

Overview Guide

Lotus.

Freelance⁹⁷ EDITION
G R A P H I C S

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Introducing Freelance Graphics 97

The Best Presentation Graphics for Today's Connected World.

Freelance Graphics® 97 builds upon Lotus' long tradition of simplifying the creation and delivery of highly effective presentations. The much acclaimed Freelance Graphics provides users with the best start-to-finish process with valuable, flexible content suggestions to get users off to a good head start, tools for outlining and diagramming, and a wide variety of animations for easily adding impact to presentations. Freelance Graphics' powerful team computing features give users everything they need to share and collaborate on presentations, from wherever they're working. And, Freelance Graphics offers remote Screen Show capability that lets users deliver presentations to single or multiple sites simultaneously, plus a wide range of output options, including Internet publishing.

This product overview outlines Freelance Graphics 97 features and enhancements in five categories that reflect the way today's users work and the tools they require to create and deliver the most compelling, effective presentations possible.

- Productivity: Getting Work Done Quickly and Easily
- The Internet/Intranet at Work
- Staying Connected: Collaboration Made Easy
- Information You Need: Anytime, Anywhere
- Customization: Working the Way You Want and Creating Custom Solutions

Productivity: Getting Work Done Quickly and Easily

Freelance Graphics 97 builds upon earlier versions' much acclaimed commitment to ease of use, extending it to provide the best **start-to-finish process** for creating presentations. Maintaining its category leadership for ease of use, Freelance Graphics delivers many innovative, timesaving capabilities and automated processes that help users be their most productive — from content creation to delivery of a final polished presentation. This new version of Freelance Graphics:

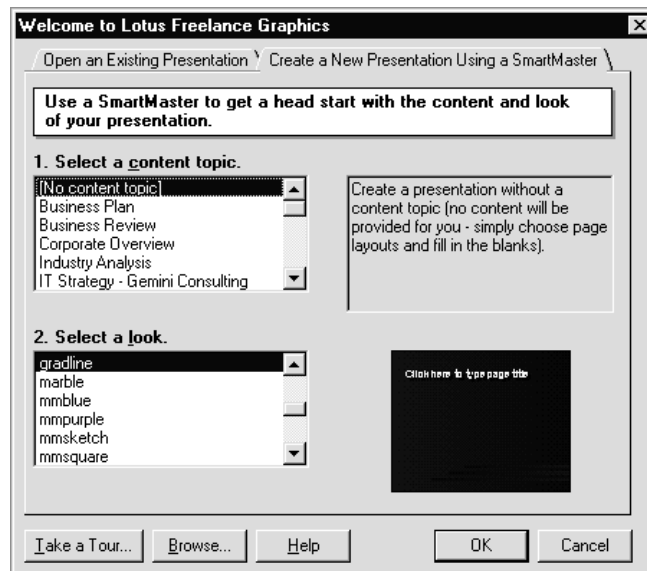
- ✧ Provides users with all the tools needed to create compelling, everyday visual communications, such as presentations, plans and proposals in a fast, automated, process-driven way.
- ✧ Helps users generate ideas and communicate more effectively in less time by providing flexible yet powerful head starts on the content of their presentation.

Productivity Innovations

SmartMaster Templates: Content *and* Look Automation

Freelance Graphics delivers exciting, SmartMaster™ technology. SmartMasters provide users with professionally designed “looks,” and give them a full range of business communication applications, which provide valuable suggested content on a wide variety of topics.

- ✧ SmartMasters dramatically enhance the quality of communication by giving users a comprehensive **head start** on the presentation content. And as always, Freelance Graphics continues to provide a professional look.
- ✧ Extended “click here” technology in SmartMasters does even more of the work automatically to let users focus on improving the content of their presentation.

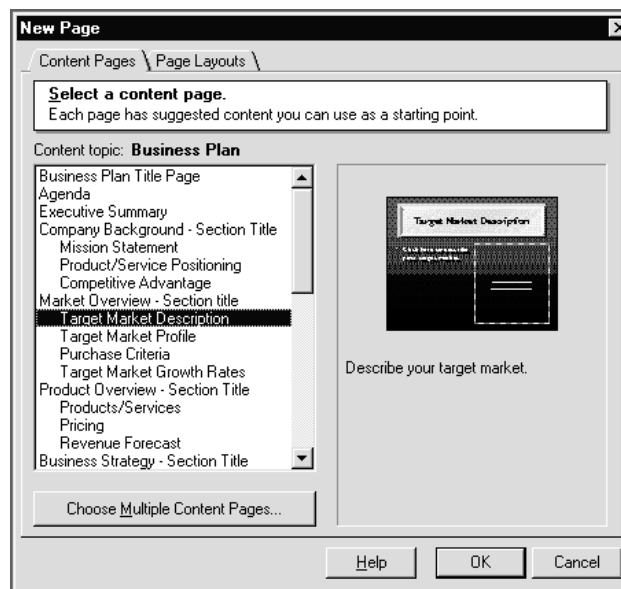


Choose from a number of SmartMaster Content files to get you started quickly and easily.

SmartMaster Content

Easy-to-use business communication applications in Freelance Graphics provide suggested content for a wide variety of topics, including business plans, marketing plans, sales presentations, and many others. Users have the complete flexibility to accept or reject content suggestions because Content SmartMasters are built upon the familiar “page layout” structure found in traditional Freelance Graphics “look” SmartMasters. From a list of all the suggested content in a given business communication application, users simply choose those content pages they wish to build upon.

- ❖ Freelance Graphics includes more than 30 SmartMaster Content topics.
- ❖ Each SmartMaster Content application covers its business topic comprehensively, offering a complete set of pages organized logically to ensure a highly effective presentation.
- ❖ Leading business authorities provide content on mission-critical topics:
 - Philip Kotler: corporate marketing strategy, operating marketing plan, and others
 - Trout & Partners Ltd.: positioning strategy
 - Zig Ziglar: sales presentation
 - Many, many others
- ❖ Each content page offers some or all of the following: customized, instructional “click here” prompt text; filled-in text, clip art and diagrams; a wide selection of click-here automation, such as auto-launch symbol file, auto-type text, and automatic add/delete diagram sections; and SmartCharts, which are preselected data charts with partially filled-in label and text data.
- ❖ Users can create their own SmartMaster Content applications or fully edit those included.
- ❖ For the best combination of flexibility and automation, users have the option to selectively add “Content Pages” to their presentations or choose from the standard set of page layouts.
- ❖ Many Content pages include specific Content Advice via an easily accessible desktop button. Content Advice provides key information, such as real life examples, to help the user add specific content to the page.



Selectively add “content pages” from an outlined list.

Benefits:

- Provides a useful starting place for almost any type of business presentation so that users don't have to "recreate the wheel."
- Significantly reduces the startup time for presentation creation as so much of the organization and process thinking is built-in.
- Lets users be more productive by giving them plenty of content topics and suggestions.
- Lets team members benefit from each others' knowledge and improves chances for success.
- Delivers scalability so that novice users can employ the entire content, while advanced users can pick and choose among the pages.
- Lets users create their own SmartMaster Content applications and easily tailor them to their organization's goals, objectives, and communication standards.

SmartMaster Looks

The SmartMaster Looks take care of the placement and formatting of all text and graphics on each page of a presentation. And of course, all SmartMaster Look page layouts feature the fast, easy-to-use "click here to..." placement blocks for text and graphics.

- ✧ Freelance Graphics now includes more than 130 SmartMaster Looks.
- ✧ 11 Multimedia SmartMaster Looks instantly add high-quality Screen Show pizzazz to any presentation with animations, sound, and other special effects.
- ✧ Many improved tools for making global changes to SmartMaster designs let users easily add a logo, set global text styles, and much more.
- ✧ The built-in LotusScript® programming language can be used to add automation to any "click here" block. (For more on LotusScript, see the Customizability Section.)
- ✧ "Click here" blocks can be set to deliver automatic multimedia pizzazz, including object sequencing and dozens of screen show transition effects.

Benefits:

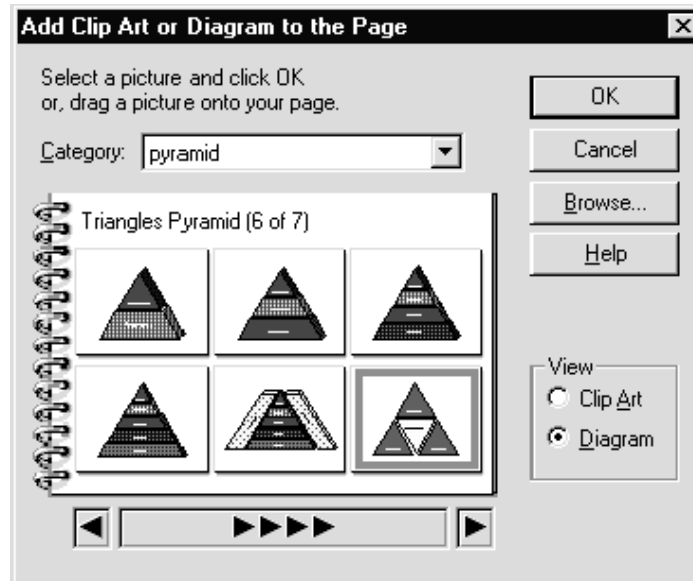
- Guarantees professional-looking presentations as all SmartMaster looks are designed by professional graphic artists.
- Provides "click here" blocks to make presentation creation as easy as filling-in-the-blanks.
- Makes customizing SmartMaster Looks even easier, thanks to text formatting innovations.
- Even automates the creation of multimedia presentations.

Smart Diagramming

A wide selection of ready-made business diagrams and a complete set of text shapes and connectors simplify business diagramming.

- ✧ More than 80 text shapes and connectors let users drag and drop diagram components or entire diagrams into presentations.
- ✧ More than 100 ready-made business diagrams, ranging from hub diagrams to timelines, are quickly accessible through an easy-to-use browser.

- ✧ Dynamic “hot spots” allow connected shapes to be moved, while retaining their connection with other objects at all times.
- ✧ “Click here...” business diagram page layouts are included in every SmartMaster Look set.
- ✧ Each text shape includes pre-formatted attributes, such as automatically centered text.
- ✧ Fast format tools let users quickly copy all attributes from one object to the next.
- ✧ Users can change objects from one type to another on-the-fly for fastest possible editing.



Incorporate ready-made diagrams or create your own.

Benefits:

- Delivers ready-made, graphic artist-designed diagrams for the fastest results possible.
- Lets users quickly create custom business diagrams from scratch, using easy-to-use diagramming tools, such as shapes and connectors.
- Makes it easy for users to edit and manipulate freeform diagrams using tools for changing the size, type, attributes, and number of shapes and connectors.
- Helps business users create more compelling and communicative business visuals.

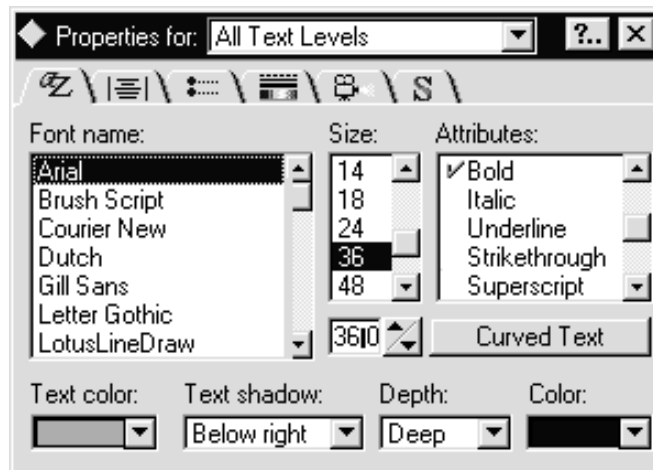
The Lotus InfoBox

The Lotus® InfoBox is an efficient, comprehensive, centralized tool for editing the properties of any object. With the InfoBox, all editing is “dynamic” so that changes made to any object are displayed on the page as the user makes them. The InfoBox is consistent across the entire Lotus product line.

- ✧ The InfoBox is modeless, so users don’t have to open and close the same dialog repeatedly when implementing format changes. No more “OK” and “Cancel” buttons!
- ✧ The InfoBox is context-sensitive and uses a folder and tab metaphor to provide easy access to attributes.
- ✧ Steps for formatting different components are the same, making it easier for users to perform common tasks.
- ✧ The InfoBox collapses easily to remain available without cluttering the screen.

Benefits:

- Saves editing time by delivering “one-stop shopping” for all attributes.
- Makes it easy to see formatting changes in the document as they are made.
- Knowledge is easily transferred as users move between Lotus products, as the InfoBox is delivered with same panel layout across all Lotus products.
- Eliminates the need for users to open and close dialog boxes in order to make multiple changes.



Everything in one place

Open the InfoBox once to format — and simultaneously view — changes to any part of your presentation.

Task-Sensitive Interface

The Task-Sensitive Interface (TSI) provides users with just the tools they need precisely *when* they need them. TSI senses the user’s current task and automatically supplies appropriate tools, such as menus, SmartIcons®, Status Bar, right mouse button menus, and InfoBox, to assist users in accomplishing the task at hand.

- ✧ The desktop is clean and uncluttered to keep users focused on the immediate task.
- ✧ Key capabilities of the product are presented to users with text icons in the left portion of the desktop.
- ✧ Novice users enjoy simplified menu choices, icons, and dialog boxes.
- ✧ TSI is consistent across all Lotus SmartSuite® applications.

Benefits:

- Saves users from hunting through menus to find the command needed to complete a task.
- Consistency across Lotus SmartSuite makes it even easier to learn and accomplish tasks in other Lotus products.
- Delivers a task-oriented approach by giving users the right tools at the right time.

View Tabs

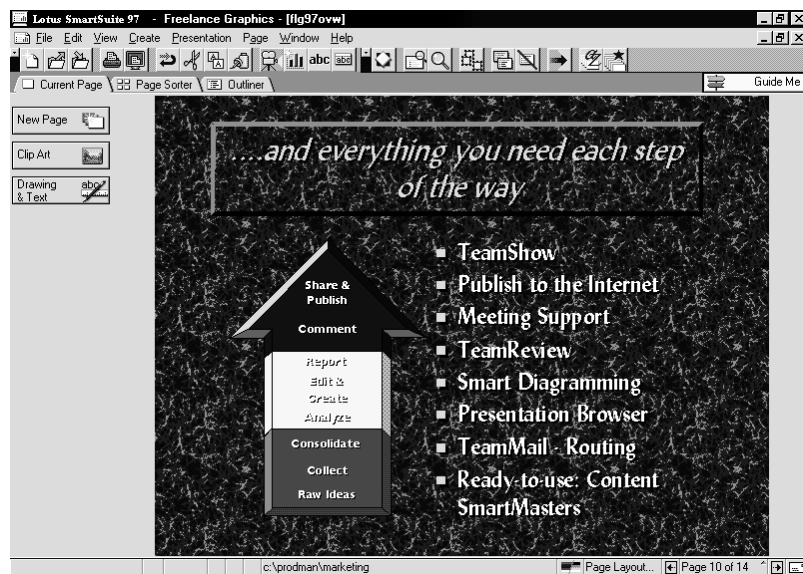


Current Page View: The Current Page View delivers an uncluttered, full-screen view of a presentation page.

- ✧ Large, easy-to-find buttons on the left side of the desktop contain all the tools needed to accomplish the most frequent presentation creation tasks.

Benefits:

- Presents users with fewer interface distractions and easy access to tools, enabling them to focus on presentation content.
- Facilitates faster, more accurate selections by delivering shorter, context-sensitive, top-level menus.



Current Page View

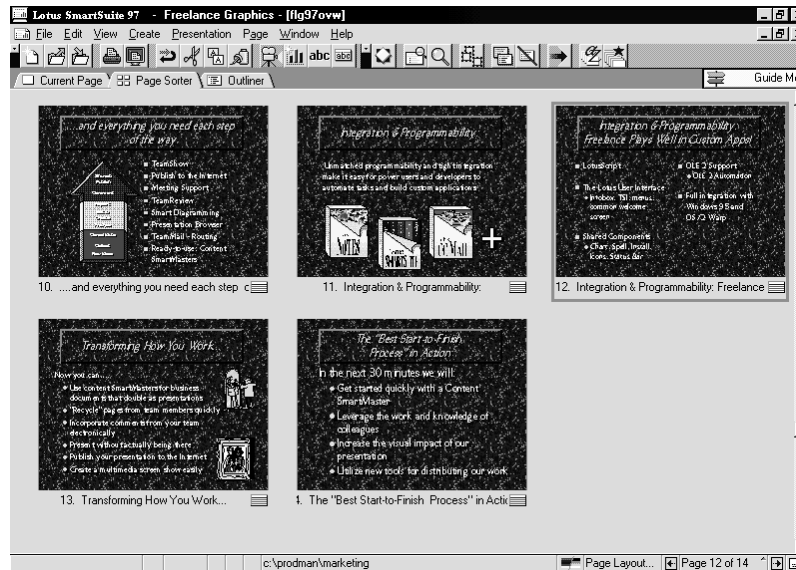
View the entire presentation page or zoom in for more detail.

Page Sorter View: The Page Sorter View gives users a top-down look at the overall presentation, page by page.

- ❖ Zooming and page controls let users view varying size page displays to incorporate as many as 50 pages on one screen.
- ❖ Allows for pages to be rearranged with drag and drop simplicity.

Benefits:

- Users can choose to display large pages, for more readable text or small pages, for fast rearranging.

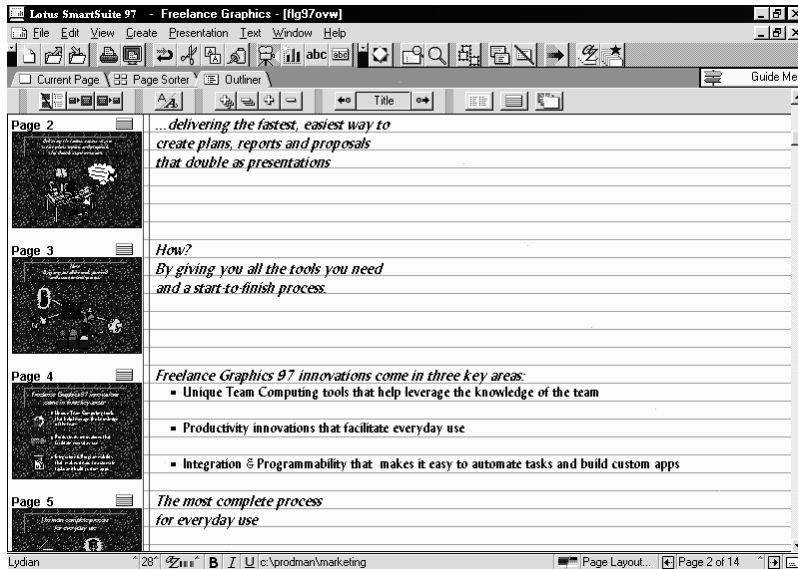


Page Sorter View

Drag and drop or cut and paste to efficiently assemble or reorder your presentation pages.

Visual Outliner View: The Freelance Graphics Outliner gives users a more visual place to work. With its WYSIWYG editing and “live” bitmap display of each page with the corresponding text, users can work in a textual environment, while viewing their presentation at the page level.

- ❖ Sizable pictures of presentation pages appear alongside the familiar legal pad text outliner.
- ❖ WYSIWYG display gives instant visual feedback for editing.
- ❖ Text attributes can be edited directly in the outliner, or via the InfoBox.
- ❖ Pages can be rearranged with drag-and-drop simplicity, just like in the Page Sorter View.
- ❖ Users have the option to turn off the page display.



Visual Outliner

Thumbnails of each slide alongside editable text make it easier than ever to work with presentations.

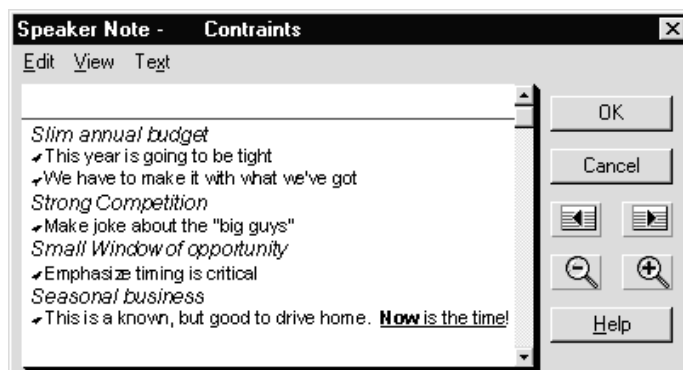
Benefits:

- Speeds text entry by eliminating the need to alternate between the Current Page and the Outliner to view the effect of text edits, additions, and deletions.
- Provides instant WYSIWYG feedback to text attribute editing.
- Combines the benefits of a traditional outliner with a page sorter view to provide an efficient, visual workspace.

Speaker Notes

Zooming capabilities and text controls simplify the process of composing speaker notes.

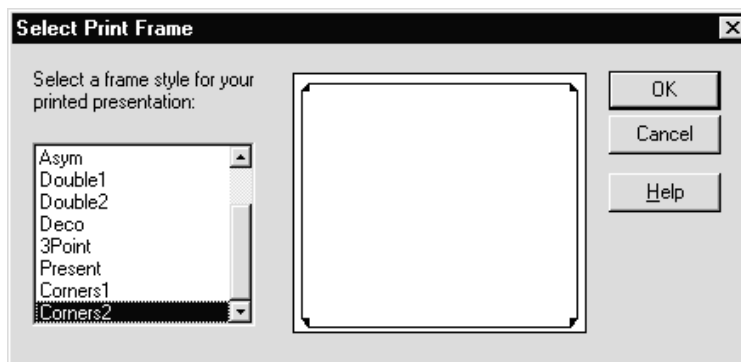
- ✧ The Zoom command and the scroll bars make it easier to work with large amounts of text.
- ✧ Additional text style capabilities are included, such as the ability to display paragraphs and bulleted text within one note.
- ✧ The “Delete Speaker Note(s) for All Pages” command lets users share files with team members, but lets them keep their notes to themselves.



Meeting Handout Border Styles

Border styles and print formats add polish to meeting handouts.

- ✧ Speaker note layout options let users create professional-looking audience notes effortlessly.
- ✧ 10 different designs are available to add a “look” to printed speaker and audience handouts.



Headers and Footers

Header and Footer options deliver control and ease of use.

- ✧ Page numbers, date/time, and file name can all be entered with the click of a button.
- ✧ Users can control the Header and Footer text typeface and alignment.

Formatting

Enhanced text formatting features give users flexibility and control in working with presentation text.

- ✧ Named Styles make global text changes for all or selected pages a snap.
- ✧ Six predefined Named Styles are provided for each SmartMaster. Users can create new styles and redefine existing styles in the InfoBox.
- ✧ 42 pre-made bullet types are included. And, any Clip Art image can be used as a bullet type.
- ✧ Spacing controls let users adjust the spacing between bullets and adjacent text, or between lines in a bulleted list.
- ✧ A global typeface change can be made to all text in the presentation by simply issuing one command, which will also update all named styles.
- ✧ The “Clear Overrides” command removes “locally-applied” text edits.
- ✧ Shadowed, Superscript, and Subscript attributes (among others) let users give special treatment to selected text.

Benefits:

- Makes changing text easier, more accessible, and faster than ever before, leading to higher-quality visual communications.
- Lets users set and save collections of text attributes, for easy control over the look of presentations.

Automated Text Features

Innovative text features automate key user tasks.

- ✧ “Just start typing” feature eliminates the need to “Click Here” first, and gets users started quickly on the page.
- ✧ Smart Numbered Lists begin numbering from any digit the user chooses and updates the numbering if the user changes the order of the list.
- ✧ The Soft Page Break feature senses that text is running off the page and gives users the option to create a new page or continue. A new page will automatically take on the title of the previous page, insert “(continued)” after the title and, and for numbered lists, begin with the correct succeeding number.
- ✧ Users can easily reorder bulleted text using drag and drop.

Benefits:

- Speeds content entry, as users don’t have to “Click here...”
- Automatically numbers and updates numbered lists.
- Eliminates the need to cut, copy, and paste when reordering bulleted lists, or when lists spill over onto a second slide.

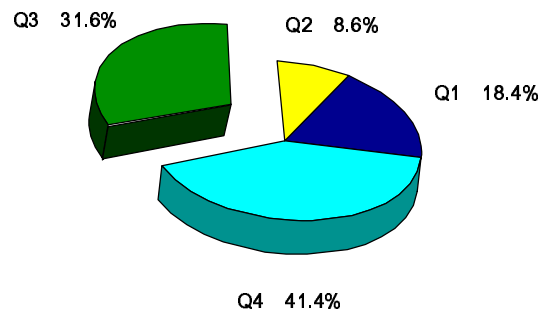
Lotus Chart

Lotus Chart is a high-quality data charting tool found in Freelance Graphics and shared across all Lotus SmartSuite 97 applications. With Lotus Chart, users enjoy easy, seamless integration, and increased productivity when working with charts in all SmartSuite products.

- ✧ Freelance Graphics users are given a wide variety of options for displaying data, including:
 - New Donut chart type
 - 3D capabilities for Bars, Pies, Lines, and others
 - Exploded Pie pieces
 - Pictograms
 - and many more
- ✧ Users can create their own chart layouts by saving chart attributes. Layouts can be applied to any chart created in Freelance Graphics or any Lotus SmartSuite product.
- ✧ Lotus Chart features a live preview of a user's chart in the Data Window, providing an accurate, current picture as the chart is created.

Advanced data linking options in the Freelance® File Viewer make it easier to generate “chart reports” from data that exists in external sources, such as 1-2-3® worksheets.

1994 Sales Revenues



Benefits:

- Provides consistent charting across all Lotus products so that knowledge gained in one Lotus product is leveraged in all others.
- Delivers a simple-to-learn and easy-to-use process for creating charts, thanks to the unique instant preview.
- Gives users greater flexibility in creating chart reports, with options for accessing data from a variety of external sources.
- Saves time and eliminates redundant work by letting users save chart styles and layouts to apply to subsequent charts.

Screen Show

Freelance Graphics' Screen Show functionality provides a host of innovative features, effects, and multimedia capabilities.

- ✧ Enhancements include the ability to edit speaker notes from within the Screen Show.
- ✧ Screen Show supports links to user-defined URLs on the World Wide Web.
- ✧ A fully integrated Animation Player means animations are faster, smoother, and more powerful than OLE-based implementations.
- ✧ Eight special multimedia SmartMasters include built-in animations and Screen Show effects. Users simply add their content for ready-made multimedia presentations.
- ✧ 75 ready-made 3-D animated clips with common business themes let users drive home the point with pizzazz.
- ✧ The "Hide Slides" command lets users selectively hide pages during screen shows, making it practical for users to recycle presentations for different audiences.
- ✧ Screen Show effects can be applied to a full page or to individual objects on a page. Individual objects can have their own Screen Show transitions, and sequencing and the appearance of each object can be set individually, so that information is delivered in the proper order at the proper time.
- ✧ Smart Embedding of file objects automatically checks to see if an animation file is used more than once in the presentation. If so, the same file will be referenced to reduce the total disk space required.
- ✧ EFI color match technology optimizes the quality of color output for a variety of devices. More than 10 color palettes, designed by EFI to match the capabilities of different printers, seamlessly map colors for the most accurate color output.

Benefits:

- Lets all users — even novices — look like multimedia whizzes.
- Lets users create effective, memorable presentations and deliver the right information at the right time using sequenced Screen Show effects.
- Delivers fast, powerful presentations with minimal demand on system resources.

Mobile Screen Show Player

The Windows 95 runtime Mobile Screen Show Player can be used to show presentations on any PC running Windows 95. The player uses only a fraction of the hard disk space required by the full version of Freelance Graphics.

- ✧ The full Freelance Graphics program need not be installed on the user's hard disk in order to run a Screen Show if the Mobile Screen Show Player is used.
- ✧ Users can string Screen Shows together to automatically play one file after another and eliminate setup times between presentations.
- ✧ The Mobile Screen Show player can be freely distributed via e-mail or the Internet, so that even those without the application can view Freelance Graphics presentations.
- ✧ The Mobile Screen Show Player runs Freelance Graphics files and supports all Screen Show and multimedia effects.
- ✧ The Mobile Screen Show Player can easily be sent to others via TeamMail™ which works with any VIM- or MAPI-compliant e-mail system.

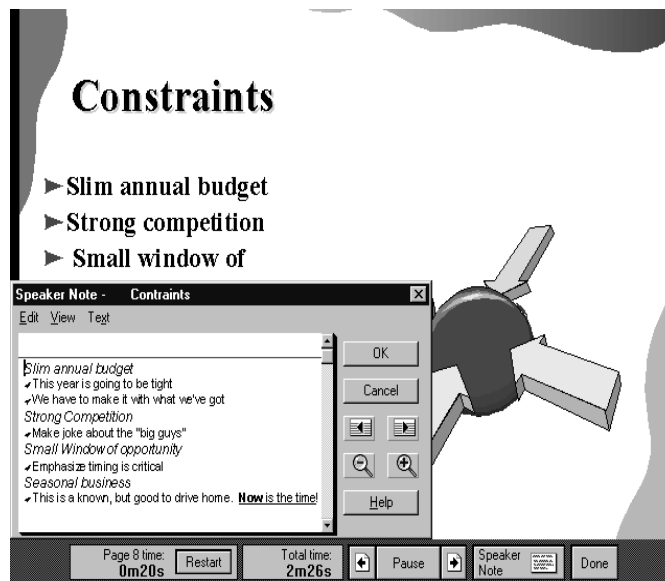
Rehearse Mode

Rehearse Mode lets users practice their presentations while viewing speaker notes and tracking the time it takes to deliver a single page or an entire presentation.

- ❖ Users can run through their Screen Show presentation, while simultaneously displaying speaker notes.
- ❖ Rehearse mode bar includes key controls: timing display, pause/resume button, restart time button, and speaker note button.
- ❖ Users have the option to create or edit speaker notes text while rehearsing.
- ❖ Elapsed time spent in Rehearse Mode — for the entire presentation and page by page — is recorded and displayed throughout the rehearsals.
- ❖ Users have the option to review a summary of the time per slide, the total run time, or both.
- ❖ Users can pause or restart the Rehearse Mode timer at any point during a rehearsal.

Benefits:

- Combines Speaker Note text and Screen Show to help a user effectively prepare for best possible delivery of the presentation.
- Tracks precisely how much time a presentation will take and pinpoints areas where changes can be made in case of last-minute time constraints.



Rehearse Mode

Practice makes perfect. Monitor your total delivery time and time per page.

User Assistance

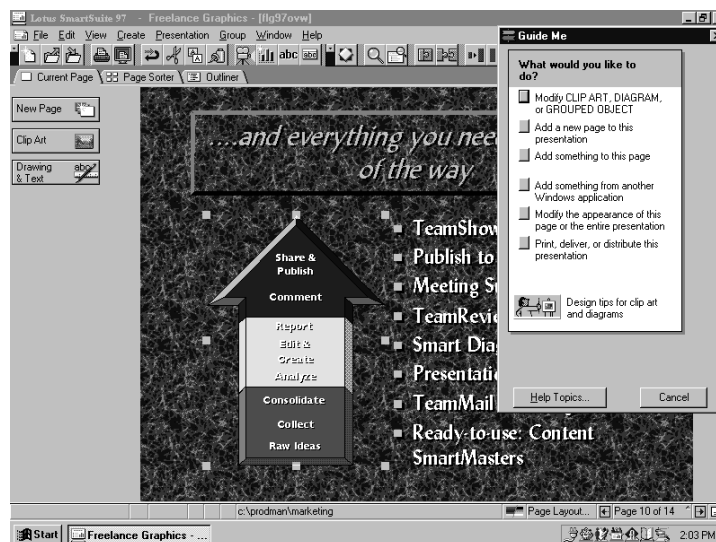
Guide Me

Guide Me presents single-point access to on-line, context-sensitive, user-focused assistance. Guide Me is an intelligent, friendly assistant designed to track user selections and actions. It gives users exactly the right procedural information when they need it, and in just the right amount.

- ✧ With its unmatched context-sensitivity, Guide Me automatically presents the user with the most relevant topics. By simply selecting any object on the page and clicking on the Guide Me button, a user receives help tailored to an immediate need.
- ✧ Guide Me is view- and mode-specific. For example, first-level questions in Guide Me are different in the Current Page View, Page Sorter View and Outliner View. In addition, Guide Me provides an entirely different set of questions while the user is working in TeamReview™.
- ✧ Guide Me leads the user step-by-step through to the Help screens, which remain displayed, for just-in-time learning.
- ✧ Easy-to-understand language guides the user to the next level and eliminates confusion.
- ✧ Access to information on other related tasks is available if needed.
- ✧ Guide Me offers more than 40 shortcuts for executing the steps in a particular procedure.
- ✧ An active assistant for the user, Guide Me tracks users selections and actions; a message box is displayed if Guide Me thinks the user may need assistance.
- ✧ Design tips give users specific guidance on how to communicate more effectively using a particular object, such as Clip Art or a table.

Benefits:

- Provides just the right amount of assistance ensure timely task completion.
- Enables users to learn and work more efficiently.



Guide Me

The right amount of context-sensitive assistance, just when you need it.

Demos

Demos show users how to accomplish a task one step at a time. Demos use a sample file to visually walk the user through each step along the way to successful task completion.

- ❖ More than 15 sample movies show users how to accomplish common tasks.
- ❖ Users can easily access steps for completing the task from within the on-line Help system.
- ❖ Shortcuts let users automatically execute the steps to accomplish the task.

Benefits:

- Provides useful and efficient training for users who prefer a more visual learning style.
- Visually demonstrates the required interactions with the user interface so that users can see how to accomplish a task.

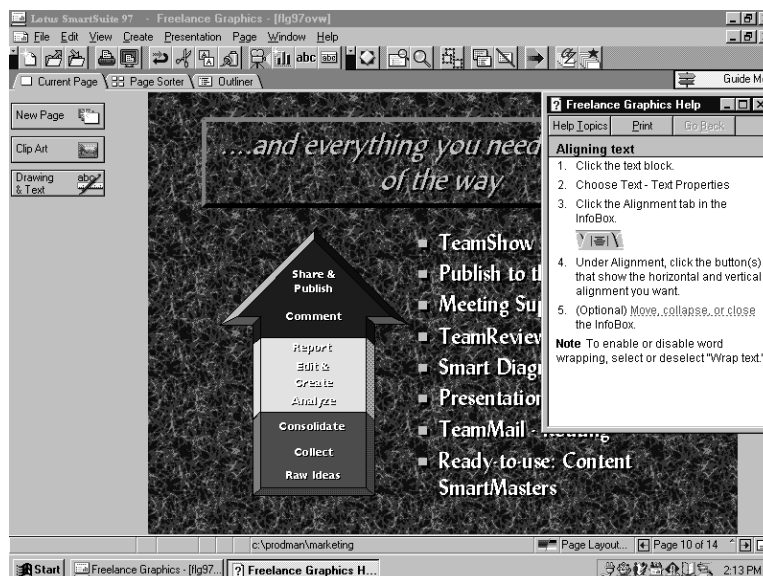
On-Line Help

Freelance Graphics' redesigned On-Line Help provides information in a streamlined, task-oriented manner. Available through the Guide Me button on the desktop, or from within the Help system, On-line Help guides the user quickly to the appropriate information.

- ❖ Task-based Help immediately gives practical instructions for completing a task.
- ❖ Help buttons in every dialog lead directly to task information.
- ❖ Users can opt to keep the Help system instructions in view while executing the task.

Benefits:

- Gives users quick answers to help them efficiently complete tasks.
- Provides optimum Help, thanks to its easy-to-understand language and task-orientation.
- Lets users devote more time to content, and less time learning how to use the product.



On-Line Help

Streamlined help guides you to quickly complete tasks.

Integration

Working Together with Windows 95 and NT 4.0

Freelance Graphics fully utilizes the capabilities of Windows 95 and NT 4.0, delivers tight integration with the operating systems, and exploits key areas:

- ✧ Support for long file names
- ✧ Full Windows shell integration
- ✧ File viewer
- ✧ 32-bit application
- ✧ Plug and Play support
- ✧ Drag and Drop
- ✧ Tabbed dialogs
- ✧ And many more...

Working Together with Lotus SmartSuite 97

Freelance Graphics is just one component within Lotus' tightly-integrated suite of desktop productivity applications. Lotus SmartSuite 97 delivers a complete set of the most up-to-date 32-bit applications including 1-2-3 97, Organizer™ 97, ScreenCam® 97, Freelance Graphics 97, Word Pro® 97, and Approach® 97. These six powerful applications — plus SmartCenter™, the suite's command center — not only share the same user interface elements, they work seamlessly with one another to help users efficiently complete everyday tasks.

- ✧ Lotus SmartSuite applications and Lotus Notes® share many common components, including: Lotus Spell; Lotus Chart; Lotus TeamMail (for routing or simple e-mail); Common Install; Infobox; SmartIcons; and the Lotus Status Bar.

The Internet/Intranet at Work

Freelance Graphics is on the cutting edge of giving users the power to leverage the Internet, Intranets, and the World Wide Web in the creation and delivery of presentations. With powerful Internet connections built right in to Freelance Graphics, users never have to leave their desktop application to get to the Net. In addition, Lotus has extended its team functionality, so that users can collaborate effectively and productively using the Internet as a communications platform.

Freelance Graphics gives users the ability to:

- Find and use Internet- and Intranet-based information in their presentations.
- Publish presentations to the Internet, Web, and Intranets for delivery to virtually anyone, anywhere in the world.
- Share and collaborate on presentations with internal colleagues over an Intranet, or with customers, suppliers, and others, via the Internet.

Internet Searching and Linking

Freelance Graphics provides easy-to-use tools that help users access and use Internet- and Intranet-based information as an integral part of their presentations.

- ✧ “Jump to URL” in Screen Show provides powerful and integrated direct access to a URL from within a Freelance Graphics presentation.
- ✧ The Internet SmartIcon palette gives users single-click access to the Lotus Home Page (<http://www.lotus.com>), Lotus Customer Support Page, Lotus File Transfer Protocol (FTP) Server, and the Web Crawler search engine.
- ✧ A list of addresses for frequently visited FTP Servers can be maintained for easy access.

Benefits:

- Gives users single-click access to any information available on the Internet or Web.
- Lets users access Lotus news and information electronically from anywhere, any time of day or night.
- Keeps important Internet addresses close at hand.

Publish to the Internet

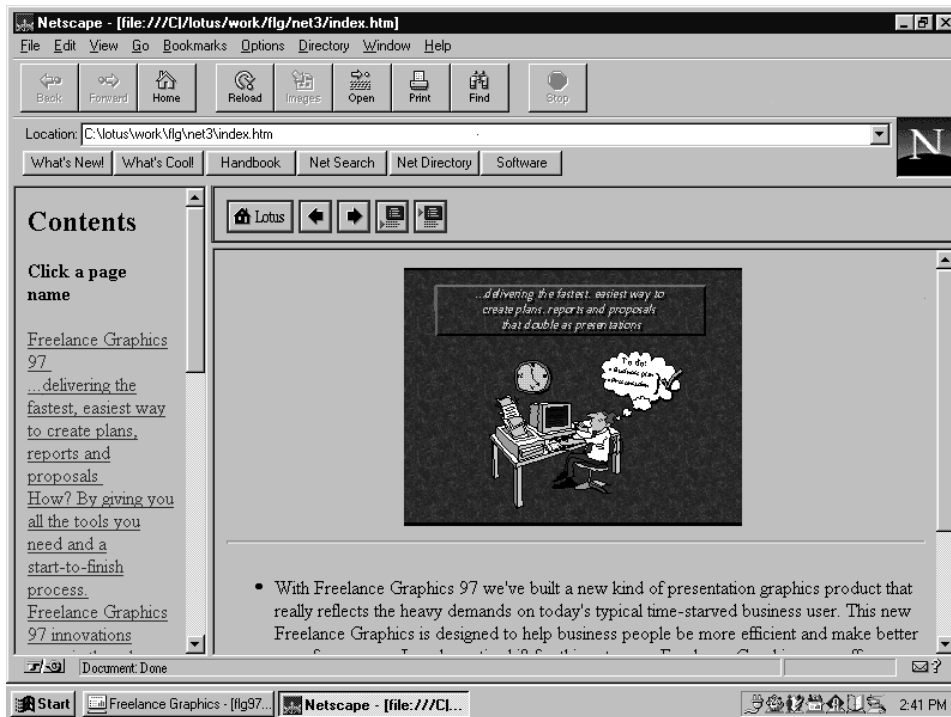
Freelance Graphics presentations can be easily published to the Web format, making it possible for users anywhere in the world to view Freelance Graphics presentations — with or without a copy of Freelance Graphics on their PC.

- ✧ Freelance Graphics supports Netscape 2 HTML frames to simplify layout and navigation through a Web-based presentation.
- ✧ Freelance Graphics automatically generates graphics in .GIF format along with speaker notes, slide index links, and multimedia presentation files for download.
- ✧ HTML publishing capabilities are greatly enhanced and provide expanded support to let a user create a table of contents with links to each page of a presentation, and append speaker notes below each page of his or her presentation on the Web.

- ❖ **Table of Contents Browser** features presentation page names so that users can go directly to the page they want to view.
- ❖ Users can post native Freelance Graphics files on the Web, and include a link to the Lotus Home Page from which Internet users can download and install the Mobile Screen Show player. This lets viewers experience all of the robust multimedia functionality of a native Freelance Graphics Screen Show, without having Freelance Graphics installed on their system.

Benefits:

- Simplifies navigation through Web-based presentations using Netscape 2 HTML frames.
- Makes it easy for users to publish and share great-looking presentations with the broadest possible audience, via the Internet and Intranets.
- Allows Freelance Graphics users to easily view presentations on the Web or download them to their desktop.
- Lets users who don't own Freelance Graphics view presentations via the standalone Mobile Screen Show Player, available free of charge over the Internet.



Simplify presentation layout through migration with Netscape 2.0 frames.

Sharing Presentations Over the Internet

Freelance Graphics extends Lotus Team Computing functionality to the Internet and Intranets to make it easy for users to share and collaborate on presentations with internal colleagues and others working anywhere in the world.

- ✧ File-Save to Internet lets users save their presentations to the Internet (FTP) servers quickly and easily, directly from the Freelance Graphics File Menu.
- ✧ File-Open to the Internet lets users open files from Internet (FTP) Servers directly from the Freelance Graphics File Menu.
- ✧ TeamShow™ lets users present Freelance Graphics Screen Shows remotely to other sites connected via the Internet. (For more on Team Show, see the Staying Connected section.)

Benefits:

- Lets users anywhere in the world share and collaborate on presentations, via the Internet.
- Gives users remote access to their Freelance Graphics presentations, from wherever they're working.

Staying Connected: Collaboration Made Easy

Utilizing Lotus' unique Team Computing technologies, Freelance Graphics helps businesspeople collaborate on and share presentations, and improves the way they create, review, and edit presentations. Freelance Graphics helps make users more productive because they start with the best possible input and can easily share their work with others.

Freelance Graphics provides a rich set of innovative team computing tools to let users quickly and easily share, communicate, and collaborate with team members using visual information. These team computing and collaboration tools deliver:

- ✧ An electronic alternative to cumbersome, manual processes.
- ✧ Easy access to input from coworkers 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 re-using the work of others.
- ✧ New options for distributing work for review and sharing, or publishing the final result.

TeamReview

TeamReview is an automated, on-line process that enables teams to collaborate on presentations. The feature lets a presentation author electronically distribute a draft presentation to a specified set of reviewers. Presentation reviewers then electronically comment on the presentation using simple, accessible markup tools. TeamReview makes it easy to solicit and incorporate feedback from a broad group of reviewers, enabling authors to create more compelling, up-to-date communications with greater buy-in across the organization. And, reviewers find it easier than ever before to contribute to other team members' presentations. The Team Review Process in Freelance Graphics involves ***three easy steps***:

Step 1: The presentation author distributes a presentation for review

- ✧ Presentations are easily distributed for review via floppy disks, the LAN (public directory), e-mail, or a Lotus Notes database.
- ✧ An author can optionally choose to notify reviewers via e-mail that their input is needed at time of distribution.

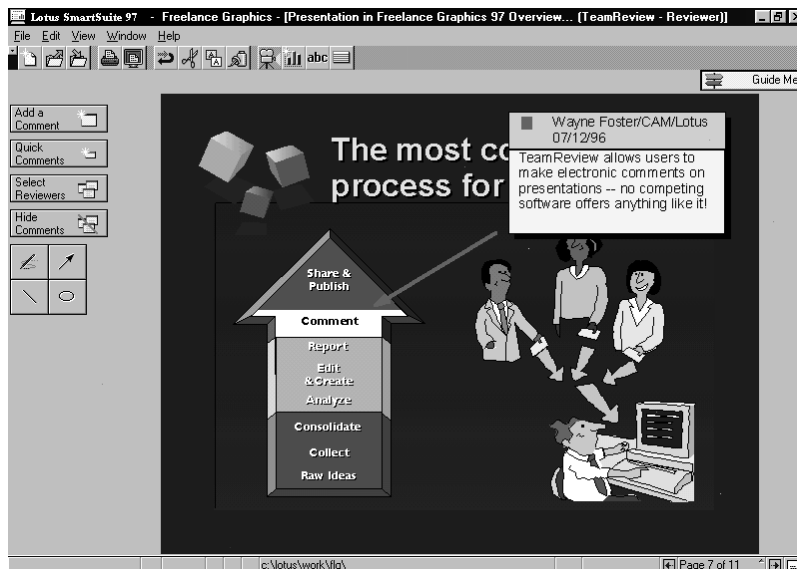


Team Review

Distribute a presentation on disk; over e-mail, the network, or the Internet/intranet; or by posting it to a Lotus Notes Database.

Step 2: Reviewer(s) review the presentation

- ✧ Reviewers provide comments using custom-designed tools that facilitate the review process, including electronic sticky notes and color-coded markup tools.
- ✧ **Quick Comments**, such as “misspelling” or “punctuation error” give reviewers the fastest way to comment on presentations. Reviewers can add their own Quick Comments to the list.
- ✧ Reviewers have the option to view others’ comments, helping to eliminate duplication of effort.



Comment on presentations with easy-to-use markup tools.

Step 3: An author incorporates reviewers' comments into the final presentation

- ✧ All reviewers' comments are consolidated into one presentation file for the author, regardless of the method of distribution.
- ✧ TeamReview lets authors view, manage, evaluate, incorporate, or delete any or all reviewers' comments at any time.

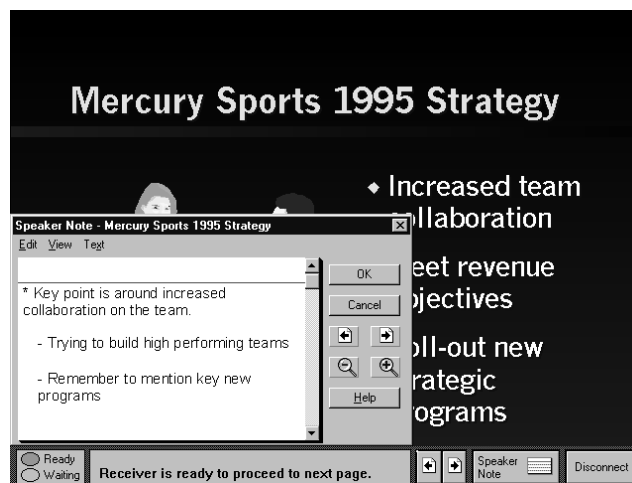
TeamShow

With TeamShow, users can deliver point-to-point on-line Screen Show presentations to others in remote locations.

- ✧ In Freelance Graphics 97, TeamShow includes support for *multiple* points of display. Using the presentation delivery collaboration tool, users can lead a number of remote audiences through a presentation.
- ✧ Presenters can privately display, create, or edit speaker notes while conferencing with a remote audience. (Speaker notes appear only on the presenter's screen.)
- ✧ "Ready" and "wait" messages on the Status Bar keep presenters and viewers in synch during their conference.
- ✧ Viewers can utilize Freelance Graphics' Mobile Screen Show player to participate in a TeamShow, so they don't need a copy of Freelance Graphics.
- ✧ As TeamShow also works over two machines connected via cable, presenters can display their slides and speaker notes on one PC, while a second PC displays only the slides to the audience.

Benefits:

- Lets a presenter deliver a presentation remotely, saving time and money spent traveling to the viewer's location.
- Lets presenters solicit feedback on presentations from colleagues/clients in remote locations on-the-fly, when used as a collaboration tool.
- Facilitates advanced speaker support for maximum confidence during important presentations.



TeamShow

See your speaker notes as you walk viewers through your presentation.
Your audience sees only the presentation.

TeamMail

TeamMail lets users send an entire presentation file, or selected pages only, to a single individual or to many individuals simultaneously or in a sequential route — via cc:Mail™, Lotus Notes, or any other VIM- or MAPI-compliant e-mail system.

- ✧ Broadcast mail lets users send a presentation to several people at once.
- ✧ Routing mail lets users send a presentation to a list of people one-by-one to edit, comment, or create. The final person on the route receives the presentation with all the edits, comments, and creative work of the rest of the team.
- ✧ Built-in mail tracking notifies the originator — if he or she chooses — each time the mail passes to the next stop in the route.
- ✧ Options allow users to send only select presentation pages or to include the standalone Screen Show Player for users who may not have a copy of Freelance Graphics on their desktop.

Benefits:

- Facilitates fast, easy distribution of presentation files.
- Provides access to mail services from within Freelance Graphics so users don't have to stop what they're doing to send an e-mail.
- Lets teams create and edit presentations together by easily building upon each others' efforts and compiling all work into one complete presentation file.

SmartMaster Templates for Group Collaboration

Lotus' innovative, SmartMaster content capabilities allow users to leverage the expert knowledge of their colleagues and team members. In-house experts on business communication topics can create specialized script-driven SmartMaster content applications that offer valuable presentation content and advice to team members with no "editing overhead." SmartMaster content applications provide an interactive way to accept suggested content; add to, and edit content; and receive advice on topics. Teams that leverage SmartMaster content capabilities work faster and smarter and avoid "recreating the wheel" each time they need to prepare a presentation.

- ✧ SmartMaster templates offer a wide variety of timesaving content capabilities.
- ✧ Customized, instructional "Click here to..." prompt text, filled-in text, graphics and diagrams and SmartCharts (preformatted data charts) make it easier than ever to provide truly valuable content for team members to learn from and build upon.
- ✧ Extended "Click here" technology automates many new tasks for users.

Benefits:

- Allows users to share their knowledge and expertise across an entire team, with custom designed SmartMasters.
- Improves overall presentation content and, therefore, presentation and communication quality.
- Improves user productivity by reducing the time and effort required for each task.
- Eliminates duplication of effort and the need to start from scratch.

(For more information on the SmartMaster technology, see the Productivity section.)

Presentation Page Browser

The Presentation Page Browser “Copy Pages from Other Files...” command guides users through the frequent task of copying page(s) from one presentation into a current presentation.

- ❖ A guided process makes it easier for a user to select one or more pages to copy into his or her current presentation.
- ❖ The intuitive interface allows users to “click and add” pages to their presentation, or simply drag and drop pages from the browser into their presentation.
- ❖ The newly copied page(s) automatically inherits the look of the current presentation.
- ❖ Users can preview pages before adding them to a presentation.

Benefits:

- Makes it easier to recycle previously created and approved work.
- Reduces the time required to create presentations by leveraging existing work.



Page Browser

A simple interface lets you use proven content from other presentations while reducing creation time.

Team Computing with Lotus Notes

Although Freelance Graphics' team computing tools work within a wide range communication environments — over the Internet, LANs and e-mail, for example — Freelance Graphics also includes features designed specifically to enhance the value of Lotus Notes.

TeamReview and Lotus Notes

Both authors and reviewers enjoy unique benefits when presentations are posted for review to a Lotus Notes Presentation Library or other Notes™ database. Lotus Notes provides services which other distribution/storage mechanisms do not. And TeamReview leverages these services to streamline the review process even further for those who have Lotus Notes:

- ❖ New in Freelance Graphics 97, TeamReview lets multiple reviewers collaborate on a presentation simultaneously and provides support for Notes R4 databases.

- ✧ Open & Save to Lotus Notes lets users browse Lotus Notes databases directly from the File Menu in Freelance Graphics and makes it easy to post presentations directly to Lotus Notes databases.
- ✧ WAN and mobile users gain “uninterrupted” access to presentations by exploiting Lotus Notes replication capabilities.
- ✧ Notes provides access control and security so that a presentation’s author can decide to prevent others from accessing the comments of certain users.
- ✧ Lotus Notes delivers easy and automated presentation management capabilities; Notes/FX™ information is automatically published to the Notes database so that users can sort by presentation name, author name, or other criterion.
- ✧ Reviewer comments are consolidated into the presentation seamlessly and automatically.
- ✧ Any Notes database can be “TeamReview-enabled” by automatically copying the correct Notes forms and views into the Notes database during the posting process.

Benefits:

- Replaces an unstructured, paper-driven task that is typically time-consuming with one that is easy to use and efficient.
- Frees authors to spend more time and energy focusing on presentation content by automating the tedious process of collecting and incorporating reviewer comments.
- Makes it easy to add more reviewers to the document commenting process, so more people on the team are able to contribute to the presentation, for a better end result.
- Increases buy-in to the content of the presentation because reviewers have had a chance to contribute early-on in the process.
- Facilitates efficient information sharing between authors and reviewers, as well as between reviewers, via display of all participants’ comments in a central location.
- Enables authors to view comments on-line while working on the actual presentation file, resulting in faster editing and reducing the total time required to create a presentation.
- Helps virtual teams be more productive by automatically tracking shared information.

NotesFlow

NotesFlow™ lets application developers customize their workflow applications by adding commands to the Lotus Notes and Freelance Graphics menus. These workflow commands are associated with a given Notes form and are available whenever a document is viewed through the form. Each command has a LotusScript associated with it, which will run when the command is selected. NotesFlow represents an extension to the Notes/FX technology which Freelance has supported since Freelance Graphics 2.01. (For a refresher on Notes/FX, see below.)

- ✧ NotesFlow provides an interface for developers to easily customize menus in both Notes and Freelance Graphics.
- ✧ Developers can easily modify an application in one location — the Notes form — and have it update in all the embedded Freelance Graphics presentations.

For example: Using NotesFlow, sales force processes could be improved by automating the way draft sales presentations are moved from private to public views. Authors could open their presentations from within Notes in order to work on them. And, while in Freelance Graphics, they would see an Action Menu item (which Notes is populating in the Freelance menu bar) which could contain the following choices:

Action...

Save and mark as Draft (private view)

Save and mark as Final (public view)

This, or any other desired workflow operation, can be accessed in Freelance Graphics so that the user stays in context while performing Notes-driven actions.

Benefits:

- Gives users a central location for developing Notes and Freelance Graphics menus.
- Makes it easy for users to remember where to go to complete custom tasks, because assigned menu names are the same in both Notes and Freelance Graphics.

Notes/FX

Like NotesFlow, Notes/FX facilitates data sharing between Notes and Freelance Graphics, making it easier for users to automate business applications.

- ✧ Notes/FX allows users to combine the power of a Notes database — with features like replication, security, sorting, and views — with templates created in Freelance Graphics.

For example: Any organization can create a Notes database which serves as a library of Freelance Graphics presentations. Using Notes/FX, presentations stored in that library can be easily maintained and kept up-to-date as changes made to the presentations, such as file name changes or updated page titles, are automatically updated in Notes. In this case, Notes/FX is used to ensure that everybody has access to the most up-to-date presentation material.

Benefits:

- Provides a powerful way to store, browse, organize, share, and collaborate on presentations across an organization.
- Enables businesses to seamlessly integrate Freelance Graphics with Notes, resulting in improved productivity for the end user.

Information You Need: Anytime, Anywhere

Today's users increasingly look for ways to gain access to information from a wide variety of sources. To help users harness the information they need for their presentations from wherever it currently resides — on the Internet or company Intranet, within a Lotus Notes presentation library or database, or in other PC applications — Freelance Graphics provides a complete set of information access tools, as well as support for a broad range of relevant file formats.

Open & Save to the Internet

With Freelance Graphics, accessing and sharing presentations across the Internet/intranet is as easy as opening or saving a file. Using the standard File-Open and File-Save dialogs in Freelance Graphics, users can open any presentation from an FTP (File Transfer Protocol) or a World Wide Web server via the Internet. Users can also save presentations to an FTP server.

- ✧ Freelance Graphics maintains a list of frequently-used FTP server addresses for easy access.
- ✧ Users can set Internet options to automatically connect to a frequently-used server when opening or saving a file on the Internet.
- ✧ Full support for Proxy servers is provided.

Benefits:

- Makes it easy to share great-looking presentations with the broadest possible audience over the Internet and Intranet.
- Lets users easily open and publish high-quality visual communications from/to the Web.

Jump to URL

The Jump to URL feature gives users powerful, integrated, and direct access to any URL from within a Freelance Graphics presentation.

- ✧ Using Screen Show options, a user can add a URL to any object in a presentation for connecting directly to the Web.

Benefits:

- Lets users connect directly to the Internet during presentations to access the most up-to-date information available.

Notes Presentation Library

Freelance Graphics ships with a multi-view Presentation Library which lets Freelance Graphics and Lotus Notes users easily collaborate on and store presentations.

- ✧ TeamReview View provides all the views and forms necessary to carry out the TeamReview process in Freelance Graphics, using Lotus Notes.
- ✧ Presentation Library View lets users easily post presentations to the Library for sharing with others or access presentations already stored there.
- ✧ Presentation Library supports Notes Release 4.

Benefits:

- Provides a single, centralized location for tracking and storing presentations for everyone to use.
- Leverages Notes security capabilities for Freelance Graphics presentations.

Open & Save to Lotus Notes

From within Freelance Graphics' File-Open and File-Save dialog boxes, users can automatically access Notes-based information, or save documents to Notes databases for sharing with other Notes users. Files can be opened and saved to or from local or network Notes databases.

- ✧ Users specify the Notes database, form, and field to which the Freelance Graphics file will be attached.
- ✧ Notes replication automates the distribution of documents. And Notes can automatically notify team members via e-mail when a document is posted to a database.

Benefits:

- Extends the vast store of Notes legacy data directly to Freelance Graphics users.
- Lets users open and save documents to and from Notes databases, directly from Freelance Graphics.
- Combines the benefits of Notes security and replication with the strengths of Freelance Graphics.

File Format Support

In addition to supporting OLE 2, which lets users link to and embed data from any other OLE 2-supported application in their Freelance Graphics presentations, Freelance Graphics supports a wide range of relevant file formats. This broad file format support makes it easy and seamless for users to share presentations with other users and to use information that exists in other applications. The current list of import filters includes:

- | | |
|---|--------------------------------------|
| ✧ Adobe Illustrator (AI) | ✧ OS2 Metafile (MET) |
| ✧ Windows/PM Bitmap (BMP) | ✧ Kodak PhotoCD (PCD) |
| ✧ Computer Graphics Metafile (CGM) | ✧ Zsoft PC Paintbrush Bitmap (PCX) |
| ✧ Micrografx Designer 3.0 (DRW) | ✧ Macintosh PICT (PCT) |
| ✧ AutoCAD Drawing Interchange (DXF) | ✧ PowerPoint 3.0 & 4.0 (PPT) |
| ✧ Encapsulated PostScript (EPS) | ✧ Harvard Graphics for Windows (PRS) |
| ✧ Hewlett Packard Graphics Gallery (GAL) | ✧ AutoShade Rendering (RND) |
| ✧ Graphics Interchange (GIF) | ✧ Targa Bitmap (TGA) |
| ✧ Hewlett Packard Graphics Language (HGL) | ✧ Tag Image (TIF) |
| ✧ Joint Photographic Experts Group (JPG) | ✧ WordPerfect Graphic (WPG) |

Customization: Working the Way You Want and Creating Custom Solutions

Freelance Graphics, like other SmartSuite applications, gives everyday users a range of options for personalizing the way they work. And with powerful easy-to-use tools such as the built-in LotusScript programming language and support for OLE 2, power users and developers can automate key Freelance Graphics tasks and build their own robust cross-application solutions.

LotusScript

LotusScript is the industrial-strength scripting language that is a superset of Visual Basic and is common across Lotus products. With LotusScript, application developers and power users can automate tasks and processes, as well as integrate data from other applications with Freelance Graphics.

- ✧ LotusScript provides a common scripting language and an Integrated Development Environment (IDE) across Lotus products.
- ✧ As an object-oriented BASIC language, LotusScript is compatible and integrates easily with Visual Basic.
- ✧ Ready-made scripts can be easily tailored to fit custom applications.
- ✧ LotusScript enables the creation of simple custom dialogs for automating common tasks or building in to custom SmartMasters.

Benefits:

- Lets developers automate redundant tasks to increase end user productivity.
- Simplifies coordination across Lotus SmartSuite products through custom dialogs and behind-the-scenes integration.
- Lets users create customized LotusScript-enhanced SmartMasters.

OLE 2.0 Support

Freelance Graphics' support for OLE 2 gives users an option for linking and embedding data from other OLE 2-supporting applications in their presentations. With full OLE 2 support, users can exploit features such as In-place Editing (Visual Editing), Automation, and OLE 2 drag and drop.

- ✧ Freelance Graphics supports OLE 2 as both client and server.
- ✧ Users can launch any OLE 2 object from Screen Show.

Benefits:

- Lets users easily link data to and from other products.
- Facilitates cross-application data transfer through drag-and-drop functionality.
- Lets users perform in-place editing of OLE client objects.
- Facilitates robust cross-application development.

System Requirements

Hardware

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

Operating System

- Microsoft Windows 95 or Microsoft Windows NT 4.0.

Memory

- Windows 95: 8MB RAM minimum, 12MB recommended if running more than one application.
- Windows NT 4.0: 8MB RAM minimum.

Disk Space

- Minimum install: 22MB.
- You can run Freelance Graphics from the CD-ROM.

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

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