



Organizer⁹⁷

Overview

Lotus Organizer is the award-winning personal and group scheduler with more than 6 million users worldwide. Since its first release in 1992, Organizer has become the best-selling personal information manager (PIM) and leading personal and group scheduler.

Organizer utilizes the familiar daybook-style user interface to help users manage their time as well as their everyday tasks, such as keeping track of appointments, to do lists, pending phone calls and other contact information. With Organizer, users can access, manipulate and utilize key information quickly and efficiently.

Key Features and Benefits

Productivity

By utilizing the familiar organizer metaphor, Organizer 97 provides users with the capabilities to manage their time and important information easily and efficiently. Customer-requested enhancements added to improve productivity include:

- ◆ **Flexible time management** enhancements to Organizer's Calendar provide a daily view with appointments displayed as blocks of time in a graphical format. Duration is immediately visible and can be changed via drag and drop.
- ◆ **Calls section** allows for the categorization of calls as tasks, which will automatically roll over to the next day until the calls are completed.
- ◆ **Full OLE and text formatting** capabilities in Organizer's Notepad allows users to link or embed OLE objects such as spreadsheets, word-processing documents, presentations, metafiles, etc., on Notepad pages for in-place editing, simplifying the process of staying organized. The Notepad section also supports rich text formatting, so users can format text with bold, italic, underline, font size and type, as well as color.
- ◆ **Organizer Tour** provides an interactive online tour of the features and enhancements in Organizer 97.

Internet Capabilities

Organizer 97 provides access to the Internet several ways. Users can utilize relevant online information to help stay organized.

- ◆ **World Wide Web SmartIcons** in Organizer 97 allow users to access the Lotus Organizer support Web site.
- ◆ **World Wide Web sites** can be launched from Organizer's Notepad section.

Connectivity

Advanced technologies incorporated into Organizer 97 increase the way users can stay connected.

- ◆ **Telephony API (TAPI)** support means easier and more streamlined autodialing capabilities for the Calls and Address sections.
- ◆ **International address support** for label and envelope printing accommodates 25 international address formats.
- ◆ **ALMANAC file** — This file contains useful reference information, such as holidays, 800 numbers and time management tips.

Estimated System Requirements

System requirements for Organizer 97 Edition for Windows 95 and NT are an IBM PC or compatible (486 or higher, 486 50Mhz) running Windows 95 or Microsoft Windows NT 4.0, and a Microsoft Windows compatible video adapter (VGA or higher resolution) and monitor. For Windows 95, 15MB minimum hard disk storage and a minimum of 8MB of RAM is required (16MB recommended). Lotus Organizer 97 is network-ready and runs on the most popular network operating systems including Novell NetWare 3.X and 4.X, IBM LAN Server and other 100-percent MS-Network compatible operating systems. A mouse or pointing device and Web browser are optional.

Pricing

Estimated retail price (ERP) of Lotus Organizer 97 is \$79. Current Organizer customers can upgrade to Organizer 97 for \$49. Volume purchase discounts are available. As part of the SmartSuite 96 upgrade program, registered SmartSuite 96 Edition for Windows 95 customers will receive Organizer 97 when SmartSuite 97 ships. SmartSuite 96 customers can expect communication from Lotus regarding the details for this upgrade. International versions of Organizer 97 will be available as part of the next release of SmartSuite. Customers can order upgrades directly from Lotus at 1-800-343-5414 or in Canada at 1-800-GO-LOTUS.



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