Overview: How EasyClip and Organizer work together

You can use EasyClip™ to create entries for your Lotus Organizer® file from text you select while you're using another application (such as a spreadsheet program). You can also select text within Organizer and use EasyClip to create Organizer entries. You can create appointments, tasks, Contact records, Web entries, and Notepad pages for your Organizer® file without having Organizer open.

For example, let's say you receive e-mail containing a client's contact information. Using EasyClip, you can quickly create a Contact record for the client and add the Contact record to your Organizer file. The next time you open the Organizer file you selected in your EasyClip preferences, the Contact record you created will appear in the Organizer Contacts section.

In addition, if you're using a browser to view a Web page, EasyClip lets you download a copy of the Web page to a Notepad page in your Organizer file. You can then use the Organizer Browser to view the Web page from within your Organizer file, without starting your browser.

You can also use EasyClip to create an appointment, task, Contact record, or Web entry while visiting a Web page, then download a copy of the Web page to an Organizer Notepad page while you create the entry. The entry and the Notepad page are then linked in your Organizer file. For example, you could go to a Web page listing movie times, select text to create an appointment, then download a copy of the Web page to an Organizer Notepad page.

Selecting EasyClip Web entry options

Option	Result
Notes	Notes you want to associate with the Web entry.
Categories	Specifies one or more categories for the event.
Contact	Links the Web entry to the Contact record of the contact whose name you enter. The contact must have a Contact record in the Organizer file where you send the Web entry.
Confidential	Makes or doesn't make (default) the Web entry confidential so that others who have access to your file can't view the Web entry.

Note You can enter a new category name in the "Categories" box while creating an EasyClip Web entry. Organizer creates the new category and adds it to the available categories list in the Organizer file where you send your EasyClip entries. You can then assign the new category to entries in both Organizer and EasyClip.

Creating an Organizer Web entry using EasyClip

You can use EasyClip to create an Organizer Web entry for a Web page you're viewing with your Web browser, or for a Uniform Resource Locator (URL) you highlight in an application (such as a word processor or an e-mail message). You don't need to have Organizer open when you create the Web entry.

Caution We strongly recommend that you set a password for your Organizer file if you create Web entries containing login information. If you don't set a password, other users can view your Web entry login information, even if you select the "Advanced" security level in the Web Preferences dialog box. For more information, see Overview: Protecting Web entry login information.

1. Do one of the following:

   • To create a Web entry for a Web page you're viewing with your browser, click the EasyClip icon in the Windows taskbar.

   • To create a Web entry for text containing a URL, highlight the text containing the URL, then click the EasyClip icon in the Windows taskbar.

   Note You don't need to copy the text containing the URL. EasyClip automatically copies the text you select and adds it to the EasyClip - Create Web Entry dialog box.

   See details

2. From the EasyClip menu, choose Create Web Entry.

   The EasyClip - Create Web Entry dialog box appears.

3. If necessary, do the following:

   • For "Name," enter the name of the Web page where you're creating the Web entry.

   • For "URL," enter the URL of the Web page.

   See details

4. (Optional) If necessary, on the Account Details tab, enter the login information for the Web page.

5. Click the Basic Details tab.

6. (Optional) For "Notes," enter additional information about the Web page.

7. (Optional) Select the appropriate options for the Web entry: "Categories," "Contact," or "Confidential."

8. (Optional) If necessary, click "Section" and select the Web section where you want the Web entry to appear.

   See details

9. (Optional) For "Web Content," select "Download to Notepad" to download a copy of the Web page you're viewing to a Notepad page.

   The Web entry you create and the Notepad page are linked in your Organizer file.

   Note This option is only available when you're creating the Web entry while viewing a Web page. You can't create the linked Notepad page if you're creating the Web entry from text containing a URL.

10. Click OK.

    The Web entry appears in your Organizer Web section.

Tip You can also select text containing a URL within Organizer and use EasyClip to create a Web entry.

{button ,AL(`H_CREATING_AN_ORGANIZER_WEBCARD_USING_EASYCLIP_DETAILS',1)} See details

{button ,AL(`H_SENDING_WEBCARD_LOGIN_INFORMATION_TO_NETSCAPE_NAVIGATOR_STEPS;H_SENDIN G_WEBCARD_LOGIN_INFORMATION_TO_INTERNET_EXPLORER_STEPS;H_ENTERING_LOGIN_INFORMA TION_IN_EASYCLIP_WEBCARDS_STEPS;H_LINKING_AN_EASYCLIP_ENTRY_TO_A_NOTEPAD_PAGE_WIT H_WEB_CONTENT_STEPS;',0)} See related topics

Details: Creating an Organizer Web entry using EasyClip

Entering a different title or URL for a Web entry

If you use EasyClip to create a Web entry for a Web page while using a Web browser, Organizer automatically does the following in the EasyClip - Create Web Entry dialog box:

- Fills the "Name" field with the name of the Web page, which appears in the title bar of the Web browser.
- Fills the "URL" field with the Uniform Resource Locator (URL) of the Web page.

You can change this information after it's added.

Note The "URL" field already contains "http://." You don't need to enter this information unless you accidentally delete the "http://" text when you enter a different URL.

Entering the name and URL of the Web page

If you're creating the Web entry from highlighted text containing a URL, you enter the name of the Web page in "Name." The URL in the highlighted text appears in "URL." You can enter different information in the "URL" field.

Note Be sure the URL in the highlighted text uses the correct format for the "URL" field. An example of the correct format for a URL is: http://www.lotus.com. If the URL doesn't use the correct format, you won't be able to send content from the Web page to a new Notepad page when you select "Download to Notepad."

Using multiple Organizer sections of the same type

When you have more than one section of the same type in Organizer, you can select the section where you want the EasyClip entry to appear. In the "Section" box, select a section. For example, if you have a Contacts section called "Personal contacts" and one called "Business contacts," select the one where you want your EasyClip entry to appear.

Note If your Organizer file contains more than one Notepad section, the Notepad page (containing the downloaded Web page) you've linked to the Web entry appears in the first Notepad section in your Organizer file.

Viewing the downloaded Web page in Organizer

You can view the downloaded Web page in the Notepad section with the Organizer Browser. By using the Organizer Browser, you don't have to start your Internet browser.

Tip In Organizer, click the link on the Web entry to go to the linked Notepad page. You can then click the link on the Notepad page to go back to the Web entry.

{button ,AL(`H_CREATING_AN_ORGANIZER_WEBCARD_USING_EASYCLIP_STEPS',1)} Go to procedure

Creating an Organizer appointment using EasyClip

You can use EasyClip to create an appointment for your Organizer file from text you select while you're using another application. You don't need to have Organizer open when you create the appointment.

Note If the text you highlight contains date, time, and duration information, EasyClip uses this information to select the date, time, and duration for the appointment you're creating. For more information, see <u>Setting appointment date, time, and duration information with EasyClip</u>.

1. Select the text you want to use for the appointment by holding down the left mouse button while you drag the mouse pointer across the text to highlight it.

    Note You don't need to copy the text you want to use; EasyClip automatically copies the text you select and adds it to the EasyClip - Create Appointment dialog box.

2. Click the EasyClip icon in the Windows taskbar.

3. From the EasyClip menu, choose Create Appointment.

    The EasyClip -Create Appointment dialog box appears. The text you selected appears under "Description."

4. If necessary, click the "Date/Time" boxes to do the following:

    • Select a date for the appointment.

    • Use time tracker to select a time for the appointment to start.

5. If necessary, click the "Duration" + (plus) to increase or - (minus) to decrease the duration of the appointment.

6. (Optional) Do one of the following:

    • Click the "Categories" box and select one or more categories for the appointment from the list that appears.

    • Click the "Categories" box and enter a new category name to assign to the appointment.

    Note EasyClip uses the categories list from the Organizer file where you send your EasyClip information.

    See <u>details</u>

7. (Optional) If necessary, click "Section" and select the Calendar section where you want the EasyClip appointment to appear.

    See <u>details</u>

8. (Optional) For "Web Content," select "Download to Notepad" to download a copy of the Web page you're viewing to a Notepad page.

    The appointment you create and the Notepad page are linked in your Organizer file.

    Note This option is only available when you're creating the appointment from text in a Web page you're viewing with a Web browser.

9. Click OK.

    The appointment appears in your Organizer Calendar section. The linked Notepad page (if you created one) appears in your Organizer Notepad section.

Tip You can also select text within Organizer and use EasyClip to create an appointment.

{button ,AL(`H_CREATING_AN_ORGANIZER_APPOINTMENT_USING_EASYCLIP_DETAILS',1)} <u>See details</u>

{button ,AL(`H_SETTING_APPOINTMENT_DATE_TIME_AND_DURATION_INFORMATION_WITH_EASYCLIP_OV ER;H_LINKING_AN_EASYCLIP_ENTRY_TO_A_NOTEPAD_PAGE_WITH_WEB_CONTENT_STEPS;',0)} <u>See related topics</u>

Details: Creating an Organizer appointment using EasyClip

Creating a new category in EasyClip
You can enter a new category name in the "Categories" box while creating an EasyClip appointment. Organizer creates the new category and adds it to the available categories list in the Organizer file where you send your EasyClip entries. You can then assign the new category to entries in both Organizer and EasyClip.

Using multiple Organizer sections of the same type
When you have more than one section of the same type in Organizer, you can select the section where you want the EasyClip entry to appear. In the "Section" box, select the section. For example, if you have a Calendar section called "Personal appointments" and one called "Business appointments," select the one where you want your EasyClip entry to appear.

Note If your Organizer file contains more than one Notepad section, the Notepad page (containing the downloaded Web page) you've linked to the appointment appears in the first Notepad section in your Organizer file.

Viewing the downloaded Web page in Organizer
You can view the downloaded Web page in the Notepad section with the Organizer Browser. By using the Organizer Browser, you don't have to start your Internet browser.

Tip In Organizer, click the link on the appointment to go to the linked Notepad page. You can then click the link on the Notepad page to go back to the appointment.

{button ,AL(`H_CREATING_AN_ORGANIZER_APPOINTMENT_USING_EASYCLIP_STEPS',1)} Go to procedure

Downloading Web content to a Notepad page using EasyClip

If you're using Internet Explorer or Netscape Navigator to look at a Web page, you can download a copy of the Web page to a Notepad page. You don't need to have Organizer open when you download Web content.

Note You can also use EasyClip to create a regular Notepad page for your Organizer file. You can create a regular Notepad page while you're using your browser or another application (such as a word processor). For more information, see Creating an Organizer Notepad page using EasyClip.

1. While viewing a Web page with your browser, click the EasyClip icon in the Windows taskbar.

2. From the EasyClip menu, choose Download Web Content.

   The EasyClip - Download Web Content to Notepad dialog box appears with the title and the Uniform Resource Locator (URL) of the Web page already filled in.

3. (Optional) If necessary, select a different name for "Title."

   See details

4. (Optional) Select "Create Web entry for this Web site" to create a Web entry for the Web page.

   See details

5. (Optional) Do one of the following:

   • Click the "Categories" box and select one or more categories for the Notepad page from the list that appears.
   • Click the "Categories" box and enter a new category name to assign to the Notepad page.

   Note EasyClip uses the categories list from the Organizer file where you send your EasyClip information.

   See details

6. (Optional) If necessary, click "Section" and select the Notepad section in which you want the Notepad page to appear.

   See details

7. Click OK.

   The Notepad page appears in your Organizer Notepad section. The linked Web entry (if you created one) appears in your Organizer Web section.

{button ,AL(`H_DOWNLOADING_WEB_CONTENT_TO_A_NOTEPAD_PAGE_USING_EASYCLIP_DETAILS',1)}
   See details

{button ,AL(`H_CREATING_AN_ORGANIZER_NOTEPAD_PAGE_USING_EASYCLIP_STEPS;H_LINKING_AN_EA
   SYCLIP_ENTRY_TO_A_NOTEPAD_PAGE_WITH_WEB_CONTENT_STEPS;',0)} See related topics

Details: Downloading Web content to a Notepad page using EasyClip

Selecting a different title for the Notepad page
By default, the name of the Web page automatically appears in the "Title" field of the EasyClip - Download Web Content to Notepad dialog box. The Web page name appears in the title bar of your Web browser. (For example, "Welcome to Christopher's home page!") However, you can enter a different name in the "Title" field.

Linking a Notepad page with Web content to a Web entry
The Notepad page with Web content and the Web entry you create are linked in your Organizer file. In Organizer, click the link on the Web entry to go to the Notepad page to view the Web page.

Creating a new category in EasyClip
You can enter a new category name in the "Categories" box while creating a Notepad page using EasyClip. Organizer creates the new category and adds it to the available categories list in the Organizer file where you send your EasyClip entries. You can then assign the new category to entries in both Organizer and EasyClip.

Using multiple Organizer sections of the same type
When you have more than one section of the same type in Organizer, you can select the section where you want the EasyClip entry to appear. In the "Section" box, select a section. For example, if you have a Notepad section called "Personal information" and one called "Business information," select the one where you want the Notepad page you created with EasyClip to appear.

{button ,AL(`H_DOWNLOADING_WEB_CONTENT_TO_A_NOTEPAD_PAGE_USING_EASYCLIP_STEPS',1)} <u>Go to procedure</u>

Entering or changing login information in EasyClip Web entries

You can enter or change a Web page's login information in Web entries you create using EasyClip.

1. If necessary, click the Account Details tab in the EasyClip - Create Web Entry dialog box.

    See <u>details</u>

2. If necessary, enter or change the information in the "Login" and "Password" fields.

    See <u>details</u>

3. (Optional) To show the information in "Password," deselect "Mask" next to "Password."

    Note To hide this information again, select "Mask" again.

4. (Optional) Select "Other information required" to fill the "Other 1," "Other 2," and "Other 3" fields with additional login information the Web page may require.

    See <u>details</u>

5. (Optional) If necessary, deselect "Use the above information to auto-fill Web pages."

    See <u>details</u>

{button ,AL(`H_ENTERING_LOGIN_INFORMATION_IN_EASYCLIP_WEBCARDS_DETAILS',1)} <u>See details</u>

{button ,AL(`H_CREATING_AN_ORGANIZER_WEBCARD_USING_EASYCLIP_STEPS;H_SENDING_WEBCARD_L
    OGIN_INFORMATION_TO_INTERNET_EXPLORER_STEPS;H_SENDING_WEBCARD_LOGIN_INFORMATION
    _TO_NETSCAPE_NAVIGATOR_STEPS;',0)} <u>See related topics</u>

Details: Entering or changing login information in EasyClip Web entries

Filling in the "Login" and "Password" fields

Depending on what you're creating the EasyClip Web entry from, you may need to enter the information in the "Login" and "Password" fields in the EasyClip - Create Web Entry dialog box. The table below explains when you need to fill in these fields.

What are you creating the EasyClip Web entry from?	Do you need to fill in the "Login" and "Password" fields?
Highlighted text containing a URL	Yes
Web page viewed with Netscape Navigator	Yes
Web page viewed with Internet Explorer	No. EasyClip fills these fields automatically with the information from the Web page. However, you can change this information if you want.

Note The information in "Password" is hidden with asterisks so others can't view it.

Selecting "Other information required"

When you select "Other information required," you enter additional information the Web page may ask for. For example, the Web page may require you to provide your mother's maiden name as proof before you can proceed.

Depending on what you're creating the EasyClip Web entry from, you may need to enter the information in the "Other 1," "Other 2," and "Other 3" fields in the EasyClip - Create Web Entry dialog box. The table below explains when you need to fill in these fields.

What are you creating the EasyClip Web entry from?	Do you need to fill in the "Other 1," "Other 2," and "Other 3" fields?
Highlighted text containing a URL	Yes
Web page viewed with Netscape Navigator	Yes
Web page viewed with Internet Explorer	No. EasyClip fills these fields automatically with the information from the Web page. However, you can change this information if you want.

Once you've sent the Web entry to Organizer, click Edit Labels in the Edit Web Entry dialog box to change the "Other 1" to "Other 3" field labels. For example, "Other 1" might be replaced with "Mother's maiden name."

Note The information in these fields is hidden with asterisks so others can't view it.

Logging in to a Web page automatically with Web entry information

By default, "Use the above information to auto-fill Web pages" is selected when you create a Web entry. When you go to the Web page using Internet Explorer, Organizer automatically fills in the Web page login fields with the "Login," "Password," and the renamed "Other" fields.

If you *don't* want Organizer to fill in the Web page login fields with this information, deselect "Use the above information to auto-fill Web pages."

Note When you go to the Web page using Netscape Navigator, you must look up the login information using EasyClip.

{button ,AL(`H_ENTERING_LOGIN_INFORMATION_IN_EASYCLIP_WEBCARDS_STEPS',1)} Go to procedure

Linking an EasyClip entry to a Notepad page with Web content

If you're using Microsoft Internet Explorer or Netscape Navigator to view a Web page, you can save a copy of the Web page to a Notepad page while you create an EasyClip appointment, To Do task, Contact record, or Web entry. For example, you could create an appointment with a client and link it to a Notepad page with the client's Web page. The Notepad page and the EasyClip entry you create are linked in your Organizer file.

1. Do one of the following:

    • Create an Organizer appointment using EasyClip

    • Create an Organizer To Do task using EasyClip

    • Create an Organizer Contact record using EasyClip

    • Create an Organizer Web entry using EasyClip

2. For "Web Content," select "Download to Notepad" to download a copy of the Web page to a Notepad page.

    See details

3. Click OK.

    The appointment, To Do task, Contact record, or Web entry appears in the appropriate Organizer section. The linked Notepad page appears in your Notepad section.

    See details

{button ,AL(`H_LINKING_AN_EASYCLIP_ENTRY_TO_A_NOTEPAD_PAGE_WITH_WEB_CONTENT_DETAILS',1)}
    See details

{button ,AL(`H_DOWNLOADING_WEB_CONTENT_TO_A_NOTEPAD_PAGE_USING_EASYCLIP_STEPS;',0)} See
    related topics

Details: Linking an EasyClip entry to a Notepad page with Web content

Downloading Web content to a Notepad page

You can view the copy of the downloaded Web page in Notepad using the Organizer Browser. By using the Organizer Browser, you don't have to start your Internet browser.

Going to a Notepad page with Web content from a linked Organizer entry

Once you've created the Notepad page and the EasyClip entry, in Organizer, click the link on the appointment, To Do task, Contact record, or Web entry to go to the linked Notepad page.

Viewing a linked Notepad page with Web content from a Contact record or Web entry

You can look at the Web content you downloaded to a Notepad page from a linked Contact record or Web entry. When you click in the Contact record or Web entry, Organizer starts the Organizer Browser.

{button ,AL(`H_LINKING_AN_EASYCLIP_ENTRY_TO_A_NOTEPAD_PAGE_WITH_WEB_CONTENT_STEPS',1)}
 Go to procedure

Sending Web entry login information to a Web browser

Depending on the Web browser you use, you send login information from a Web entry to the Web page differently.

Sending Web entry login information to Netscape Navigator
Sending Web entry login information to Internet Explorer

Sending Web entry login information to Internet Explorer

When you go to a Web page using Internet Explorer, Organizer retrieves the Web page login information from its Web entry and automatically fills it in for you.

1. In Internet Explorer, go to the Web page that you want to log in to.

2. If necessary, enter the password for your Organizer file and click OK.

   Organizer sends the login information from the Web entry to the appropriate fields in the Web page.

{button ,AL(`H_SENDING_WEBCARD_LOGIN_INFORMATION_TO_NETSCAPE_NAVIGATOR_STEPS;H_CREATI NG_AN_ORGANIZER_WEBCARD_USING_EASYCLIP_STEPS;H_ENTERING_LOGIN_INFORMATION_IN_EAS YCLIP_WEBCARDS_STEPS;',0)} See related topics

Sending Web entry login information to Netscape Navigator

Using EasyClip, you can retrieve login information from a Web entry and paste it into a Web page in Netscape Navigator.

1. In Netscape Navigator, go to the Web page that you want to log in to.
2. Click the EasyClip icon in the Windows taskbar.

3. From the EasyClip menu, choose Look up Web Entry.

    The EasyClip - Look Up Web Entry Details dialog box appears with the login information for the Web page.

    See <u>details</u>

4. Enter your Organizer file password and click OK.

5. (Optional) Deselect "Mask the login information for privacy" to show the information in the "Password" and "Other 1" to "Other 3" fields.

    See <u>details</u>

6. Click Copy to copy the text in a field to Clipboard.

7. Paste the information in the appropriate field in the Web page in Netscape Navigator.

    Note Organizer deletes the information from Clipboard after you close the EasyClip - Look Up Web Entry Details dialog box.

8. Click Close.

{button ,AL(`H_SENDING_WEBCARD_LOGIN_INFORMATION_TO_NETSCAPE_NAVIGATOR_DETAILS',1)} <u>See details</u>

{button ,AL(`H_CREATING_AN_ORGANIZER_WEBCARD_USING_EASYCLIP_STEPS;H_ENTERING_LOGIN_INFORMATION_IN_EASYCLIP_WEBCARDS_STEPS;H_SENDING_WEBCARD_LOGIN_INFORMATION_TO_INTERNET_EXPLORER_STEPS;',0)} <u>See related topics</u>

Details: Sending Web entry login information to Netscape Navigator

Working in the EasyClip - Look up Web Entry Account Details dialog box
You can't edit information in the EasyClip - Look Up Web Entry Account Details dialog box. Edit the Web entry to make changes to the "Login," "Password," or "Custom" information.

Hiding your Web entry information after deselecting "Mask"
By default, "Mask Account Details while browsing" is selected to hide the information in the "Password" and "Other 1" to "Other 3" fields. Reselect "Mask Account Details while browsing" to hide this information again.

{button ,AL(`H_SENDING_WEBCARD_LOGIN_INFORMATION_TO_NETSCAPE_NAVIGATOR_STEPS',1)} Go to procedure

Creating an Organizer To Do task using EasyClip

You can use EasyClip to create a To Do task for your Organizer file from text you select while you're using another application. You don't need to have Organizer open when you create the To Do task.

1. Select the text you want to use for the To Do task by holding down the left mouse button while you drag the mouse pointer across the text to highlight it.

   Note You don't need to copy the text you want to use; EasyClip automatically copies the text you select and adds it to the EasyClip - Create Task dialog box.

2. Click the EasyClip icon in the Windows taskbar.

3. From the EasyClip menu, choose Create Task.

   The EasyClip - Create Task dialog box appears. The text you selected appears under "Description."

4. (Optional) For "Date," do the following:

   • Click "Start" to enter or change the starting date for the task.

   • Click "Due" to enter or change the due date for the task.

   • Select "None" to leave the task undated.

   See <u>details</u>

5. (Optional) Do one of the following:

   • Click the "Categories" box and select one or more categories for the task from the list that appears.

   • Click the "Categories" box and enter a new category name to assign to the task.

   Note EasyClip uses the categories list from the Organizer file where you send your EasyClip information.

   See <u>details</u>

6. (Optional) Click the "Priority" box and select a priority for the To Do task.

7. If necessary, click "Section" and select the To Do section where you want the EasyClip task to appear.

   See <u>details</u>

8. (Optional) For "Web Content," select "Download to Notepad" to download a copy of the Web page you're viewing to a Notepad page.

   Note This option is only available when you're creating the To Do task from text in a Web page you're viewing with a Web browser.

   The task you create and the Notepad page are linked in your Organizer file.

   See <u>details</u>

9. Click OK.

   The task appears in your Organizer To Do section. The linked Notepad page (if you created one) appears in your Organizer Notepad section.

Tip You can also select text within Organizer and use EasyClip to create a To Do task.

{button ,AL(`H_CREATING_AN_ORGANIZER_TO_DO_TASK_USING_EASYCLIP_DETAILS',1)} <u>See details</u>

{button ,AL(`H_LINKING_AN_EASYCLIP_ENTRY_TO_A_NOTEPAD_PAGE_WITH_WEB_CONTENT_STEPS;',0)}
    <u>See related topics</u>

Creating an Organizer Notepad page using EasyClip

You can use EasyClip to create a Notepad page for your Organizer file from text you select while you're using another application. You don't need to have Organizer open when you create the Notepad page.

Note If you're using a Web browser to look at a Web page, you can download a copy of the Web page to a Notepad page. For more information, see Downloading Web content to a Notepad page using EasyClip.

1. Select the text you want to use for the Notepad page by holding down the left mouse button while you drag the mouse pointer across the text to highlight it.

   Note You don't need to copy the text you want to use. EasyClip automatically copies the text you select and adds it to the EasyClip - Create Notepad Page dialog box.

2. Click the EasyClip icon in the Windows taskbar.

3. From the EasyClip menu, choose Create Notepad Page.

   The EasyClip - Create Notepad Page dialog box appears. The text you selected appears in the "Content" field.

   See details

4. Enter a name for the Notepad page for "Name."

5. (Optional) Do one of the following:

   • Click the "Categories" box and select one or more categories for the Notepad page from the list that appears.
   • Click the "Categories" box and enter a new category name to assign to the Notepad page.

   Note EasyClip uses the categories list from the Organizer file where you send your EasyClip information.

   See details

6. (Optional) If necessary, click "Section" and select the Notepad section where you want the EasyClip Notepad page to appear.

   See details

7. Click OK.

   The Notepad page appears in your Organizer Notepad section.

Tip You can also select text within Organizer and use EasyClip to create a Notepad page.

{button ,AL(`H_CREATING_AN_ORGANIZER_NOTEPAD_PAGE_USING_EASYCLIP_DETAILS',1)} See details

{button ,AL(`H_LINKING_AN_EASYCLIP_ENTRY_TO_A_NOTEPAD_PAGE_WITH_WEB_CONTENT_STEPS;H_D
    OWNLOADING_WEB_CONTENT_TO_A_NOTEPAD_PAGE_USING_EASYCLIP_STEPS;',0)} See related topics

Details: Creating an Organizer To Do task using EasyClip

Setting the "Start" and "Due" dates of EasyClip tasks

If the text you highlight contains start and due date information, EasyClip uses this information to select the "Start" and "Due" dates for the task you're creating.

For example, let's say you highlight the following text: "Conference in town: December 13 to December 15." You click the EasyClip icon in the Windows task bar and choose Create Task. EasyClip scans the highlighted text and sets the "Start" date as December 13 and the "Due" date as December 15. You can then edit the information in "Description" to remove this information.

Note You can change this information in the "Start" and "Due" fields in the EasyClip - Create Task dialog box before clicking OK.

Creating a new category in EasyClip

You can enter a new category name in the "Categories" box while creating an EasyClip task. Organizer creates the new category and adds it to the available categories list in the Organizer file where you send your EasyClip entries. You can then assign the new category to entries in both Organizer and EasyClip.

Using multiple Organizer sections of the same type

When you have more than one section of the same type in Organizer, you can select the section where you want the EasyClip entry to appear. In the "Section" box, select a section. For example, if you have a To Do section called "Personal tasks" and one called "Business tasks," select the one where you want your EasyClip entry to appear.

Note If your Organizer file contains more than one Notepad section, the Notepad page (containing the downloaded Web page) you've linked to the task appears in the first Notepad section in your Organizer file.

Viewing the downloaded Web page in Organizer

You can view the downloaded Web page in the Notepad section with the Organizer Browser. By using the Organizer Browser, you don't have to start your Internet browser.

Tip In Organizer, click the link on the To Do task to go to the linked Notepad page. You can then click the link on the Notepad page to go back to the To Do task.

{button ,AL(`H_CREATING_AN_ORGANIZER_TO_DO_TASK_USING_EASYCLIP_STEPS',1)} Go to procedure

Overview: Setting appointment date, time, and duration information with EasyClip

How does EasyClip set the date, time, and duration information from the highlighted text?

When you highlight text to create an EasyClip appointment, EasyClip scans the highlighted text for date, time, and duration information. It then uses this information to set the "Date/Time" and "Duration" fields in the EasyClip Appointment dialog box.

For example, let's say you highlight the following text on Monday, December 13, 1999: "Let's get together Thursday from 2:00 to 4:00 to get ready for the meeting." You click the EasyClip icon in the Windows task bar and choose Create Appointment. EasyClip scans the highlighted text and does the following:

- Sets the appointment date as December 16 (the next Thursday after December 13, the current day in this example).
- Sets the appointment time at 2:00.
- Sets the appointment duration as 2 hours (from 2:00 until 4:00).

You can then edit the information in "Description" to remove this information.

Note You can change this information in the "Date/Time" and "Duration" fields in the EasyClip Appointment dialog box before clicking OK.

The table below lists examples of how EasyClip sets this information (again, assume today's date is Monday, December 13, 1999):

Highlighted text	Result
Tuesday December 21 at 10	Date: 12/21/99
	Time: 10:00 AM
	Duration: 01h 00m
next Tuesday at 10	Date: 12/21/99
	Time: 10:00 AM
	Duration: 01h 00m
Tuesday next week at 10	Date: 12/21/99
	Time: 10:00 AM
	Duration: 01h 00m
First Tuesday of next month from 10 to 11:30	Date: 1/04/00
	Time: 10:00 AM
	Duration: 01h 30m
Last tuesday of next month	Date: 1/25/00
	Time: 09:00 AM
	Duration: 01h 00m
First Tuesday in march at 10	Date: 3/07/00
	Time: 10:00 AM
	Duration: 01h 00m
Second tuesday in March from 10 to 12	Date: 3/14/00
	Time: 10:00 AM
	Duration: 02h 00m

Note You can use uppercase or lowercase letters when entering days of the week and months.

What happens if the highlighted text doesn't contain some of this information?

When the highlighted text doesn't contain date, time, or duration information, EasyClip uses the following default settings:

- "Date" - Uses the current date.
- "Time" - Uses the current hour. For example, if you create an EasyClip appointment at 1:35 PM, EasyClip sets

the "Time" field to 1:00 PM.

- "Duration" - Sets the duration at one hour.

Note You can change this information in the EasyClip Appointment dialog box before clicking OK. You can also change the appointment in Organizer.

{button ,AL(`H_CREATING_AN_ORGANIZER_APPOINTMENT_USING_EASYCLIP_STEPS;',0)} <u>See related topics</u>

Creating an Organizer Contact record using EasyClip

You can use EasyClip to create a contact for your Organizer file from text you select while you're using another application. You don't need to have Organizer open when you create the contact.

1. Select the text you want to use for the contact by holding down the left mouse button while you drag the mouse pointer across the text to highlight it.

   Note You don't need to copy the text you want to use. EasyClip automatically copies the text you select and adds it to the EasyClip - Create Contact dialog box.

2. Click the EasyClip icon in the Windows taskbar.

3. From the EasyClip menu, choose Create Contact.

   The EasyClip - Create Contact dialog box appears. The text you selected appears in the contact information fields.

   See details

4. (Optional) Click the "Format for" box and select the country/region format you want to use.

   See details

5. Click the box above the contact information fields and select "Work address" to send the contact information to the appropriate Work Contact record fields, or "Home address" to send the contact information to the appropriate Home Contact record fields.

6. (Optional) If necessary, edit the information in the contact information fields to determine how the information will appear in the corresponding Organizer Contact record.

   See details

7. (Optional) If necessary, click the "Street field lines" box to increase or decrease the number of lines to be used by the "Street" field of the contact. The maximum number of lines is 5.

8. (Optional) Do one of the following:

   - Click the "Categories" box and select one or more categories for the Contact record from the list that appears.
   - Click the "Categories" box and enter a new category name to assign to the Contact record.

   Note EasyClip uses the categories list from the Organizer file where you send your EasyClip information.

   See details

9. (Optional) If necessary, click "Section" and select the Contacts section where you want the EasyClip Contact record to appear.

   See details

10. (Optional) For "Web Content," select "Download to Notepad" to download a copy of the Web page you're viewing to a Notepad page.

    Note This option is only available when you're creating the Contact record from text in a Web page you're viewing with a Web browser.

    The Contact record you create and the Notepad page are linked in your Organizer file.

    See details

11. Click OK.

    The Contact record appears in your Organizer Contacts section. The linked Notepad page (if you created one) appears in your Organizer Notepad section.

    See details

Tip You can also select text within Organizer and use EasyClip to create a Contact record.

{button ,AL(`H_CREATING_AN_ORGANIZER_ADDRESS_RECORD_USING_EASYCLIP_DETAILS',1)} See details
{button ,AL(`H_LINKING_AN_EASYCLIP_ENTRY_TO_A_NOTEPAD_PAGE_WITH_WEB_CONTENT_STEPS;',0)}

Selecting an Organizer file for your EasyClip information

You must select an Organizer file where you want your EasyClip entries to appear.

1. Right-click the EasyClip icon in the Windows taskbar.

2. From the EasyClip menu, choose Preferences.

3. For "Organizer file," enter the name of the Organizer file you want to open.

   See details

   If necessary, click Browse to see a listing of available files, and then click Open to select the file.

4. Click OK.

{button ,AL(`H_SELECTING_AN_ORGANIZER_FILE_FOR_YOUR_EASYCLIP_INFORMATION_DETAILS',1)} See
   details

Entering a password

In order to open the file you selected, you must enter a password. Be sure to type the password exactly as it was created; that is, use the same uppercase and lowercase letters, and, if applicable, spaces.

Details: Creating an Organizer Notepad page using EasyClip

Selecting text with rich text formatting
You can select text with attributes such as bold, italic, underline, or strike through when you're creating a Notepad page. The text attributes appear in the EasyClip Notepad Page dialog box and will appear in the Organizer Notepad page EasyClip creates.

Creating a new category in EasyClip
You can enter a new category name in the "Categories" box while creating an EasyClip Notepad page. Organizer creates the new category and adds it to the available categories list in the Organizer file where you send your EasyClip entries. You can then assign the new category to entries in both Organizer and EasyClip.

Using multiple Organizer sections of the same type
When you have more than one section of the same type in Organizer, you can select the section where you want the EasyClip entry to appear. In the "Section" box, select a section. For example, if you have a Notepad section called "Personal information" and one called "Business information," select the one where you want your EasyClip entry to appear.

{button ,AL(`H_CREATING_AN_ORGANIZER_NOTEPAD_PAGE_USING_EASYCLIP_STEPS',1)} Go to procedure

Details: Selecting an Organizer file for your EasyClip information

Determining which Organizer file your EasyClip information will be sent to

If you use more than one Organizer file, Organizer uses the following criteria to determine in which Organizer file your EasyClip information appears:

- The Organizer file most recently used by EasyClip.
- The Organizer file set to open by default in the Organizer Preferences dialog box.
- The most recently used Organizer file.

Selecting a different Organizer file for your EasyClip entries and your vCard and vCalendar objects

By default, vCard and vCalendar objects are added to the same Organizer file where your EasyClip entries appear. If you change the file where you want your EasyClip information to appear, this becomes the file where your vCard and vCalendar objects will appear as well.

{button ,AL(`H_SELECTING_AN_ORGANIZER_FILE_FOR_YOUR_EASYCLIP_INFORMATION_STEPS',1)} Go to procedure

Details: Creating an Organizer Contact record using EasyClip

Selecting information to create an Organizer Contact record
EasyClip attempts to map the information you select to create a Contact record to the most logical fields in the EasyClip - Create Contact dialog box. You can edit the record to change how the information appears.

Selecting a format for your contact
When you select a country/region format for your contact information, the fields in the EasyClip - Create Contact dialog box change according to the country/region you select. The corresponding Organizer Contact record fields will reflect the format you select in EasyClip. The information in your Organizer Contact record isn't affected by the address format you select.

Creating a new category in EasyClip
You can enter a new category name in the "Categories" box while creating an EasyClip Contact record. Organizer creates the new category and adds it to the available categories list in the Organizer file to which you send your EasyClip entries. You can then assign the new category to entries in both Organizer and EasyClip.

Mapping EasyClip Contact fields to Organizer Contact fields
You can change how information appears in your EasyClip contact record fields. The Organizer Contact record EasyClip creates will reflect your changes.

In the EasyClip - Create Contact dialog box, you can:

- Use the ENTER, DEL, and BACKSPACE keys to move contact information from one field to another.
- Cut and paste contact information from one field to another.
- Drag and drop contact information from one field to another.
- Add contact information to a field by typing information in that field. For example, you can enter a fax number in the "Fax" field.

Using multiple Organizer sections of the same type
When you have more than one section of the same type in Organizer, you can select the section where you want the EasyClip entry to appear. In the "Section" box, select a section. For example, if you have a Contacts section called "Personal contacts" and one called "Business contacts," select the one where you want your EasyClip entry to appear.

Note If your Organizer file contains more than one Notepad section, the Notepad page (containing the downloaded Web page) you've linked to the Contact record appears in the first Notepad section in your Organizer file.

Viewing the downloaded Web page in Organizer
You can view the downloaded Web page in the Notepad section with the Organizer Browser. By using the Organizer Browser, you don't have to start your Internet browser.

Tip In Organizer, click the link on the Contact record to go to the linked Notepad page. You can then click the link on the Notepad page to go back to the Contact record.

{button ,AL(`H_CREATING_AN_ORGANIZER_ADDRESS_RECORD_USING_EASYCLIP_STEPS',1)} Go to procedure