SmartSuite97

The best suite for today's connected world — powered by 1-2-3.

The first suite that brings the world to your desktop.

The world is officially wired. So how do you hook up? Lotus SmartSuite 97 gives you direct ways to find, share and publish the information you need to succeed. There's never been an easier way to capitalize on your business connections — specifically LANs, WANs, e-mail, groupware and the Internet — without having to venture out of your friendly, familiar Windows applications.

Quickly locate and manipulate information — whether it's in last year's budget files, a client's WordPerfect document, corporate databases or a Web page. Then use SmartSuite 97's powerful Team Computing features to share documents and complete joint projects online. You can jump from one task to the next — and from the Internet to your desktop — without missing a beat.

SmartSuite 97 includes six 32-bit Windows applications: spreadsheet, word processor, database, presentation graphics, time management, and multimedia software.

Key Features and Benefits:

- **Maximum Productivity.** Time-saving features give you a headstart on your work and guide you through tasks with fewer steps.
- **Internet Intelligence.** Get built-in Internet/intranet connections, plus new ways to find, share and publish information online.
- **Team Computing.** Request and incorporate feedback from others electronically with powerful TeamReview, TeamConsolidate and TeamMail. New in 1-2-3!
- **Easy Data Access.** Find and use information from legacy databases, networks, e-mail, groupware, Internet/intranets from inside SmartSuite 97. Enjoy file compatibility with other office suites.
- **Customizable SmartCenter.** Create and customize SmartCenter drawers to get one-click access to key applications and files, plus news, weather, stock quotes and Lotus support on the Web

SmartSuite 97. The best suite for today's connected world.

Get in the loop with the best information processing tools around.

Whether you need to create a basic document, complete a joint report with associates, or publish the results over the Internet or intranet, SmartSuite 97 can help you do it faster, more easily and more effectively.

Find it.

How do you find the information you need to do your job? And filter out all the stuff that gets in your way?

SmartSuite 97 gives you the most direct ways to locate and work with words, numbers, objects and images — whether they're stored in SQL or Lotus Notes databases, spreadsheet files, WordPerfect documents, or a client's Web page. Because you have direct links to the files, servers and Web sites you need, you don't have to hunt them down. Then act on the information as fast as it streams in.

What else can you find with SmartSuite 97? More time. Customizable templates for everyday business documents help you produce professional results without starting from scratch. Have a question on how to use SmartSuite 97? A multitude of online resources lead you through any new task.

To start your day, grab a coffee and check the headlines — no newspaper required. Just open the Internet Drawer in the Lotus SmartCenter, and connect directly to Intellicast for weather, Yahoo News Headlines, and PC Quotes. Use a 1-2-3 SmartMaster to analyze your investment portfolio. Just push a button to update the current trading prices from the web.

Share it.

You work alone, sure. But don't you also work with others? SmartSuite 97's exclusive Team Computing features make it fast and easy to distribute reports, spreadsheets and presentations to co-workers, gather input and consolidate feedback — without leaving your desk. You and your team can all create, review, and refine documents — no matter where you're located.

What's on your plate? A presentation of the worldwide business plan to the Board. To get you started on the right track, pull up the "business plan" SmartMaster in Lotus Freelance Graphics. It guides you through the steps of creating a well-organized, professional plan. Then route it to your task force using Lotus TeamReview. Consolidate their comments into a stronger finished document.

Publish it.

How do you distribute news, policies, reports, findings, and documents to the wider world? SmartSuite 97 gives you ways to quickly turn any spreadsheet, word processing document, report or presentation into HTML, the language of the World Wide Web. Which means you don't have to have specialized training to reach distant audiences on your internal intranet or the Internet. SmartSuite 97 also enables you to deliver remote presentations over ordinary phone lines to different sites simultaneously using Lotus TeamShow.

The worldwide business plan has been approved! Now you want to share it with your counterparts in the London office. Use the new Web Page Publisher in Lotus Word Pro to publish your business plan to the Internet or your company intranet with just a click of the mouse. Even include links to other Web sites!

Features Overview:

Get your work done quickly and easily

- **Get Six Full-Featured, Easy-to-Use 32-Bit Applications.** Lotus 1-2-3 spreadsheet, Lotus Word Pro word processor, Lotus Approach database, Lotus Freelance Graphics presentation graphics, Lotus Organizer time management software, Lotus ScreenCam multimedia software.

- **Customizable SmartCenter.** These indispensable file drawers help you store, organize and launch your projects, applications, quick reminders, reference materials and Internet connections.

- **Lotus InfoBox.** Find the tools you need to format text, numbers or objects in any document — in one place. Changes appear as you make them.

- **A Healthy Head Start.** SmartMasters are customizable templates that suggest looks, styles and content-rich outlines for everyday business documents.
- **Intelligent Help.** Get step-by-step guidance on mail merge, creating macros, launching a TeamReview and more with Lotus Assistants. 'Ask The Expert' questions in your own words. Check the Help Cards or take a Guided Tour.

Harness the Internet

- **SmartCenter Internet Drawers.** Get live access to news, weather, stock prices and more on the Web. Store your favorite Web sites here. Click to consult Lotus Support on the Web.
- **Internet Searching and Linking.** Highlight a word or phrase in your document, and click on the Internet SmartIcon to automatically search the Web. Include URLs as live links in any document.
- **Word Pro Web Page Publisher.** Publish documents to the Web and create professional home pages fast — without leaving your familiar word processor and without knowing HTML.
- **Publish to the Web.** Share great-looking presentations on your company's intranet or the Internet. Rocket through the process of creating HTML tables by directly publishing Lotus 1-2-3 ranges to the Web.
- **Share over the Internet or Intranets.** Browse directories and open and save files on an Internet server from within familiar 1-2-3, Word Pro, Approach and Freelance Graphics. Share ScreenCam movies for do-it-yourself training.
- **Collaborate with Others Easily.**
- **TeamReview.** Electronically distribute draft documents, spreadsheets, presentations or database forms for feedback. Include a personalized greeting. Assign passwords and access rights.
- **TeamConsolidate.** In 1-2-3 and Word Pro, consolidate multiple edited versions into a single document.
- **Track Versions.** Record changes to 1-2-3 spreadsheets and Word Pro documents. Perform 'what if' analyses.
- **TeamMail.** Send messages and documents directly from SmartSuite 97 using any VIM- or MAPI-compliant e-mail package, such as Lotus cc:Mail or Lotus Notes. Route or broadcast information.
- **TeamShow.** Deliver presentations to one or more sites simultaneously over standard phone lines.

Work your own way with SmartSuite 97.

- **For end-users:** Set up the SmartCenter and your applications your way. Create macros to save keystrokes.
- **For developers:** Customize SmartSuite 97 to streamline workflow. Includes LotusScript, and OLE 2.0 support across all products, and access to code objects.

Run the numbers. Lotus 1-2-3.

- **AutoTotal.** Add up a series of numbers in columns or rows by typing the word 'total.'
- **Dynamic Print Preview.** Make sure your worksheet looks great before you print. Insert last-minute changes and see how the final output will look — while you type!
- **Integrated Maps.** Include geographic and demographic information visually for quick, easy analysis.

Write it with style. Lotus Word Pro.

- **Full Compatibility.** Transfer your knowledge of other word processors to Word Pro. Type in the commands you know and learn Word Pro as you go.

- **Maximum Productivity.** Snappy performance means you can navigate quickly through large documents. Automatically correct common typing mistakes.

Seize the data. Lotus Approach.

- **High Performance Data Connectivity.** Get fast, direct access to business data stored virtually anywhere, including DB2, Lotus Notes, Oracle and other SQL sources.

- **Award-Winning Ease of Use.** Point-and-click your way to building intuitive forms, professional reports, compelling charts and flawless mailing labels. Working with data simply doesn't get any easier than this.

Communicate with visuals. Lotus Freelance Graphics.

- **Best Start-To-Finish Process.** Get the fastest, easiest way to create and collaborate on plans, reports and proposals that can double as high-impact presentations.

- **Customizable Content SmartMasters.** Expert advice on structure, flow and look for 30 common business documents, from launch plans to sales proposals.

Keep tabs on things. Lotus Organizer.

- **Stay Organized.** Integrates Calendar, To Do list, Planner, Address Book, Call Manager, Notepad and Anniversary Reminder.

- **Take Your Schedule To Go.** Mobile users can merge laptop file updates with files on the office LAN, or print in over 25 layouts that fit popular datebooks.

Show and tell. Lotus ScreenCam.

- **ScreenCam for Team Work.** Use ScreenCam 'movies' to demonstrate software products or convey news, policies, procedures and more to a wide audience.

System Requirements

80486 50 MHz PC or higher. VGA adapter and monitor. CD-ROM drive or 3.5" high-density disk drive. Microsoft Windows 95 or Microsoft Windows NT 4.0. For Windows 95, 8 MB RAM minimum, 12 MB recommended for running more than one application. 16 MB RAM minimum for Windows NT 4.0. 75 MB available hard disk space. Can run applications from the CD-ROM drive.

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

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