SmartMaster to help you do it — and look good too. Using Content SmartMasters by leading business experts, such as Trout & Ries and Zig Ziglar is like having your own private team of consultants. And Smart Diagramming gives you ready-made, graphic artist-designed diagrams, or lets you create your own.

### *Welcome to a world that works together.*

It's a changing world in team technology. Freelance Graphics makes it easy to collaborate on presentations from remote locations via LANs, WANs, and the Internet or your corporate intranet.

An automated online process called TeamReview replaces the manual task of reviewing and editing. Presentation reviewers use simple mark-up tools to make edits or suggestions electronically, and the changes can be routed back to the originator for a stronger final document. No paper. No faxes. No confusion.

Then there's TeamShow. Picture yourself leading a number of audiences anywhere in the world through a Freelance Graphics ScreenShow, saving travel time and expense. TeamShow can also be done over the Internet. With Freelance Graphics 97, the world is really working.

### *Welcome to the Internet.*

Freelance Graphics 97 opens up a whole new world. Because now when you create a plan, report or presentation, you can publish it directly to the Web, quickly and easily — without leaving Freelance Graphics. Open and Save files to an Internet site. Or view Freelance Graphics presentations live on the Internet, using any Web browser.

With Freelance Graphics 97, you can create Web pages with graphics in GIF format, speaker notes, and slide index links. Generate a table of contents with links to each page of a presentation. Jump to any URL from within a presentation, even during a ScreenShow. And relax, because all the tools are built right in.

New support for Netscape 2 frames simplifies layout and navigation through a Web-based presentation. The Freelance Internet SmartIcon Palette gives you direct access to the Lotus Home Page and Customer Support Page. And you can perform a Web search on any word in a document by highlighting the word and simply clicking the "Perform Web Search" icon.

And Freelance Graphics gives you access to information from just about anywhere. Now you can even open Lotus Notes attachments directly from Freelance Graphics 97. Use Notes as a document manager, combining its security and replication features with the rich document creation ability of Freelance Graphics 97.

## Features Overview

### *Watch Your Ideas Take Shape.*

- 30 customizable Content SmartMasters offer suggested pages for common business documents. Choose, edit and resequence pages.
  - From leading business authorities including Philip Kotler, Trout & Ries, Zig Ziglar.
- Each of 125+ SmartMaster designs offers a consistent look for your entire presentation.
  - Page layouts: title, bulleted list, two-column bullets, chart (one, two or four), bullets & chart, bullets & symbol, basic layout, table, organization chart and business diagram.
  - Optimized for both color and B&W output. Click to view either option.
- Ready-made multimedia designs offer built-in animation and effects for instant, state-of-the-art screen shows.
- 100 ready-made, fully editable diagrams — from hubs to timelines.
- Create your own diagrams — drag-and-drop text shapes and connectors.
- Scanned image support. Position, crop, rotate and flip images.

- Lotus Chart provides a live preview. See charts take shape as you enter data.
- Chart types: bar (vertical, horizontal, stacked, 100%), line, area, pie, XY scatter, high-low-open-close, bar-line, number grid, 3D (bar, exploded pie, line, area), radar, doughnut.
- Import data: Lotus 1-2-3®, Microsoft® Excel.
- Word-processing power features: global text changes, pre-defined Named Styles, Numbered Lists, bullet types including symbol as bullet, new spacing controls and more.
- WYSIWYG text editing, automatic bullets, Spell Checker and Curved Text Gallery.
- Use Page Sorter to quickly rearrange, copy, add, delete or zoom in on pages.
- Use the Visual Outliner to enter free-form text and see your presentation take shape.
- Audience Notes, Speaker Notes, and new printing options give you control over the look of your handouts.
- Set transition effects for and sequence individual objects for screen shows. Choose from among 75 animated clips.
- Screen show: multimedia branching, application launching, onscreen drawing, etc.

## *Connect to the Internet*

- Quickly and easily publish Freelance Presentations to the Web.
- Incorporate GIF files, URL links, and speaker notes into your Internet presentaiton.
- Freelance Internet SmartIcon Palette gives you direct access to the Lotus Home Page, Customer Support and more.
- File-open and File-save directly to the Internet.
- Mobile screen show player lets anyone with Windows 95 view presentations — even without Freelance Graphics installed. Download the Player free of charge from the Lotus Home Page at http://www.lotus.com.

## *Join Forces On Presentations.*

- TeamReview offers an automated online alternative to the cumbersome, manual task of reviewing and editing presentations.
    - Distribute your presentation to reviewers using floppies, network, e-mail or Lotus Notes.
    - Reviewers use simple, electronic mark-up tools.
    - Author gets reviewers' edits consolidated into one file for viewing online, page by page. Just drag and drop pages to your current presentation. Incorporate, modify or delete comments.
- Use Presentation Page Browser to view other presentations. Just drag and drop pages your current presentation.
- Use TeamMail to broadcast your entire presentation or selected pages a team, or send it to individuals sequentially. Built-in mail tracking notifies author of file movement.
    - TeamMail works with any VIM or MAPI mail system, such as Lotus cc:Mail or Lotus Notes.
- Create the highest-quality color or B&W overheads, handouts and 35mm slides, in minutes.
- With TeamShow, control a "ScreenShow" on a remote PC. Walk through presentation without having to be there.

### *We Rewrote The Book On Ease Of Use.*

- Lotus Infobox offers "one-stop editing" of object attributes: presentation pages, text, charts, diagrams, multimedia shows.

- Task-Sensitive Interface displays only the commands, menus and icons for a given task.

- "Guide Me" online assistance senses when you're stuck and offers step-by-step suggestions.

**Lotus SmartSuite & Windows 95 Integration.**

- Screen layout, menus, colors, keyboard accelerators and SmartIcons® consistent with other Lotus SmartSuite® applications.

- This 32-bit application fully exploits Windows 95: long file names, drag and drop, dialog boxes, OLE 2.0, etc.

- Shared tools: Lotus Chart, Spell Checker, TeamMail, Installation.

**Programmability.**

- Customize Freelance Graphics 97 with LotusScript, an object-oriented BASIC language compatible with Visual Basic.

- Use NotesFlow and Notes/FX to create applications with Notes and Freelance; e.g., store and share libraries of presentations.

**Works With Your Existing Software.**

- Compatible with files from Freelance Graphics for DOS, Windows 3.1 and OS/2.

- Imports more than 20 file formats: Harvard Graphics for Windows, PowerPoint 3.0 and 4.0, TXT, CGM, WMF, TIFF, PCX, BMP, DRW, GIF, AI, TGA, EPS and more.

- Exports file formats: CGM, WMF, EPS, MET, TGA, WPG, HTM, TIFF, PCX, BMP and AI.

## System Requirements

Windows 95 or Windows NT. A 486 or higher IBM, Compaq or compatible PC. 8MB RAM minimum, 12MB recommended. 42MB hard disk space for default installation. 18MB for minimum install. VGA, SVGA, or 8514A display drivers. More memory required for 8514A.

explore lotus on the web
**www.lotus.com/smartsuite**

For more information, call
**1-800-343-5414**
In Canada, call
**1-800-GO-LOTUS**