CLARIS™

Claris Organizer
for Macintosh

ClarisOrganizer™ software is the all-in-one personal information manager that combines your calendar, contacts, tasks and notes into one seamlessly integrated application. Only ClarisOrganizer links your information as it is created, giving you instant access to the most current, accurate information. It also provides you with a full range of printing options and easy data importing from other products. Combine unparalleled power with award-winning ease-of-use and you have ClarisOrganizer, the ultimate personal organiser!
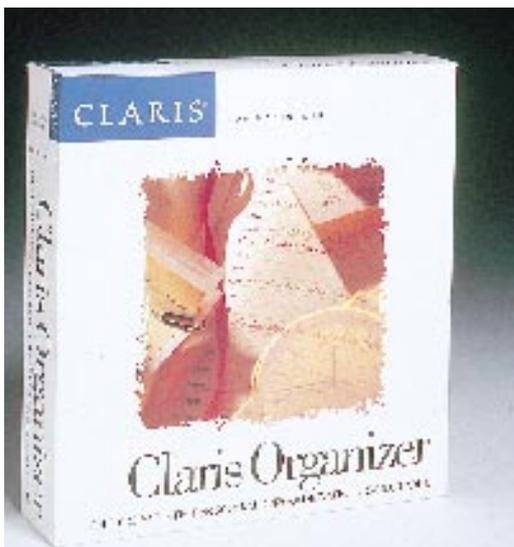
ClarisOrganizer is the first truly integrated personal information manager (PIM). With other PIMs, you have to switch between two or three different 'mini-applications' to organise your information. ClarisOrganizer combines all the features you need in one compact, easy-to-use application.

ClarisOrganizer helps you manage your time more effectively with intelligent assistance. For example, you can enter a new contact name, schedule a lunch meeting, and take notes on directions to the restaurant — and all the information will be automatically linked as it's created. Later, if you want to schedule a follow-up phone call, simply drag and drop a reminder from your task list to your agenda, and the time will be scheduled.

When your workday takes you away from the home or office, ClarisOrganizer provides all the mobility you need. The minimal hard disk requirements make it a perfect fit for PowerBooks and all other Macintosh computers.
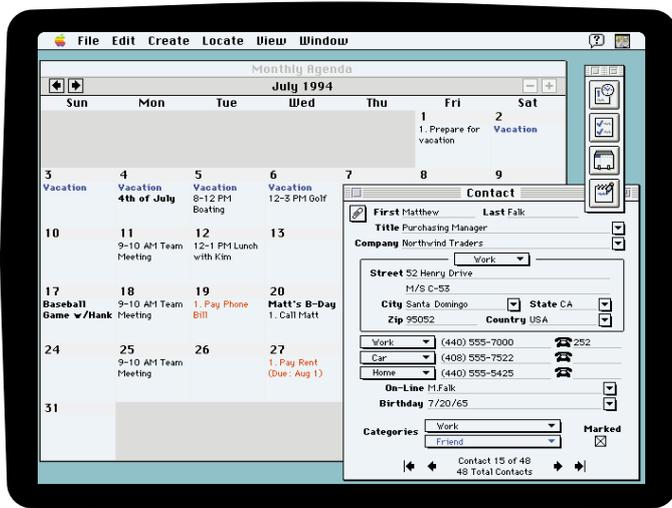
ClarisOrganizer is also a perfect complement for your Day-Timer, FiloFax, Day Runner and other personal planners. Virtually anything you've stored in ClarisOrganizer — from address books and to-do lists, to perfectly sized daily, weekly and monthly calendars — can be printed with ease. All you have to do is add the pages to your binder. You can even print envelopes and fax cover letters. And ClarisOrganizer gives you built-in formats for Avery labels so your labels print correctly the first time, every time.

ClarisOrganizer. When you want to get organised and stay organised, it's the only program you'll ever need. **Claris.** *Simply powerful software.*™

Powerful New Features Include

▶ Seamlessly integrated

▶ Organise your world with a full-featured calendar, contact manager, to-do list and notes in one application

▶ Link your information as it is created with intelligent assistance

▶ View your calendar in daily, weekly and monthly formats, complete with reminders of when important tasks are due

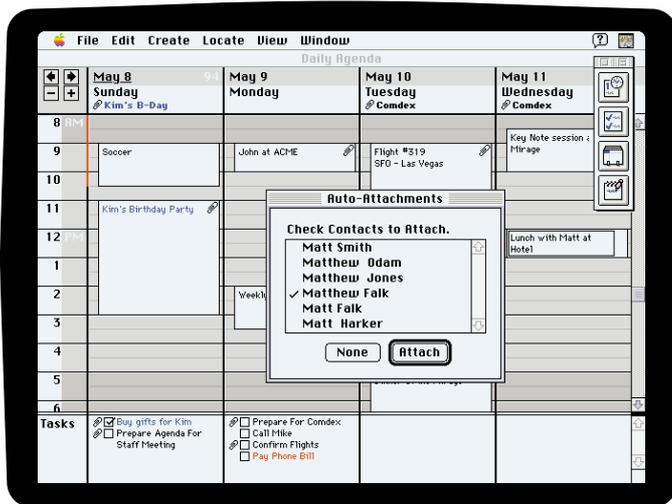▶ Fast and compact — at under 800K, ClarisOrganizer is ideal for all Macintosh computers

The complete personal organisation solution.

Claris Organizer
for Macintosh

Claris Organizer gives you everything you need to manage your appointments, contacts and to-do lists in one full-featured application.

Accelerate data input with automatic linking. Simply type 'Lunch with Matt' and Claris Organizer automatically finds all the Matts in your contact list.

Features and Benefits

Use FAMILIAR DESIGNS for your calendar, to-do lists, address book and notebook to help you keep track of information.

SEAMLESSLY INTEGRATED – no need to manage separate applications or files.

Requires UNDER 800K of disk space and only 1.2MB of RAM.

BUILT-IN PRINT FORMATS for daily, weekly or monthly calendars and address books.

ADDRESS ENVELOPES quickly and professionally.

Choose one or more contacts to print a CUSTOMISED FAX COVER LETTER, or choose a pre-defined cover letter, then type in the number of pages and add your own memo.

Accelerate data input – type 'Lunch with Matt' and all the people named Matt in your contact list are found by AUTOMATIC LINKING.

DRAG AND DROP one item onto another to link events, people, notes and tasks.

SIMPLIFY DATA ENTRY based on lists you define; for example just type 'Spr' and 'Springfield' will be automatically entered.

SMART FIND allows you to find contacts quickly by simply typing familiar phrases like 'Bob at ACME.'

AUTOMATICALLY IMPORT FILES exported from other PIM products such as Now Contact, Now Up-to Date, Aldus DateBook Pro, TouchBase Pro and Meeting Maker.

Show subsets of information with CUSTOM VIEWS – like 'Friends and Family' or 'Tasks Due Today.'

Choose from DAILY, WEEKLY OR MONTHLY CALENDAR VIEWS.

For ONE-STEP SCHEDULING, simply draw a box and type the event title. Schedule long term events and special dates.

Easily schedule REPEAT EVENTS to occur with any frequency you choose: daily, weekly, third Thursday, etc.

Receive REGULAR OR DEFERRED REMINDERS of upcoming events.

Organise TO-DO LISTS with recurring tasks, tasks to be carried forward, or according to priority.

ORGANISE NOTES by list or by attaching to contacts, tasks or appointments; then search and sort instantly.

Create CONTACT TEMPLATES for frequently entered information; data is automatically entered every time you select that template.

Easily create CONTACT FILTERS for customised views of contacts and companies by title, industry, location, etc.

Click the phone icon to DIAL ANY PHONE NUMBER AUTOMATICALLY. Phone numbers can also be automatically formatted.

Choose from four CUSTOM FIELDS to store information. To rename a field, simply select it and type in the new name.

VIEW AND SORT any information in the contact list and even control which fields are displayed. To see a full view of any contact card, simply double click on that record.

Customer Service Numbers

For all enquiries, Customer Services and Upgrades

For Claris in the UK, call: **0800 422322**

From the Republic of Ireland: **Freefone 1 800 732732**

Technical Support

For Claris in the UK, call: **01923 208444**

From the Republic of Ireland: **Freefone 1 800 709133**

For Apple branded software products, call: **0990 330000**

Import Support
- TouchBase Pro
- DateBook Pro
- Now Up-To-Date
- Now Contact
- DayMaker
- Address Book Plus
- QuickDex
- Dynodex
- Meeting Maker
- ASCII Text

Printer Support
- Apple LaserWriter, Personal LaserWriter and ImageWriter families, and Apple StyleWriter
- Hewlett-Packard LaserJet, DeskWriter, and PaintWriter families
- A wide variety of other Macintosh-compatible, third-party printers

Required Equipment
- Apple Macintosh Plus, Centris, Classic, LC, SE, Performa, PowerBook, II, Quadra or Power Macintosh
- Hard disk drive
- System 7.0 software or later
- Minimum 1.2MB available RAM for Claris Organizer (4MB total RAM recommended)
- 2MB disk space to install all Claris Organizer files

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