

The logo for SmartSuite features the word "SmartSuite" in a bold, black, sans-serif font. It is positioned on the left side of a yellow banner. Behind the text is a faint, wireframe-style globe. The banner also contains the text "work the web" in a white, sans-serif font on the right side.

Five great applications. One easy way to get things done.

With SmartSuite, you get five of the hardest-working, easiest-to-use applications in business today.

SmartSuite is packed with productivity tools to help you work smarter. Like Lotus® SmartMasters, a series of easy-to-use, pre-designed templates that give you a head start on all kinds of everyday business tasks.

And with features like TeamConsolidate, TeamReview and TeamMail, SmartSuite® gives you some exciting new ways to collaborate with your colleagues, co-workers and associates. What's more, the native OS/2 Warp versions of Word Pro and Freelance Graphics allow you to share your information with the world using built-in Internet features. You can even use Word Pro to build your own home page on the World Wide Web.

Features Overview

Get The Words: Lotus Word Pro

Lotus Word Pro is the first team word processor, offering revolutionary new ways to create, review and edit documents, making you and everyone else on your team more productive.

- ◆ **Easy document collaboration.** Review and consolidate edits in one file.
- ◆ **Improved productivity.** Navigate quickly through large documents. Automatically correct common typing mistakes.
- ◆ **Superior compatibility.** Import documents from other word processors, including WordPerfect®, without losing formatting. Built-in Internet support.

Get Visual: Lotus Freelance Graphics

Lotus Freelance Graphics is the fastest, easiest way to create and collaborate on plans, reports and proposals that double as high-impact presentations.

- ◆ **Best start-to-finish process.** Breakthrough technology for everything from generating new ideas, to consolidating input from co-workers, to publishing your finished product, on paper or online.
- ◆ **Customizable content SmartMasters.** Expert advice on structure and flow for 30 common business documents, from launch plans to sales proposals.
- ◆ **Team Computing tools.** Use TeamReview to collaborate with co-workers for the best finished product.

Get The Numbers: Lotus 1-2-3 (Win-OS/2)

Lotus 1-2-3 has everything you and your team need to make all your everyday spreadsheet tasks easier. It works harder, so you don't have to.

- ◆ **One-step charting.** Create charts with titles, labels and legends — or color-coded geographical maps — in a single step.
- ◆ **Range Routing.** Sequentially route portions of spreadsheets to others for comments, then roll everyone's ideas back into your file.
- ◆ **Version Manager.** The easy way to track worksheet changes. Save multiple sets of the same or various ranges of data in one file.

Get The Data: Lotus Approach (Win-OS/2)

Lotus Approach is the high-powered database the whole team can use. It's the easy way to access, manage, analyze and report on all your business information.

- ◆ **Unprecedented ease of use.** Create reports, forms, mailings and analyses fast.
- ◆ **Revolutionary PowerClick reporting.** See how your report will appear in print as you create it. Sort, group or calculate data by clicking on SmartIcons®.
- ◆ **Blazing speed and power.** Enjoy unparalleled speed with Approach's exclusive X10 Technology. Join up to 50 database tables on one or more fields.

Get Organized: Lotus Organizer (Win-OS/2)

Lotus Organizer is the personal and group scheduling standard. There's simply no better way to schedule your appointments and manage your workload.

- ◆ **Stay organized in the office.** Integrates Calendar, To Do list, Planner, Address book, Call manager, Notepad and Anniversary reminder.
- ◆ **And on the road.** Lets mobile users merge laptop file updates with files on the office LAN.
- ◆ **Schedule meetings fast.** Set up meetings in record time with anyone via Notes, cc:Mail or with a single LAN server.

Get Connected: Word Pro and Freelance Graphics for OS/2 WARP

- ◆ Use Word Pro for OS/2 Warp to directly import, edit and save HTML files from and to the Internet.
- ◆ Use Freelance Graphics to publish your presentation to HTML format.

SmartSuite 96 is available for Windows® 3.1, Windows 95 and OS/2 Warp. Each version features the same innovative features, functionality and even the same file format — a critical advantage in multi-platform environments.

The information in this document applies to units purchased in North America only. For information outside North America, contact your local Lotus sales office or authorized reseller.



For more information, call
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1-800-GO-LOTUS