Overview Guide

Lotus

SmartSuite 97

EDITION

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Introducing SmartSuite 97

The Best Suite for Today's Connected World — Powered by 1-2-3.

Office suites have changed substantially since the category emerged in the late 1980s. From loose collections of applications, such as spreadsheets, word processors, and databases, suites have evolved to offer consistency among applications, cross-application integration, and streamlined access to applications, files, and tools. Since mid-1995, however, several market and technological forces have changed the way suites need to work today:

◇ **Internet/intranet:** The striking popularity of the Internet and intranets has piqued users' interest in harnessing Internet-based information in business. SmartSuite® 96 was the first suite to deliver specialized tools for finding, publishing, and sharing Internet information, and Lotus® continues to innovate in integrating Internet use with "everyday work" in SmartSuite 97.

◇ **Working as a Team:** Businesses have team members all over the world. The ability to use software to work collaboratively has made suite users eager for dedicated tools that make it fast and easy for teams of co-workers to create, review, refine, and publish documents of all types. SmartSuite 96's "Team Computing" features defined the standard for desktop-based collaborative tools, and Lotus continues to lead in this arena.

◇ **Up-to-Date Technology and Tools:** The availability of 32-bit operating systems, including Windows 95 and Windows NT, provides the technical foundation for delivering advanced workflow, cross-application automation, and more aggressive exploitation of communications infrastructures. SmartSuite 97 provides a full suite of 32-bit applications which take full advantage of the operating environments.

◇ **Information: Anytime, Anywhere:** Businesses need to use information from anywhere — the Internet, proprietary databases, host systems, line-of-business software, real-time data, and the full spectrum of PC-based file types. SmartSuite provides tools to find and retrieve all of the information users need at any time.

◇ **One Size Does Not Fit All:** Businesspeople know what is best for them, and work the way they need to. Lotus knows that the "one size fits all" mentality does not fit today's business world. Users need to personalize their application software, developers must build custom business solutions, and IS managers require more control of software deployment across organizations. SmartSuite 97 provides new features that accommodate each of these groups.

In response to these trends, and in anticipation of further changes in the ways people work, Lotus created SmartSuite 97. This Overview Guide outlines the new features and enhancements of SmartSuite 97 in five categories:

- Personal 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

The SmartSuite 97 Team

SmartSuite 97 delivers a complete set of up-to-date, 32-bit applications specifically designed to take advantage of Windows 95 and Windows NT. For example, each application provides support for long file names, drag and drop, multitasking, and many of the other features inherent to these advanced operating environments. Plus, every application in the Suite includes a host of innovations and improvements designed to help users:

✧ Increase their individual productivity.

✧ Leverage the power of the Internet and intranets.

✧ Share and collaborate more efficiently.

✧ Access data from anywhere at any time.

✧ Customize applications to work the way it's best for them.

The SmartSuite 97 team includes:

Lotus 1-2-3

1-2-3® 97 is a completely re-architected, 32-bit spreadsheet that delivers a host of new and enhanced capabilities to automate everyday tasks and simplify processes.

✧ Internet tools enable users to find, share, and publish information to the Internet and intranets.

✧ Team Computing tools enable users to share ideas and collaborate on work-in-progress with anyone, anywhere.

✧ Built-in tools, such as the powerful LotusScript® programming environment, enable users to create custom solutions.

✧ Users can quickly and easily access data wherever it resides — in other applications, corporate databases, the company intranet, or the World Wide Web.

Lotus Word Pro

Word Pro® 97 provides users all the tools they need to quickly and easily create powerful, compelling, great-looking documents.

✧ Word Pro's exceptional productivity tools enable users to edit, format, organize, and spell-check documents.

✧ Team Computing tools enable users to electronically share and collaborate on documents, enhancing individual creativity and teamwork.

✧ Internet tools enable users to open, edit, and create HTML documents, while harnessing word processing and Team Computing tools.

✧ Improved performance and user interface enhancements enable users to create and publish documents quickly and easily.

Lotus Approach

Approach® 97 leads the database world in delivering an unparalleled combination of ease-of-use and power.

◇ Approach is a full-featured, relational database designed to cover the entire range of database tasks, from simple reporting to complex analysis.

◇ Approach provides users with many ways to tap into their existing information from SQL, DB2®, or other large data sources.

◇ Approach 97 provides enhanced power to write custom applications using LotusScript and other popular programming tools.

Lotus Freelance Graphics

Freelance Graphics® 97 continues its long tradition of simplifying the creation and delivery of highly effective presentations.

◇ Freelance Graphics provides users with the best start-to-finish process, including valuable content suggestions, tools for outlining and diagramming, and a wide variety of animations for adding impact to presentations.

◇ Powerful TeamReview™ features and the Freelance® Presentation Library give users the tools they need to work together to create, refine, and share presentations, no matter where they work.

◇ Freelance Graphics offers remote ScreenShow capability and a wide range of output options, including Internet publishing.

Lotus Organizer

Organizer™ 97, the award-winning personal time management system, is now a complete 32-bit product with support for Windows 95 and Windows NT.

◇ Enhanced calendar and notebook functions, as well as TAPI support, give users new time management tools.

◇ Organizer's intuitive user interface makes it a practical, efficient tool for keeping users organized and on track.

Lotus ScreenCam

ScreenCam® 97 provides a fast, easy way for users to show what they mean when they can't be there in person. With ScreenCam, a PC acts as a VCR to record every on-screen click, scroll, and action. Captions and sound can be added to create mini-movies, delivering marketing messages, online tutorials, or product demonstrations. These online movies can be shared with anyone, even if they do not have ScreenCam installed. ScreenCam 97 is a completely re-architected, 32-bit application.

Lotus SmartCenter

SmartCenter™ 97, the Suite's customizable command center, keeps users organized and gives them ready access to their work-in-progress, calendar and address book, and even the Internet. Just a click away, SmartCenter's drawers provide a central place for users to get the latest news, weather and stock quotes; organize the day's work; find reference material; or write themselves a reminder. New drawers in SmartCenter 97 gives users fast automatic links to the Internet to search for information and favorite bookmarks, and get just-in-time help from Lotus Support Pages on the Web.

Full Exploitation of Windows 95 and NT

Windows 95 and Windows NT 4.0 have created a new set of expectations for the look and behavior of applications. SmartSuite 97 is fully integrated with both of these operating systems, and builds on them to make the user's migration to Windows 95- and NT-based applications as productive as possible. SmartSuite applications deliver:

✧ The Windows 95 and Windows NT look and feel.

✧ Support for long file names and Universal Naming Convention (UNC) paths.

✧ Advanced OLE 2 automation.

✧ 32-bit performance and enhanced memory management.

Benefits:

- • Provides a high level of integration with other Windows 95 and Windows NT applications that support the platform standards.

- • Masks the complexity of advanced operating systems to provide powerful features that are accessible to all levels of users.

Productivity: Getting Work Done Quickly and Easily

In response to users' number-one requirement for tools that simply help them get the job done fast, SmartSuite 97 delivers everything users expect from a desktop suite — and more. Every application in the Suite offers a complete, up-to-date set of easy-to-use, high performance tools to make quick work of even the most complex tasks. SmartSuite 97 delivers seamless integration among applications, on today's advanced operating systems, including Windows 95 and Windows NT. SmartSuite's leading edge ease of use, integration, performance, and reliability free users from focusing on the tools and technologies, and let them concentrate on completing their work.

SmartSuite 97 includes productivity enhancements for getting the work done quickly and easily:

◇ Getting off to a quick start.

◇ Making day-to-day tasks easier than ever.

◇ Getting the help you need when you need it.

Getting Started

Getting off to a quick start and keeping your work organized are the keys to productivity. SmartSuite 97 includes a solid set of tools to help you get the work done as quickly and easily as possible. SmartCenter and SuiteStart give you one-click access to files, applications, and on-line information. Consistent user interface menus, icons, and tools make it easy to move from one application to another without any surprises. And a range of tools like 1-2-3's AutoTotal streamlines the most frequently-done tasks.

SmartCenter

SmartCenter offers many features to help users stay organized and up-to-date. SmartCenter's file drawer metaphor provides plenty of drawers for keeping projects and work organized. And users can still view their calendar and address book as before. New in SmartCenter 97:

◇ Internet drawers let users keep track of news, weather, and stock quotes from the Internet. Users can set preferences for the specific news and information they want.

◇ A reminder drawer holds "yellow sticky notes" which can be placed anywhere, even on the Windows desktop. Other drawers contain on-line reference materials, such as dictionary definitions and a thesaurus.

◇ SmartCenter is tightly integrated with Lotus applications, including cc:Mail™ and Lotus Notes®.

Benefits:

• Provides a single, easily accessible place for storing and launching all your work.

• Organizes projects into folders and drawers.

• Provides immediate access to Internet information.
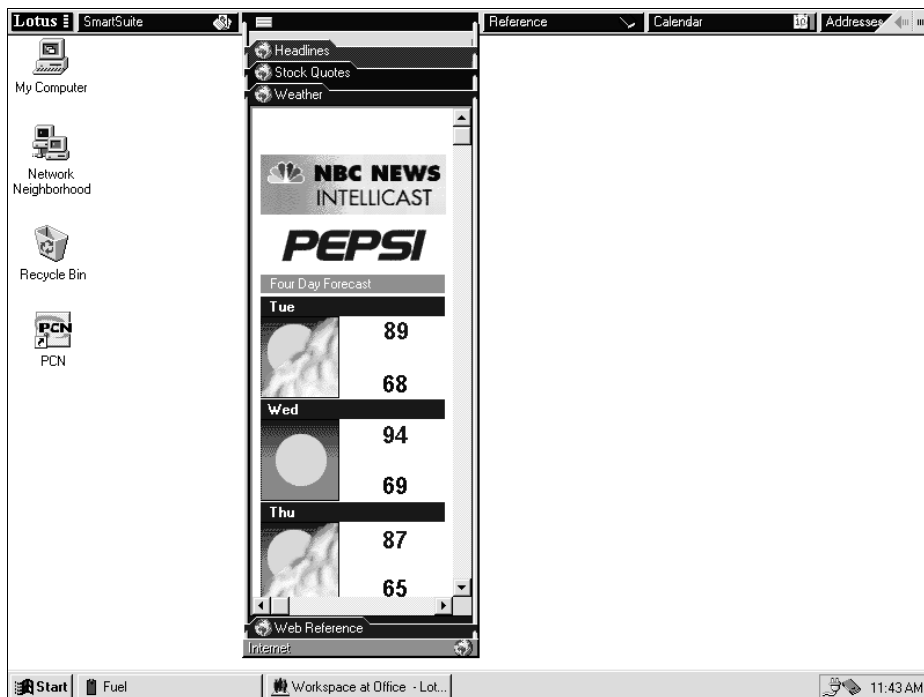
Display Valuable Information
SmartCenter's Internet drawer provides up-to-date information from the Internet or a company's intranet.

SuiteStart

With SuiteStart, users can launch SmartSuite or other Lotus applications simply by clicking on icons in the Windows 95 Task Bar. There's no need to click on the Start button and go through two or more menu levels to get applications up and running.

Benefits:

- Saves time as users can launch applications in one step directly from the Windows Task Bar.

Lotus Common User Interface

The Lotus Common User Interface provides a common look and feel across the entire set of SmartSuite applications.

- ✧ Consistent menus, dialogs, welcome screens, and a task-sensitive interface make it easy for users to transfer knowledge of one product to another.
- ✧ SmartIcons® make most SmartSuite features only a mouse click away.
- ✧ The Lotus Status Bar displays information about the current selection, and contains shortcuts for many common commands such as changing styles, fonts, or colors.

Benefits:

- Reduces learning curves and training costs. Makes it fast and easy to discover and explore new features.
- Gives users the right set of tools when they need it.

SmartIcons

SmartIcons give users one-click access to nearly every SmartSuite 97 feature.

- ✧ To eliminate the guesswork, bubble help appears briefly over each SmartIcon, providing a short description of what the feature will let users do.
- ✧ Users can create custom palettes of icons for completing different tasks, such as an editing or working with tables.
- ✧ Custom SmartIcons can be created with macros, scripts, or other functions attached to deliver custom applications for special work or tasks.

Benefits:

- Provides fast, single-click access to virtually any feature users might need.
- Lets users customize SmartIcon collections to create their own toolbars for special tasks.
- Reduces learning time, as SmartIcons are consistent across all SmartSuite applications.
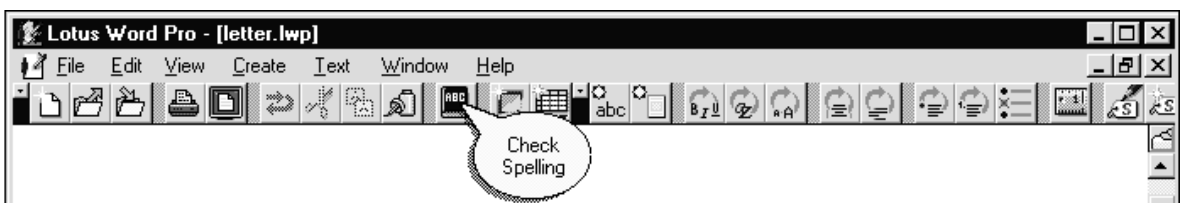
Get to Features Faster
With SmartIcons, just about any feature is only a mouse-click away.

Lotus InfoBox

The InfoBox, a breakthrough tool first introduced in SmartSuite 96, makes it quick and easy to format and edit documents. Before Lotus introduced the InfoBox, users spent too much time opening and closing dialog boxes to view and format text, numbers, or objects. Now users simply open the InfoBox once to make and *simultaneously* view changes to any part of a document including text, pictures, tables, or numbers — from a single place.

◇ The InfoBox is consistent across applications in SmartSuite 97.

◇ A single dialog box contains all the settings for an object.

◇ The InfoBox stays open while changes are made, making it unnecessary to open and close multiple dialog boxes.

◇ Data (text, charts, numbers, etc.) automatically changes to reflect edits made in the InfoBox, for true WYSIWYG editing.

Benefits:

- Saves time as changes appear instantly.

- Reduces training — users learn a task in one product, and then know how to complete it in another.

Everything in One Place
Open the InfoBox once to format, and simultaneously view changes to any part of your document.

Day-to-Day Tasks

SmartSuite 97 streamlines day-to-day work. By making the most frequently-done tasks easier, users get the productivity gains they need.

1-2-3 AutoTotal

1-2-3's new AutoTotal is a Lotus innovation that makes adding up a series of numbers as easy as typing the word "Total." Up to now, users who wanted to sum a table of data were required to execute several steps:

1. Type the label "Total" in the last row and/or column of their table.
2. Build a formula to sum the data.
3. Copy the formula to the rest of the rows and columns in the table.

Now these three steps are combined into one, to save users lots of time on a very frequently-executed spreadsheet task.

✧ Simply typing "Total" in a cell sums the values in that row or column of data.

✧ Blank rows or columns can be included as part of the table.

Benefits:

- Automates *the most widely-used* spreadsheet function.
- Saves users time by minimizing the steps needed to add all the values in a table.
- Anticipates the user's need, providing automatic access to the feature as it's required.

Word Processing Switch Kits

Word Pro goes well beyond simple file formatting to assist users in migrating from other word processors. Switch Kits make it easy to learn how to use Word Pro by leveraging a user's knowledge of and experience using Microsoft Word, Corel WordPerfect, or Lotus Ami Pro.

✧ For example, when the user types "Shift F7" in the WordPerfect for DOS "Ask the Expert," Word Pro immediately recognizes this Print command and automatically displays information about printing in Word Pro.

Benefits:

- Leverages users' knowledge of other word processing software when learning Word Pro.
- Makes it quick and easy for organizations to transition from other word processing packages like WordPerfect, to Lotus Word Pro.

Dynamic Print Preview

In 1-2-3, the new Dynamic Print Preview lets users simultaneously edit and preview a worksheet.

◇ With this new "live" preview, users instantly see the effect of any changes made to a worksheet *automatically* in print preview mode, saving time, and eliminating trips to the printer.

Benefits:

- Displays the effects of changes to typefaces, sizes, or other formats as users make them.

- Assures users the settings are correct, before they send their work to the printer.
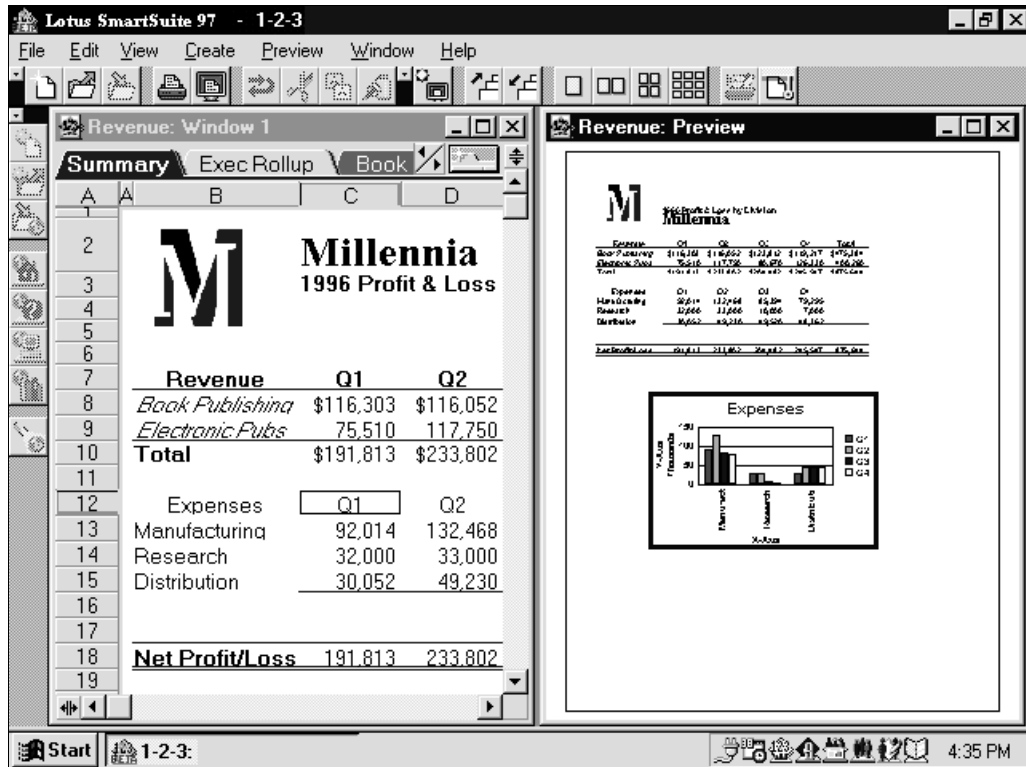
View & Edit Data Live
The new dynamic Print Preview in 1-2-3, lets you instantly see how edits affect the printed page.

SmartMaster and Content SmartMaster Sets

SmartMaster sets, a Lotus innovation, are templates that suggest appropriate structures, looks, and styles for common business documents. SmartMaster sets provide users with a head start on accomplishing everyday business tasks such as completing and filing expense reports, drafting a new business proposal or presentation, or even creating a Home Page for the Web.

✧ Word Pro's new Home Page SmartMaster® provides users with a quick and easy way to create great-looking Home Pages for the Internet/intranet without knowing HTML.

✧ 30 customizable Content SmartMaster templates in Freelance Graphics offer expert advice and suggested structure and flow for common business documents and presentations.

✧ "Click Here" blocks guide the user through the process of placing information in a document. Actions can be assigned to "Click Here" blocks for additional automation.

✧ A users can create his or her own SmartMaster from scratch with easy-to-use tools, or customize those provided in SmartSuite 97.

Benefits:

• Significantly reduces the "startup" time required to create business documents.

• Content SmartMaster sets give users a head start, as well as expert advice to help them create professional-looking comprehensive, compelling documents and presentations.

• Makes creating a Web Page quick and easy.
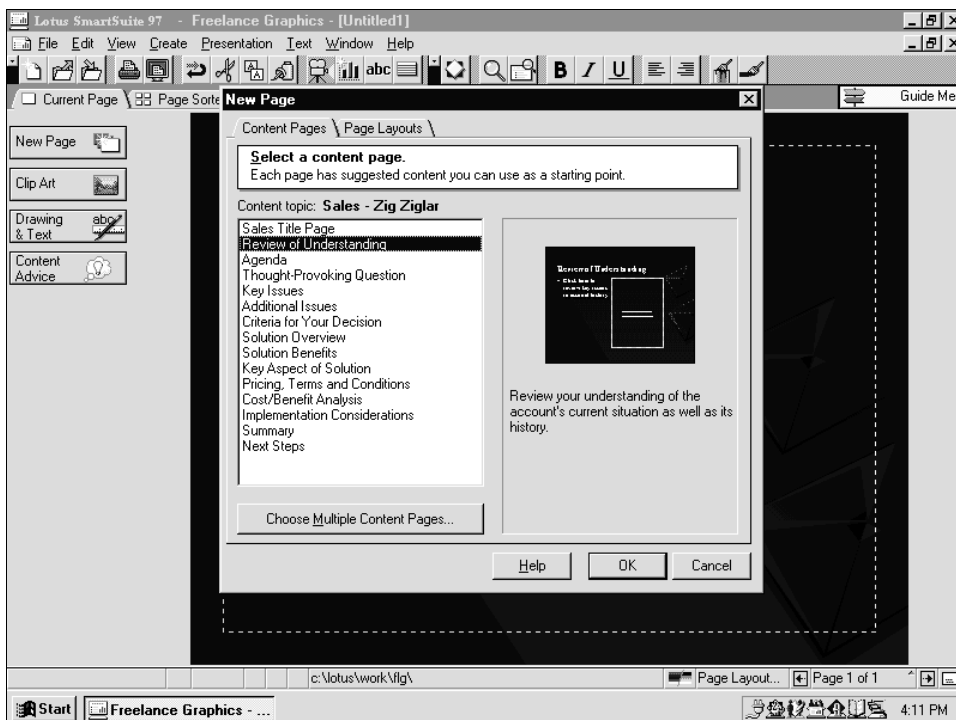
Quickly Create Documents
SmartMaster sets give users a head start in creating documents such as business proposals, labels, letters, faxes, and more!

PowerClick Reporting

Approach uses innovative reporting technology to produce calculations as well as organize, lay out, and format reports in WYSIWYG fashion.

- ◇ Report Assistant guides the user step-by-step through the creation of a completely customizable report.
- ◇ Users see actual data while modifying reports — unlike other databases, which employ a banded mode using symbolic representations of data.
- ◇ Users can sort and group information — as well as generate totals, averages, counts, minimums, maximums, standard deviations, variances, and more — by clicking on graphical SmartIcons.

Benefits:

- • Saves time by allowing users to analyze and refine report data quickly and easily.
- • Delivers fast, professional results with point-and-click ease.

Maps

Lotus took the lead in offering mapping functionality to spreadsheet users with the introduction of this feature to 1-2-3 in 1994. In 1-2-3 97, mapping is even faster, easier to use, and better integrated than in previous versions.

- ◇ Users can select, format, or rearrange any part of a map, including titles and legends, directly from the worksheet.
- ◇ Map creation is now three times faster than in 1-2-3 Release 5 for Windows.
- ◇ Users around the world can view maps in the orientation that they're accustomed to, using the map plot rotation feature.

Benefits:

- • Delivers geographic and demographic information visually, for quick, easy analysis and comprehension.
- • Gives users direct control over the appearance of maps.
- • Users become productive quickly, through the easy-to-use interface.

User Assistance

SmartSuite gives users help when they need it, going well beyond traditional help screens and tips with a complete set of assistance options. From Windows-style help with index, to quick task-based, step-by-step help cards, to Ask the Expert and Product Tours, SmartSuite delivers answers. Users can tap into a broad range of information (from SmartSuite technical notes to frequently-asked questions) by clicking on the Lotus Support Internet icon. Each option is tailored to ensure that users learn how to get the most out of SmartSuite.

Lotus Assistants

Many SmartSuite products include built-in Assistants designed to streamline tasks. With these step-by-step dialogs, users have the option of moving forward and backward through the steps so one mistake along the way doesn't mean starting over. Lotus Assistants help users complete tasks such as:

✧ Merging names and addresses from Organizer into Word Pro for a mass mailing.

✧ Creating a chart.

✧ Distributing draft documents for review by team members.

✧ Creating mailing labels using 1-2-3 and Approach.

Benefits:

- Simplifies complex tasks by displaying easy-to-follow step-by-step instructions.

- Users complete tasks more efficiently, using timely, context-sensitive information.

- Reduces training and support costs.

Ask the Expert

Word Pro's Ask the Expert lets users type in questions in their own words, not in computer jargon.

✧ For example, a user might simply ask, "How do I make a box around my text?" The Expert then finds the right help cards to assist the user in completing the task.

✧ Help cards remain on top, so that users can see the instructions while they complete the steps.

Benefits:

- Lets users ask questions in their own words.

- Speeds users to completing tasks.

- Reduces support costs.

Help Cards

Help Cards are an important learning tool which take users through common tasks that call upon more than one SmartSuite application.

✧ For example, Help Cards explain how to include and link 1-2-3 data into a Word Pro document.

Benefits:

- Speeds completion of common cross-applications tasks.
- Reduces training and support costs.

Guided Tours and Quick Demos

Guided Tours take users through the highlights of each SmartSuite product, including SmartCenter.

✧ The informative walk-throughs give users a look at new features in action.

✧ For users who don't want tours to occupy hard disk space, the tools can run directly from the CD.

✧ Quick Demos let users see exactly how a feature works, and are accessed directly from help cards.

Benefits:

- Uses the benefits of visual communication to assist users.
- Saves hard disk space by letting users run tours from the CD.
- Reduces training and support costs.

Lotus Support on the Internet

SmartCenter's Help Drawer now includes hyperlinks to the Lotus Home Page (http://www.lotus.com), Lotus Support Home Page, and the Lotus Support FTP server.

✧ Users can get online access to the help they need 24 hours a day.

Benefits:

- Provides access to a host of online support options, from any location, anytime.
- Reduces training and support costs.

The Internet/Intranet at Work

The Internet and World Wide Web have emerged over the last 18 months as the most prominent software industry phenomenon. Most PC users now have access to a huge, worldwide, virtual library of information anytime, anywhere. To give the same kind of access to corporate data and facilitate information sharing among co-workers, many companies are now deploying their own powerful intranets.

Until now, however, the Internet/intranet world and the world of productivity software have remained very separate domains. Web browsers gave users the tools to "surf the Net," but failed to help users quickly find relevant information, or capture and use it. Neither were designed to help users publish their documents and information back out to the Internet. So users have had to switch between traditional productivity tools, such as their word processors, and a separate set of Web tools.

Today, SmartSuite 97 makes the Internet a practical, useful — even essential — part of completing daily business tasks. SmartSuite 97 is fully Internet-enabled to let users work via the Internet/intranet, without ever leaving the familiar environment of their software suite. With SmartSuite 97 users can easily and quickly:

◇ Find and use relevant Internet/intranet information.

◇ Publish documents, presentations, and spreadsheets to the Internet/intranet.

◇ Share data and collaborate on documents with colleagues, customers, and suppliers.

Finding and Using Internet Information

SmartSuite 97 makes it easy for business users to find what they need on the Internet and use it in their business applications. For example, SmartSuite's links to the Internet can help users locate up-to-the-minute currency exchange rates, relevant stock quotes, or information about a company they do business or compete with. That means users can include more timely information and a wider variety of data in reports and proposals to keep their competitive edge.

SmartCenter Internet Drawers

SmartCenter's Internet drawers give users easy ways to customize and organize their desktop for quick access to Internet information.

◇ Users can easily customize their desktops to display news, weather, and stock prices from the Web.

◇ Internet Drawers show personal bookmarks from Netscape Navigator or favorites from Microsoft Internet Explorer.

◇ Users can quickly search the Web via Yahoo and other Internet search engines.

◇ Reference sites for SmartSuite users, including On-Line Help and Lotus Support information, are available as URLs for one-click access.

Benefits:

- Provides immediate access to favorite or frequently-visited Internet sites.

- Supports a variety of search engines.

- Gives users single-click access to a host of Lotus Support options.

Internet Searching & Linking

SmartSuite provides users a host of options for searching and linking to Internet information easily.

⬦ All SmartSuite applications include Internet SmartIcons that can be used to create a custom Internet icon palette.

⬦ By simply highlighting a word or phrase and clicking the Internet SmartIcon, users can search the Internet from within SmartSuite applications.

⬦ Any URL can be included as a live link in documents, spreadsheets, presentations, or database reports for fast connections to a Web site. Links to the Web or an intranet can help users keep current information on practically any topic.

⬦ Users can go directly to a Web site from the Organizer notepad section. Users can import up-to-date financial data, such as currency exchange rates, from the Internet directly into 1-2-3 worksheets.

⬦ Approach's database of Web sites lets users pinpoint useful sites before going online. One click from within Approach launches a user's Web browser and goes to a selected site.

⬦ Users can connect directly to Lotus Support on the Internet, both from SmartCenter and any SmartSuite application, via SmartIcons or menus.

⬦ SmartSuite 97 works with popular 32-bit Web browsers such as Netscape Navigator and Microsoft Internet Explorer.

Benefits:

- Quickly directs users to the information they need, saving time spent searching on the Internet. Improves the content and quality of documents.

- Keeps connect-time costs down. Reduces internal support costs by providing easy access to Lotus Support via the Internet.
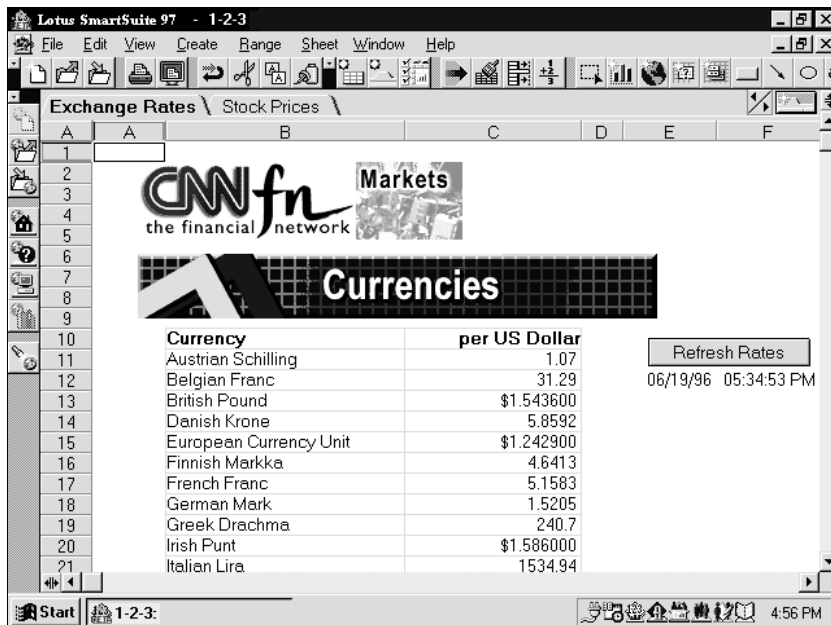
Access financial data from the Internet
SmartSuite can help you locate up-to-date currency exchange rates and import them directly into 1-2-3.

Publishing to the Web

Publishing to the Internet or to the company intranet is becoming a normal part of doing business today. SmartSuite 97 gives users the features and functions to publish, without leaving their familiar desktop tools. There is no need for add-on tools or specialized Internet publishing tools, as these exist inside each of the SmartSuite applications.

Word Pro Web Page Publisher

The Web Page Publisher provides all the tools users need to create, publish, and manage Internet documents. The Web Page Publisher is an integral part of Word Pro, so all the familiar word processing tools are available — spell check, tables, styles, and more. There's no need to know HTML tags or code. Word Pro's Home Page SmartMaster sets provide users with the building blocks to create great-looking pages with point-and-click ease. Web Page Publisher includes:

$\diamond$ WYSIWYG HTML authoring features, including support for HTML 2.0 and HTML 3.2, as well as other extensions including tables, background wallpaper, and forms; and Home Page controls (OCX controls) for creating interactive Internet forms.

$\diamond$ A Web Page HTML Content SmartMaster set for business or personal use.

$\diamond$ One-click preview of documents in a browser.

Benefits:

- • Speeds creation of professional-quality Web Pages.

- • Enables users to preview work before posting it to the Web or intranet.

- • Users can access desktop and word processing features while creating HTML documents.
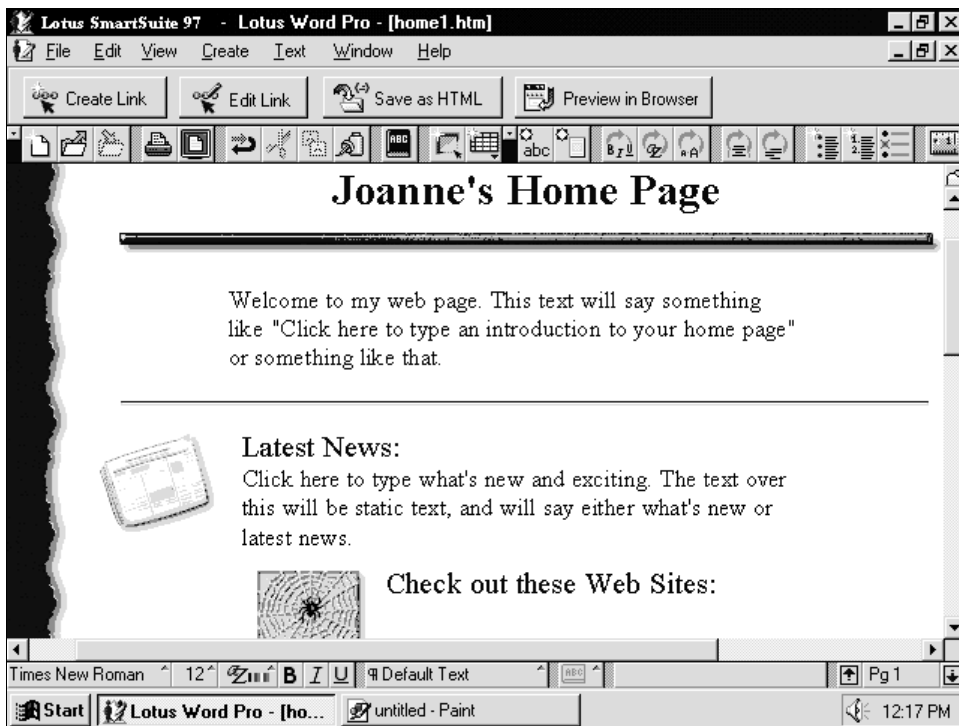
Home Page Creation Made Quick and Easy
All the tools to create, publish, and manage Internet documents are provided in Word Pro's Web Page Publisher.

Publishing Freelance Graphics Presentations to the Web

Freelance Graphics makes it easy to publish presentations to the Internet.

$\diamond$ New in Freelance Graphics 97 is support for Netscape 2 HTML frames to simplify layout and navigation through a Web-based presentation.

$\diamond$ Freelance Graphics automatically generates graphics in .GIF format along with speaker notes, slide index links, and multimedia presentation files for downloading.

$\diamond$ Users can download presentations from the Internet and view them via a free Mobile Screen Show Player available on the Lotus Home Page (http://www.lotus.com/applicat/nfl96.htm).

Benefits:

- Makes it easy for users to share great-looking presentations with the broadest possible audience over the Internet.

- Simplifies navigation through Web-based presentations using Netscape 2 HTML frames.

- Users — even those who don't own Freelance Graphics — can view presentations via the Mobile Screen Show Player.
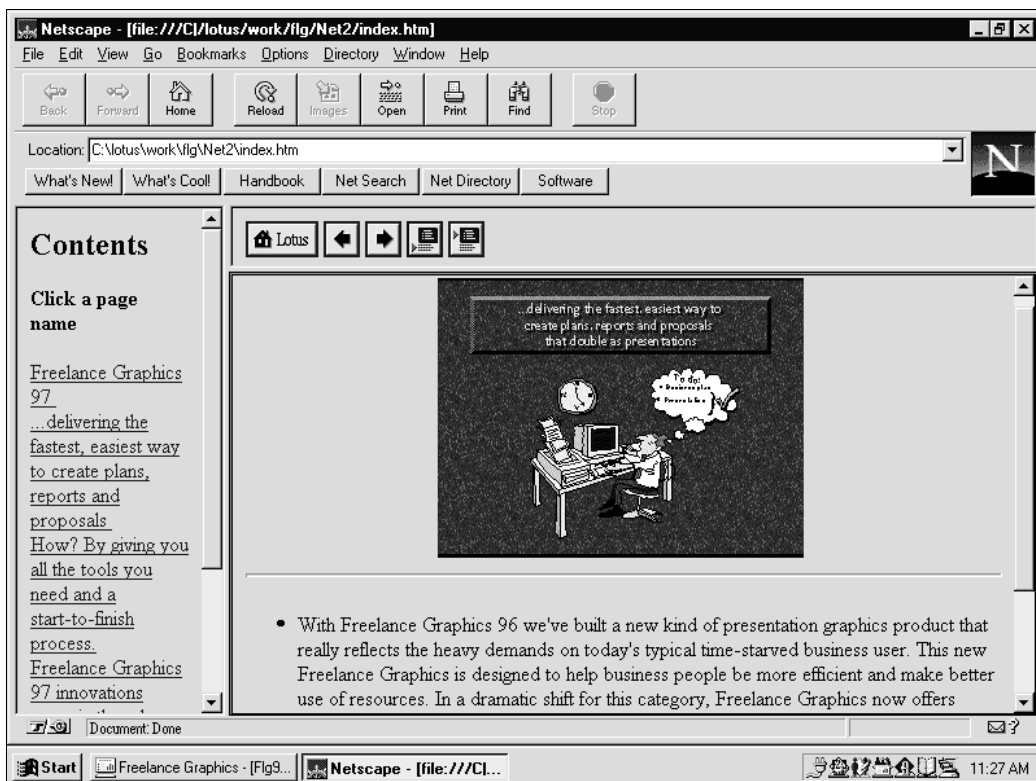
Simplify Presentation Layout in Netscape
New in Freelance Graphics is support for Netscape 2 HTML frames.

Publishing 1-2-3 Spreadsheets to the Web

✧ 1-2-3 97 lets users publish ranges of spreadsheet data directly to the Web, sparing them the need to know the details of HTML.

✧ HTML tables are created directly from a 1-2-3 worksheet.

✧ Users can include a separate title, description, e-mail address, and author name.

✧ A file's style information, such as text formats, can be retained.

✧ An HTML preview is included.

Benefits:

- Greatly simplifies the process of creating HTML tables.

- Eliminates errors that can occur when users code HTML tables by hand.

Sharing Documents Over the Internet/Intranet

SmartSuite 97 extends Lotus' unique Team Computing functionality to the Internet. SmartSuite makes it easy for users to share all types of documents and ScreenCam movies with their colleagues anywhere — either inside their company over an intranet or with customers, suppliers, and others via the Internet.

◇ Documents can be opened and saved directly to and from any Internet (FTP) server from within Word Pro, 1-2-3, Approach, and Freelance Graphics.

◇ Documents can be opened directly from Web (HTTP) servers into Word Pro or 1-2-3. They are then converted into a format ready for further editing or analysis, such as for updating a document or a spreadsheet with the latest stock market information.

◇ TeamReview and TeamConsolidate™ features work with files that have been opened and saved via the Internet. (See the "Staying Connected" section for more information.)

◇ TeamShow™ in Freelance Graphics lets users present Screen Shows remotely to other sites connected via the Internet.

◇ ScreenCam movies can be added to any Web page. And a few simple keystrokes configure a user's Web browser to automatically play movies when the ScreenCam icon on a Web page is selected.

◇ ScreenCam movies can be used to create a corporate Help Desk on the company intranet, giving users low-cost, visual just-in-time training.

Benefits:

- Facilitates the sharing of information in the form of documents, presentations, ScreenCam movies, spreadsheets, and database forms over the Internet and intranets.

- Team members can share and collaborate on work-in-progress or get training on demand, from the road, the remote office — or virtually anywhere.

Staying Connected: Collaboration Made Easy

Thanks to improved mobile computing and communications technologies, more and more of today's office suite users are working in new ways. Whether they're connecting remotely from a satellite office, the road, or home; collaborating as part of a traditional team or a virtual one connected only electronically; or relying on intranets and the Internet in their everyday work, these users require tools that enhance their ability to stay connected.

To answer that need, SmartSuite 97 extends Lotus' acclaimed Team Computing technologies to let users communicate, share, and collaborate on their work easily across a broad variety of platforms, locations, and work situations. It helps users efficiently complete joint projects involving any number of contributors, and deliver timely information to colleagues anywhere in the world, in formats ranging from Web pages to screen shows to ScreenCam movies.

Working together can be accomplished using many different types of solutions and technologies. They are described in this section within two categories:

✧ Team Computing

✧ Team Computing With Lotus Notes

Team Computing

Team Computing really means working together — using the tools and technologies that allow users to share information, to make better decisions by including the ideas of all team members, and to deliver a timely, high-quality result. Team sizes can range from just two people working on a project, to large, structured teams, to ad hoc virtual teams of suppliers and vendors. The combination of software tools designed for collaboration with a wide range of communication mechanisms like e-mail, the Internet, and Notes™ makes it possible for today's users to work together better than ever before.

Open & Save to the Internet

With SmartSuite 97, accessing and sharing documents and data across the Internet/intranet is as easy as saving a file. Using the standard File-Open and File-Save dialogs in SmartSuite products, users simply open or save their documents, spreadsheets, or presentations directly to and from Web and FTP servers.

✧ Users can quickly open or save their files to the Web and FTP Servers.

✧ A list of frequently-used FTP Server addresses is maintained for easy access.

✧ Full support for Proxy servers is provided.

Benefits:

• SmartSuite users have easy access to the Internet from within their applications, without the need for a browser.

• Provides full access to internal office intranets straight out of the box.
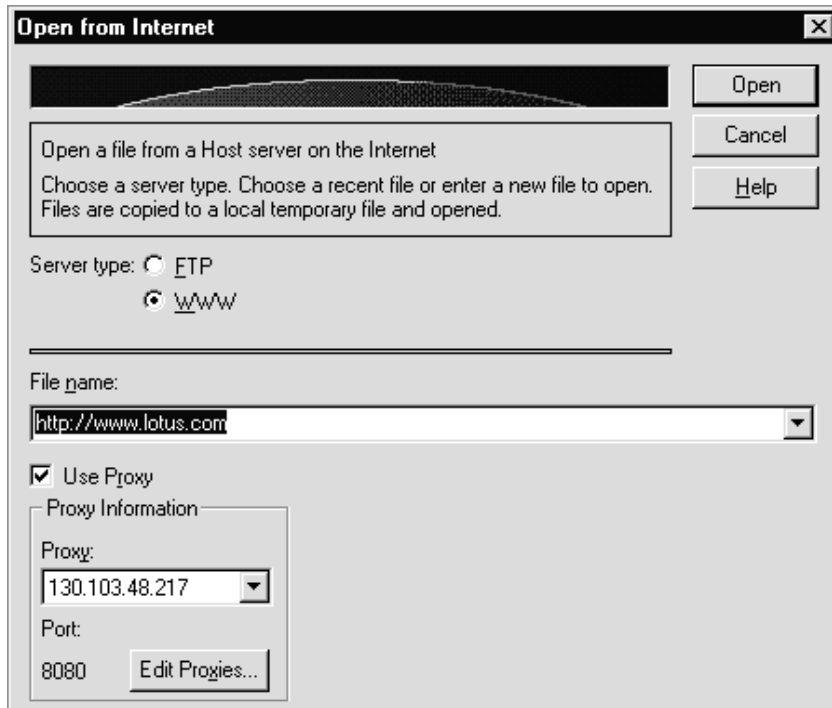
Publish Documents to the Internet
SmartSuite makes it easy for you to open and save documents to and from any Web and FTP server.

TeamReview

TeamReview gives users an easy-to-use, automated process for distributing draft documents, spreadsheets, presentations, or database forms for review.

✧ TeamReview provides a step-by-step guide for setting up the **"Who, What and How"** of sharing a document among colleagues for review. Users can assign reviewers' rights, ranging from Read Only, to No Printing, to Full Rights, to Change the Document.

✧ Personalized suggestions or specific instructions can be included in spreadsheets, documents, and presentations.

Benefits:

- The author of the document has complete control over the editing process.

- Supports a wide range of communication systems from distributing on diskette, to networks with e-mail or Lotus Notes.

- Exploits the existing communications infrastructure.

- Protects confidential information; users distribute only the information they want reviewed.

TeamConsolidate

Now 1-2-3 joins Word Pro in delivering powerful TeamConsolidate functionality. TeamConsolidate makes it easy for users to work with multiple edited versions of a document or spreadsheet by automatically consolidating them into a single, manageable file. Users can electronically review each edit in the consolidated version, accept or reject a suggestion, incorporate new information, or skip over a reviewer's comment.

In 1-2-3

✧ Spreadsheet models developed in previous versions of 1-2-3 can be used.

✧ Customers can use workbooks containing sheets with dissimilar layouts.

✧ User agents can track the progress of work among the team members.

✧ For security, reviewers see only the sheets that are distributed to them.

In Word Pro

$\diamond$ TeamConsolidate automatically displays edits from different documents and authors.

$\diamond$ A Review Bar displays the editor's name, as well as tools to accept or reject edits, expediting the consolidation process.

$\diamond$ TeamConsolidate works on all types of word processing files.

Benefits:

- Automates a cumbersome, time-consuming manual task.

- Reduces reliance on paper copies and eliminates the problems that come with illegible handwritten edits.

- Reduces the time spent editing and consolidating.

- View all edits on one screen, eliminating the need to open and switch between multiple windows to review changes from a number of people.
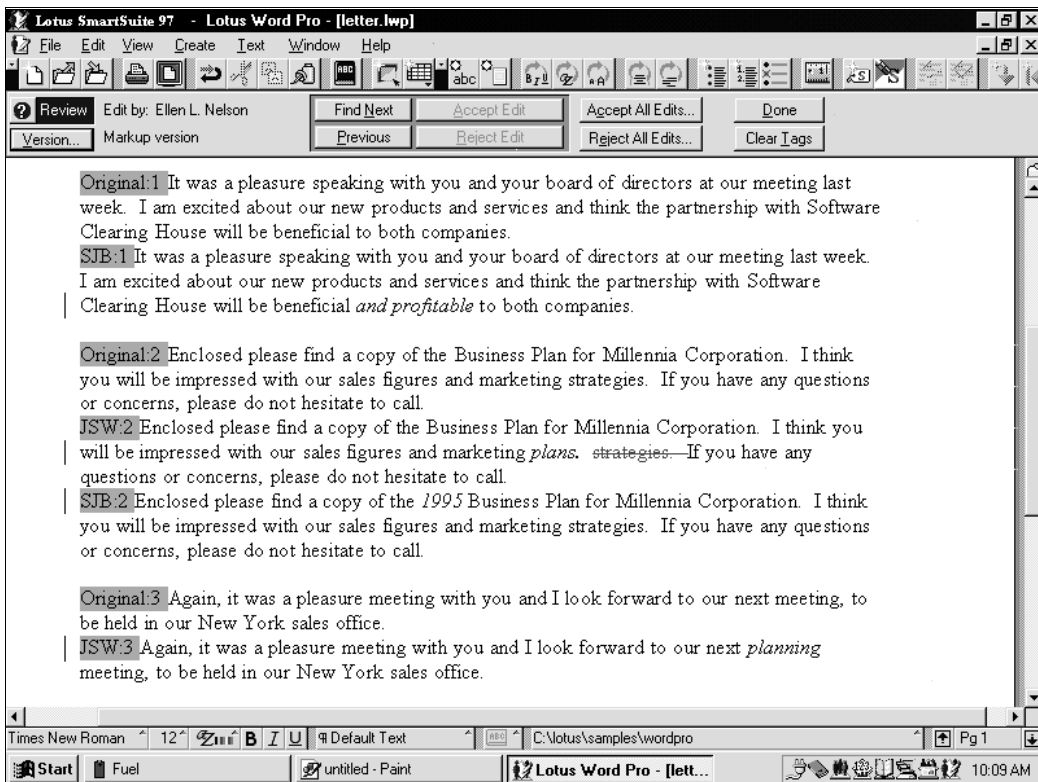
View all Edits at Once
Word Pro's TeamConsolidate displays edits from a number of people in a single document.

Versioning

In 1-2-3 and Word Pro, Versioning complements TeamReview and TeamConsolidate by providing a historical record of changes to a document. Versioning enables users to do "what if" analyses by testing different sets of assumptions such as growth rates or entirely new data. Versioning gives users an efficient way to manage documents, with flexible tools for evaluating multiple models.

◇ Versions store only the changes made to the document or spreadsheet, saving valuable disk space.

◇ New versions are created automatically whenever the document or spreadsheet changes. Users can track dates, times, and editors.

◇ Versions can be named with clear, descriptive titles such as "Best Case," "Optimistic Forecast, " or "The Boss' Comments."

Benefits:

- Provides easy access to different business scenarios by letting users view multiple versions simultaneously.

- Tracks the life cycle of a document.

- Reduces file size by tracking only changes or optional versions.

- Preserves the original document with a comprehensive history of changes.
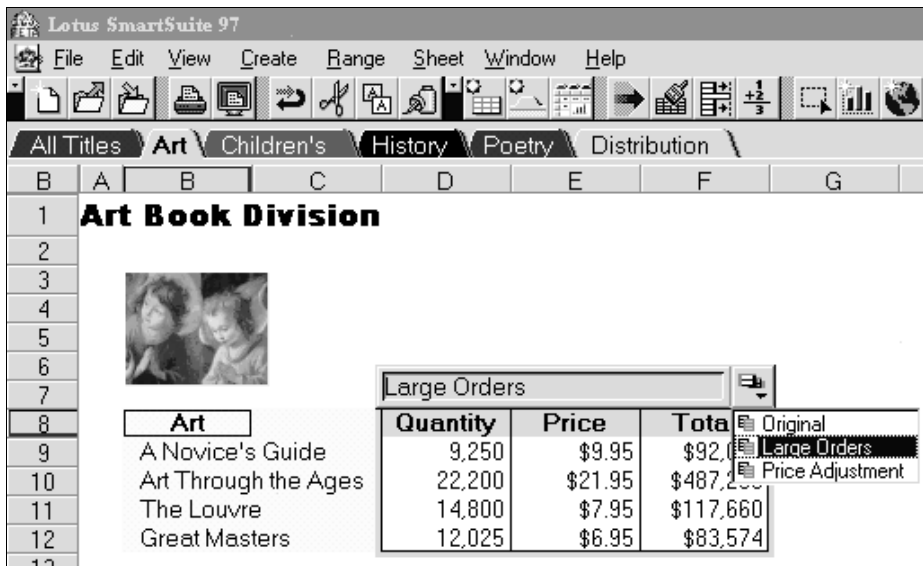
Create a New Version — or Many
A completely redesigned Version Manager™ user interface makes it easier than ever to create, navigate through and manage multiple versions of a spreadsheet file.

Enhanced TeamMail

Using TeamMail, messages and documents can be sent directly from within a SmartSuite application using any VIM- or MAPI-compliant e-mail package, including cc:Mail and Lotus Notes. TeamMail makes the everyday task of distributing information an integral part of working in 1-2-3, Word Pro, Approach, and Freelance Graphics.

◇ New in 1-2-3 97, TeamMail makes it easy for users to send messages and spreadsheets from within the application.

◇ Entire documents or any part of a document can be distributed via e-mail or Lotus NotesMail without leaving the SmartSuite application.

◇ A built-in "tracker" notifies the user when the next person in the mail route has received the document.

◇ Users can route information sequentially or broadcast it to everyone at the same time.

◇ All VIM- and MAPI-compliant e-mail systems are supported, including cc:Mail and Lotus Notes.

Benefits:

- Reduces costs by eliminating the need for expensive printed reports, documents, or graphs.

- Facilitates teamwork by making it easy to distribute information to team members.

- Works with current e-mail systems.

- Lets users forward work to others for review or comment without leaving the application.

TeamSecurity

TeamSecurity in Approach, Word Pro, Organizer, and now 1-2-3, allows users to assign passwords and control access rights to documents or shared files.

◇ Set security privileges for individuals, teams, or entire groups.

◇ Control read only, read/write, or viewing privileges in Approach.

◇ Portions of spreadsheets can be hidden to protect sensitive information.

Benefits:

- Enables users to protect documents.

- Lets users create flexible, secure views of their documents and spreadsheets for specific users or teams.

- Delivers improved administration and maintenance of data, by giving team members appropriate access levels to a shared file.

TeamShow and the Mobile Screen Show Player

Even when users can't be there in person, they can still deliver professional presentations using Freelance Graphics 97's enhanced TeamShow and the Mobile Screen Show Player.

◇ New capabilities in Freelance Graphics 97 give users the option of delivering a TeamShow to one site or to several sites simultaneously over standard phone lines or over the Internet.

◇ Presentations and the Mobile Screen Player can be published to the Internet so even users who don't own Freelance Graphics can view and collaborate on presentations.

Benefits:

- Lets users deliver presentations to a wide range of audience types either by leading specific viewers through a remote Screen Show, or by posting a presentation and the Mobile Screen Show Player to the Internet.

- Saves time and money as presenters do not have to travel to deliver powerful, professional-looking presentations.

- Facilitates collaboration on joint presentations from a distance.

ScreenCam for Teamwork

ScreenCam helps teams work together by enabling them to show work in action, share ideas, or demonstrate products or features. For example, companies can use ScreenCam to create movies for the intranet that give employees up-to-date, consistent information and messages on the business itself, its products and activities, or policies and procedures. ScreenCam can also be used to establish an intranet-based Help Desk. Companies can create low-cost mini-tutorials that employees can access anytime they need them.

◇ ScreenCam can record every click, scroll, and action on the PC Screen, as well as the sound of the user's voice.

◇ Content, format, and attributes for captions are easily created and incorporated into a ScreenCam as an alternative to a soundtrack.

◇ Users can improve the final "cut" of their movies by choosing preferences that control cropping and font fidelity between the system a movie is recorded on and the one on which it is played.

◇ ScreenCam's unique file format and industry-standard compression techniques keep disk storage to a minimum.

Benefits:

- Exploits the benefits of visual communication in a wide variety of practical business applications.

- Provides an easy-to-use, low-cost multimedia solution for capturing screen actions and adding captions or sound.

- Lets a company's Help Desk deliver low-cost just-in-time training, or create custom movies that address frequently-asked "How do I?" calls.

Multilingual Computing

With today's multinational focus, Lotus' office suite must meet the needs of those doing business in several languages.

Lotus delivers localized products in a timely manner, to help companies roll out programs and initiatives around the world.

✧ All SmartSuite products are localized for 15 languages, all the way from installation, menus, and on-line help — to samples and content.

Benefits:

- One copy of SmartSuite can support several languages on the same computer.

- Installing additional languages is fast and easy.

- Users can switch immediately between languages without having to restart their computers.

- Hard disk space is saved as a result of SmartSuite's efficient architecture for multiple languages.

Team Computing with Lotus Notes

Not only do SmartSuite's Team Computing features work within a wide range of communication environments — over the Internet, LANs and e-mail, for example — SmartSuite also includes features designed specifically to exploit and enhance the value of Lotus Notes. SmartSuite lets users combine the rich feature set of SmartSuite with the power of Notes, providing the highest level of integration with Notes of any suite product on the market today.

Open & Save to Notes

The common File-Open and File-Save dialog boxes in SmartSuite applications enable users to automatically open and save documents to a Notes database for sharing with other Notes users. Open & Save to Notes takes advantage of Notes as a document manager and as a single point of access for all file types. Both Notes and SmartSuite are fully LotusScript-enabled, so users can create custom cross-application solutions and automate tasks.

✧   Notes ensures secure access to documents.

✧   Notes replication automates distribution of documents anywhere.

Benefits:

- Users can easily share documents using Notes.
- Users do not have to leave Suite applications to open and save documents stored in a Notes database.

Notes Release 4 PowerKey

Notes Release 4 PowerKey gives users high-performance, direct access to Lotus Notes from within Approach so that they can open, search across, and report on Notes data without having to import or attach to a Notes database.

✧   Users can generate reports, mailing labels, crosstabs, and more with Notes data, using Approach's excellent user interface.

✧   Opening, searching, and reporting on Notes data is so easy that users don't require assistance from support staff.

✧   Users can customize options for connecting to Notes servers and optimize data searches.

Benefits:

- Provides high-performance, direct access from Notes to Approach.
- Reduces support costs by making it easy for Approach users to access and use Notes data.

TeamConsolidate with 1-2-3 and Lotus Notes

With TeamConsolidate in 1-2-3, a Notes database can be used to easily distribute spreadsheet data to co-workers, collect resulting updates to the data, and seamlessly integrate those updates into one consolidated spreadsheet document. As the spreadsheet data is managed within a Notes database, anyone with the appropriate security authority can view the status of the consolidation.

◇ Spreadsheet models developed in previous releases of 1-2-3 can be used.

◇ Customers can use workbooks containing sheets with dissimilar layouts.

◇ For security, users see only the spreadsheets that are distributed to them.

◇ User agents can track the progress of work in the team.

◇ Notes handles security, replication, and distribution.

◇ New technologies available in 1-2-3 97 and Notes Release 4 are supported, including LotusScript, OLE 2 in-place editing, Notes multiple pane views, and Notes/FX™ 2.0.

Benefits:

- Simplifies and speeds the process of distributing data to many people.

- Automates the cumbersome manual task of consolidating data from several people.

- Facilitates collaboration on individual spreadsheets or complete workbooks.
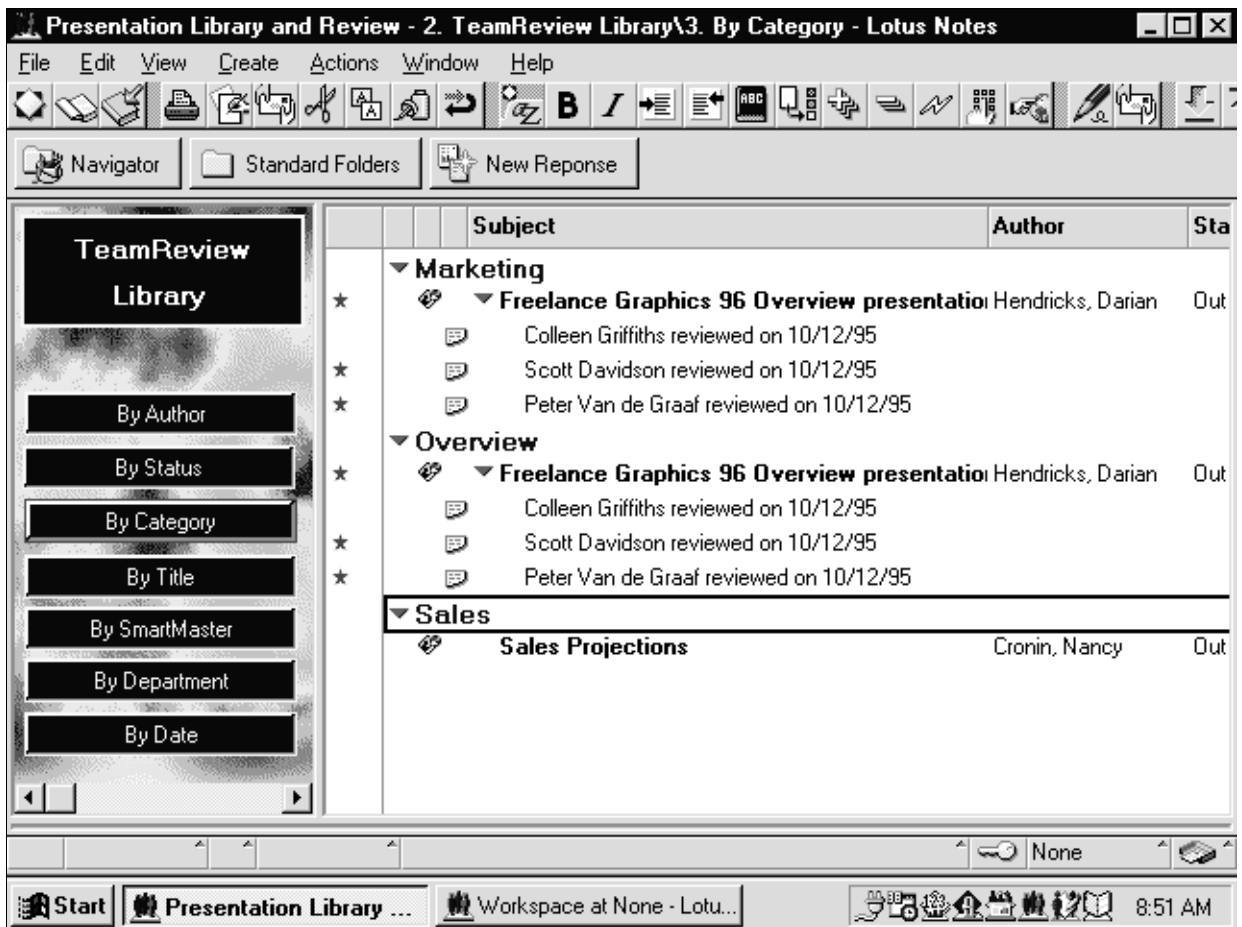
TeamReview with Freelance Graphics and Notes

Freelance Graphics' TeamReview and Notes integration gives both authors and reviewers new tools to work together. When presentations are stored in Notes as a Presentation Library, the process of sharing and collaborating on presentations is further streamlined.

✧ Presentation Library acts as an electronic filing cabinet, which provides a unique way of sharing, storing, and tracking Freelance Graphics presentations in a Notes database.

✧ Several reviewers can add comments to a presentation simultaneously.

✧ Notes provides access control and security so authors can regulate access to comments selectively.

Benefits:

- Facilitates information sharing among authors and reviewers by displaying all participants' comments in a single, central location.

- Adds access and security control to the TeamReview process.

- Speeds the presentation review process.

Share & Manage Presentations Easily
Freelance Graphics' TeamReview & Notes integration gives you and your coworkers new tools for collaborating on projects.

NotesFlow

NotesFlow™ is a collection of workflow tools and technologies available in Notes Release 4.

✧ Application developers can customize workflow applications by adding menu commands to Notes or to SmartSuite applications. These workflow commands are associated with a given Notes form and are available to the user whenever a document is viewed. Each command has a LotusScript associated with it which will run when the command is selected. NotesFlow features are part of the overall tool set for creating custom solutions using the family of Lotus products.

Benefits:

- Automatically updates the Action Menu in the SmartSuite application whenever information is modified in the Notes form.

- Users are directed to a specific Menu to complete tasks.

- Streamlines tasks which use both Notes and SmartSuite applications.

- Facilitates quick development of custom solutions for workflow applications.

Notes/FX 2.0

Notes/FX (Field Exchange) is a NotesFlow tool that uses OLE 2 technology to enable the bi-directional transfer of data, as well as the exchange of properties and methods between Lotus Notes and SmartSuite 97 applications. Notes/FX enables developers to automate essential business applications by allowing them to integrate data seamlessly both to and from Notes.

✧ Users can combine the power of a Notes database — including its replication, security, sorting, and views — with their SmartSuite applications.

✧ Data in individual files can be shared with fields in Notes forms. The exchanged data can be manipulated, calculated, and edited in the SmartSuite application, and then sent back to the Notes form to be displayed as Summary View information.

✧ All system and user-defined Notes/FX fields can be defined or viewed in a single SmartSuite application dialog.

Benefits:

- Lets users — even those without specific programming knowledge or OLE 2 automation experience — build Lotus Notes and SmartSuite-based workflow applications that automate a specific business task.

- Provides a powerful way to store, browse, organize, share, and collaborate on spreadsheets, documents, and presentations across an organization.

- Organize, store, access, and share information with colleagues anywhere on the Notes network, no matter where they are in the world.

- Delivers direct, high-performance access to Notes data.

Information You Need: Anytime, Anywhere

Increasingly, businesses require immediate, easy access to all types of information. The information may be stored locally, in a corporate database, or somewhere on the World Wide Web. In addition, the information may be stored in file formats other than SmartSuite's native formats, such as:

◇ Other vendors' applications.

◇ Line of business applications such as SAP, PeopleSoft, or Reuters.

◇ Corporate information stores such as DB2, SQL databases, and others.

◇ Internet standards such as HTML and GIF.

◇ Lotus Notes.

SmartSuite 97 offers the easiest access to information from corporate databases, the Internet/intranet, and other PC software applications. With SmartSuite 97, users can access and manage data, regardless of where information originated or where it is stored.

Benefits:

- • High performance data access.

- • Access to the Internet.

- • Working with Lotus Notes.

- • Support for industry standards and popular file formats.

High Performance Data Access

Everything from legacy data to the most current information is key to success in today's business. Getting to that data, however, can be time consuming and difficult. SmartSuite 97 provides built-in tools which make it easy for users to get to this information without requiring assistance from a support staff.

From Approach

Approach provides users with direct access to business data stored in virtually any file format, for manipulation and reporting. When working with information stored in DB2, dBASE, Paradox, Lotus Notes, FoxPro, SQL, or SQL servers, users enjoy native speed and functionality. Approach's seamless integration with these databases requires no importing, converting, or attaching. Users work directly with the data.

✧ Pass-through SQL: unlock the power of SQL by using Approach to pass any SQL statement to the back end, including DB2 stored features.

✧ Save time troubleshooting SQL data by viewing actual SQL back end error messages.

✧ Full transactional database support: take control of DB2 by creating transactions that can be committed and/or rolled back.

✧ Approach support for Binary Large Objects (BLOB) means you can store and retrieve pictures, sounds, and OLE objects in DB2 databases.

✧ Automatically convert legacy data in DB2 Query Management Facility (QMF) definitions to Approach forms and reports.

Benefits:

- Experience improved speed and flexibility when accessing and analyzing SQL data.

- Harness the processing power of large data systems with the easy-to-use Approach forms.

- Save time and costs with efficient use of system resources.

From 1-2-3

Directly from the File-Open Menu in 1-2-3, users can access data from a wide variety of sources. 1-2-3 97 is ODBC-(Open Database Connectivity) compliant, thus supporting data access in Paradox, SQL, DB2, and dBASE file formats, among others.

Benefits:

- Provides direct access to legacy and corporate data directly from 1-2-3.

- A familiar 1-2-3 user interface makes data access easy and consistent across a variety of backend data sources.

- Makes efficient use of corporate system resources with Lotus applications as the "front end."

- Reduces support costs as users require little, if any, support staff time to access corporate data.

Open & Save to the Internet

SmartSuite 97 makes it easy to access and share documents and data across the Internet/intranet. From the standard File-Open and File-Save dialogs in SmartSuite applications, users simply open or save their documents, spreadsheets, and presentations directly to and from the World Wide Web and FTP servers. (See the Internet/Intranet section of this Overview Guide for more information on how SmartSuite works with the Internet.)

Benefits:

- Provides easy access to WWW or FTP sites via standard file dialogs.

- Recently-accessed sites appear in a drop-down list making it quick and accurate to find information.

- Options allow users to automatically specify the Internet as the default location to save documents.

- Users specify what file format to open or save to via a drop-down list of formats; no need to first save in a special format and then save to the Internet.

Open & Save to Notes

For Lotus Notes users, there are a number of features that leverage the power of Notes with the feature-rich functions in SmartSuite. Using the File-Open and File-Save dialog boxes in SmartSuite applications, users can automatically save documents to a Notes database for sharing with other Notes users. Notes/FX and NotesFlow are other tools to integrate the two products, giving seamless access to Notes information right in SmartSuite. (See "Team Computing with Notes" in this Overview Guide for more information.)

Benefits:

- Leverages Notes' security and replication strengths.

- Allows Notes to be used as a document manager.

- Provides powerful workflow solutions.

Standard File Formats

In today's business world, most users need to share their files with others in the company, as well as outside suppliers, customers, and business partners. With a demonstrated commitment to openness, Lotus applications support reading and writing of a wide range of formats: from popular products (including Microsoft Word and Excel, and Corel WordPerfect), to industry standards, to new and emerging Internet standards, to some less widely-used formats.

Benefits:

- Make it easy to transition from other products to SmartSuite.

- Allow users to share work with others who use non-Lotus products.

- Let users work with or publish Web information directly from within SmartSuite.

Customization: Working The Way You Want And Creating Custom Solutions

SmartSuite 97 provides users, third-party application developers, and corporate IS groups with a complete set of built-in tools for customizing the Suite to meet individual computing requirements, and for building powerful, integrated custom business solutions. With built-in support for familiar, easy-to-use macro languages, LotusScript programming language, OLE 2 automation, and a host of installation options, SmartSuite 97 is designed to match every user's best way of working.

◇ **For end users**: SmartCenter can be configured to include preferred SmartMasters for one-click launch; shortcuts to frequently-visited Web sites; folders with current project files for easy access; and other key tools. And macro languages in 1-2-3 and Approach make it easy for users to automate popular tasks.

◇ **For corporate and third party developers**: Each SmartSuite application offers a consistent integrated development environment (IDE), and SmartSuite provides a complete set of development tools: LotusScript, dialog editor, object browser, and debugging tools. SmartSuite also supports other industry standards: OLE automation, OCX, ActiveX, Visual BASIC, and other programming languages such as C++. Developers can easily combine non-Lotus applications with SmartSuite to create custom business solutions.

◇ **For IS groups**: SmartSuite offers a host of options for customizing the deployment of SmartSuite to meet the range of needs among various groups of users. It also lets systems managers deploy the software company-wide from a single location.

Simple Ways for Users to Customize SmartSuite

Tailoring SmartSuite to work the way you want to work can be as simple as changing the contents or names of drawers in SmartCenter or creating a macro to automate a task. Even though SmartSuite has a full set of developers' tools, users can easily make quick, straightforward changes to customize SmartSuite for their individual work styles.

Let SmartCenter Handle It

For organizing the desktop, or keeping frequently-used SmartMasters on hand, SmartCenter is the way to go. Users can: organize projects simply by dragging their folders, files, or shortcuts into a SmartCenter drawer; create shortcuts to frequently used SmartMasters for one-click access; and change the names of drawers or folders to better fit the way they work. (For more information about SmartCenter, please refer to the Productivity section in this Overview Guide.)

✧ Set up SmartCenter with frequently-used SmartMasters in a drawer.

✧ Create folders for projects to help keep all work in one place.

✧ Add drawers with shortcuts to other applications.

Benefits:

- Get one-click access to the most frequently-used files or SmartMasters.

- Organizes work and projects in one place, regardless of which application is used.

Run a Macro

Macros in 1-2-3 and Approach give users easy ways to capture keystrokes and actions and automate tasks. Approach's powerful set of point-and-click macro commands lets users automate queries, create messages, send mail, and more. Macros even let users do conditional branching and execute subroutines, making this just the right amount of automation for many tasks.

✧ Converting legacy 1-2-3 and Approach applications requires no translation utility.

✧ No retraining costs are associated with using macros created in previous versions of 1-2-3 or Approach.

✧ The 1-2-3 and Approach macro languages provide extensions that let users call LotusScript applications as subroutines.

Benefits:

- Preserves customers' work and time investment in creating macros.

- Provides maximum compatibility, while allowing the application to grow. As applications are revised to incorporate new functionality, macros can call LotusScript subroutines and vice versa.

Powerful, Easy-to-Use Developer Tools

SmartSuite 97 includes a complete, powerful set of tools for corporate developers, ISVs, and business partners to use for creating custom applications or enhancing SmartSuite's features. The tools are similar to other popular programming languages and tools, and are targeted to professional developers and advanced end users. The online and printed reference materials provide in-depth information and examples.

Creating More Advanced Applications

SmartSuite's Integrated Development Environment (IDE) brings together the LotusScript Object Browser, the Debugger, the Dialog Editor, and the Script Editor to let advanced users and application developers write new or custom applications quickly and interactively. The LotusScript language is used in all SmartSuite applications and Lotus Notes, and is a superset of the Visual BASIC language — with the added power of true object-oriented programming. LotusScript also enables SmartSuite products to be OLE automation controllers. LotusScript provides a wide array of objects, events, methods, and properties. It has been enhanced to include new methods for improved data management, including transaction control for SQL databases. Additionally, since SmartSuite products are OLE automation servers, Visual BASIC can be used in combination with SmartSuite if required.

Protocols Supported by SmartSuite

Giving users the power and flexibility to build custom applications which call on more than one SmartSuite product or on other vendors' programming tools, SmartSuite supports OLE 2 automation and LSX (LotusScript extensions) technology.

Any SmartSuite product can be automated using OLE automation controllers such as Visual BASIC, C++, Lotus Notes, or another SmartSuite product.

SmartSuite products have the unique ability to load code modules (called LSXs), expanding the objects available to the current script.

Lotus, IBM®, and third parties are delivering LSXs developed with the LSX toolkit, such as the Notes LSX. With the Notes LSX, all Notes back end classes are available to scripts inside SmartSuite products. It's as if Notes functionality had been built into SmartSuite, but without all the overhead of OLE.
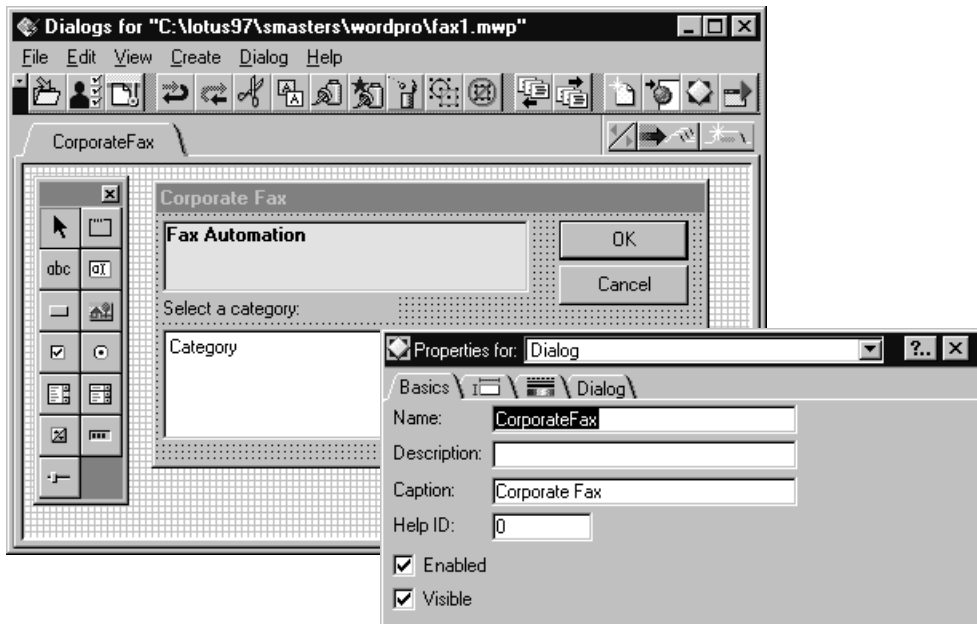
LotusScript Dialog Editor

With the Dialog Editor, application developers simply type in, or paste in from the Browser, programming elements. The Editor automatically completes related expressions.

◇ The Dialog Editor makes it easy to create custom dialog boxes containing traditional controls like list boxes, radio buttons, images, and check boxes.

◇ Users have the option to use Lotus' built-in controls or other vendors' OCXs.

◇ Integrated into the IDE, the Dialog Editor leverages all the LotusScript tools in SmartSuite. Developers simply double-click on a control in the Dialog Editor to place their cursor in the Script Editor — ready to script that control.

Benefits:

• Application developers can create impressive user interfaces that guide users through applications.

• Enables the quick design of dialogs using either Lotus-supplied controls or third-party OCXs.

Create Custom Dialog Boxes
The Dialog Editor makes it easy to create dialog boxes to automate SmartSuite applications.
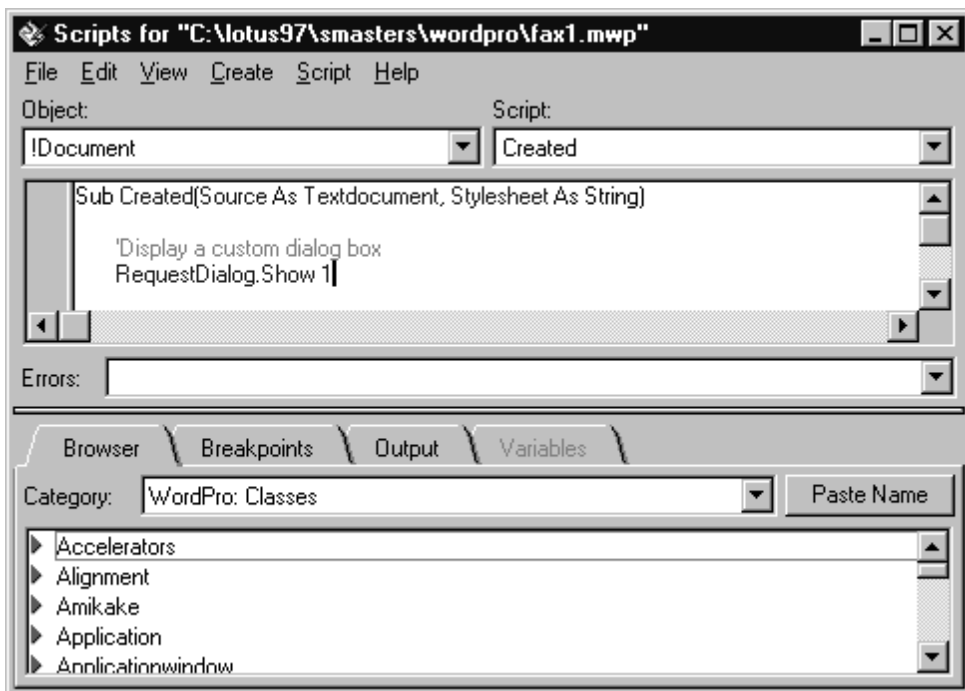
LotusScript Editor

In the Script Editor Window, custom application development comes together. Application developers simply type in programming elements or paste them in from the Object Browser. The Script Editor actually helps write the code by automatically entering an expression. For example, when the user enters the expression "For x = 1 to 10," the Script Editor automatically enters "Next" to complete the statement.

♦ The interactive Script Editor helps ensure programs are written correctly by assuring proper nesting of code and balanced expressions.

♦ Script Editor provides instant visual feedback, generating key words and elements in blue and user input in black.

♦ Many compile-time errors are displayed immediately, thereby shortening the development cycle.

Benefits:

• Speeds code generation and debugging in a live, interactive environment.

Create Custom Applications
The Script Editor provides visual feedback during the creation of custom commands.

LotusScript Object Browser

The Object Browser is the place to scan and select all of the language elements, product classes, and OLE objects available to a scripting project.

♦ Resizable windows and note tab interface are consistent with the SmartSuite interface.

♦ A visual display of all programmable elements makes it easy to paste them into scripts.

♦ A library of key syntax elements and arguments is included.

Benefits:

- Lists all available classes of objects and associated properties, methods, and events for quick, easy access.

- Speeds script development as users simply cut and paste selected items into the Script Editor.

LotusScript Debugger

The LotusScript Debugger provides a step-by-step view of program execution, along with on-screen feedback of programming variables to ensure smooth, problem-free execution of scripts.

♦ Script Debugger lets users define program breakpoints, to control and inspect logic and execution throughout the development process.

♦ Variables change as users step through the program.

♦ Users get on-screen feedback while browsing or editing their data.

Benefits:

- Makes it easy to move from testing mode to development mode and back again, thanks to tight integration of scripting tools.

- Guides users step-by-step through the process of testing their scripts.

SmartSuite Programmability Reference Materials

SmartSuite 97 comes with a complete set of reference materials to assist with the creation of custom applications, including a comprehensive set of online materials within the application. These online tools include Help, LotusScript Language Reference, LotusScript Programmer's Guide, and Developing SmartSuite Applications Using LotusScript. These reference materials are also available in printed form or via the Internet from Lotus' Home Page on the World Wide Web.

For Larger Organizations and IS Groups

In addition to creating custom applications and solutions, organizations may also want to distribute and manage custom configurations of SmartSuite. A particular group may want to use only certain SmartMasters and content; other groups may want to control the directory structures and files; or a standard "node-install" may be appropriate to use corporate computing resources most efficiently. SmartSuite 97 provides a range of tools for systems managers to configure and deploy the applications easily, quickly, and consistently.

Managing Your Systems

While PCs have become more powerful, with more storage and memory, desktop applications have also grown in size as users request more features, more templates and ready-made content. Today's larger organizations need tools to manage their software investments and keep users up-to-date with the latest tools. To meet this need, SmartSuite 97 offers network administrators a highly flexible program for deploying and installing the Suite company-wide.

Custom Installation

To help use system resources effectively and speed the installation process, SmartSuite 97 provides users with a range of installation options:

◇ Set up custom SmartSuite configurations and automatically distribute them to end users.

◇ Install all of the Suite or selected Suite applications only.

◇ Install the software on multiple desktops — or even company-wide — from a single, central location.

◇ Uninstall a single application or the entire suite.

◇ Conduct unattended installation to Network Nodes by mailing an Install icon to users, and setting the Install to start when users log on to the Network.

◇ Use preferred network management tools, such as IBM CID or Microsoft SMS.

Benefits:

- • Makes planning and managing the network installation of SmartSuite 97 easy and efficient.

- • Leverages existing network management tools.

System Requirements

Hardware

- IBM PC or compatible (80486/50 MHz or higher).
- VGA adapter 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 when running more than one application.
- Windows NT 4.0: 16MB RAM minimum.

Disk Space

- Estimated minimum install: 64MB.
- Users can run SmartSuite 97 from the CD-ROM.

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

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