

Lotus®

SMARTSuite

millennium edition

A Better Value.

A Better Way to Work The Web.

Exploring SmartSuite

WINDOWS 95

WINDOWS 98

WINDOWS NT 4.0

WINDOWS 2000



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**A Better Value.
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WINDOWS 95
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WINDOWS NT 4.0
WINDOWS 2000



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Contents

1 Read Me First	1	3 Highlights in SmartSuite	13
How to use this book	1	SmartSuite: the big picture	13
Who should read this book	1	Sharing your work: compatibility	13
Conventions used in this book	1	Using ViaVoice speech recognition	14
Steps to get going	2	Working the Web	14
Checking your package	2	Customizing SmartSuite: programmability ..	15
CD-ROM	2	Integrating with Notes/Domino	15
Other contents	2	Year 2000 Support	15
System requirements for SmartSuite	3	FastSite: the new document publishing tool	
Hardware	3	for the Web	16
Software	3	Creating a site with your existing files	16
Browsers	3	Publishing in three easy steps	16
Memory	3	Creating professional looks	17
Disk space	3	Connecting with Domino	17
System requirements for IBM ViaVoice	4	Highlights in SmartCenter	17
Hardware	4	Maximized folders	18
Software	4	SmartCenter and the Internet	18
Memory	4	Highlights in 1-2-3	19
Disk space	5	1-2-3 and the Internet	19
What to do next	5	Hyperlinking enhancements	19
2 Installing SmartSuite	7	Compatibility with Excel	20
Installing from Autorun	7	Ask the Expert	20
Running Install	8	Drag-and-drop sheets	20
To install on a stand-alone computer	8	AutoTotal	20
To read and print the README file	8	SmartLabels	20
To start the installation procedure	8	Saving files automatically	21
To install on a network	9	Print Preview enhancements	21
To use automated Install	10	Outlining	21
Installing online manuals	10	ViaVoice speech recognition	21
To use Uninstall	11	Highlights in Word Pro	22
Registering as a SmartSuite user	11	Enhanced file compatibility	22
Getting more with the		Word Pro and the Internet	22
Extras directory	12	ViaVoice speech recognition	22

Menu customization	22	Scheduling	30
Header/Footer toolbar	23	Busy time publishing	31
Click Here Block enhancements	23	4 Getting Started with SmartSuite ..	33
Click Here Block Management	23	Starting SmartSuite products	33
Page menu	23	SuiteStart	33
Frame, graphics, and text enhancements ..	23	SmartCenter	33
Outline Assistant	24	Getting familiar with SmartSuite	35
Drop caps	24	The SmartSuite shared design	35
Watermarks	24	The InfoBox	35
Highlights in Approach	24	Getting the right Help at the right time	36
Integration with Notes	24	Getting task Help	36
Approach and the Internet	25	Using the Index	37
Year 2000 support	25	Asking the Expert	38
LotusScript support	25	Using other kinds of online assistance	38
IBM QMF support	25	5 Working the Web	
Enhanced SQL support	25	with SmartSuite	41
Highlights in Freelance Graphics	25	Getting and using the information you need ..	41
Compatibility with PowerPoint	25	Using Web data in 1-2-3 Web tables	41
Freelance Graphics and the Internet	25	Using SmartCenter to find what you need	
Hyperlinking enhancements	26	on the Internet	42
Importing digital images	26	Publishing made easy with FastSite	44
Save and Go	26	Start with the FastSite desktop	44
Speaker Note button	26	Building a site	46
Compatibility enhancements	26	Editing a site	46
Copying pages from other presentations ..	26	Publishing a site	46
Highlights in Organizer	27	Updating a site	47
Improved performance	27	Using SmartSuite tools for Web publishing ...	47
Automatic save	27	Converting to Web pages	48
Improved navigation	27	Creating hyperlinks	49
Updated look	27	Using Word Pro as your HTML editor	49
Contacts	27	Publishing high-fidelity documents to the Web .	50
New views	27	Publishing HTML output	50
Printing	28	Sharing information using the Open/Save	
LDAP lookup	28	dialog box	50
Internet scheduling	28	Getting started on the Internet with the Setup	
Integration with PDAs	28	Assistant	51
vCard and vCalendar support	28		
Scheduling and communicating with			
Organizer	28		

Chapter 1

Read Me First

Welcome to Lotus SmartSuite®, the millennium edition Release 9.6, for Windows 95/98/2000 and Windows NT 4 — the combination of award-winning Windows applications from Lotus Development Corporation.

How to use this book

Exploring SmartSuite presents information to help you get started with SmartSuite and introduces feature highlights in each product.

In *Exploring SmartSuite*, you will find the following information:

- The contents of the SmartSuite package
- System requirements
- Installation instructions
- Feature highlights in each of the SmartSuite applications
- Help getting started with SmartSuite
- Internet features of SmartSuite

Note For step-by-step instructions to complete specific tasks, select the Help menu from any SmartSuite application.

Who should read this book

All SmartSuite users should read *Exploring SmartSuite*. If you are using Windows or Windows NT for the first time, you may want to read the chapters covering basic skills in the Microsoft Windows manuals before installing SmartSuite. *Exploring SmartSuite* assumes you know how to perform basic operations in the Windows or Windows NT environments.

Conventions used in this book

Exploring SmartSuite uses the following conventions:

- **Note** introduces additional information.
- Key names appear in small capitals, for example, ENTER.
- Information that you are to type appears in a different typeface, for example, Reduced Cost of Ownership.

- **To get started** gets you to the starting point — to the dialog box, InfoBox, or Assistant for the task you are doing. Then you can click the Help button or press F1 to display online Help.

Steps to get going

Listed below are the recommended steps for installing SmartSuite. The rest of this chapter and Chapter 2 follow the sequence described below:

- Check your package using the information in the next section to make sure you received the complete SmartSuite package.
- Confirm that your computer meets the system requirements for SmartSuite using the specifications listed later in this chapter.
- Install SmartSuite. You can install all the applications at once or choose only the applications you need at this time. See Chapter 2 for instructions.
- Register as a SmartSuite user. For more information, see “Registering as a SmartSuite user” in Chapter 2.

When you finish these steps, you will be ready to use SmartSuite.

Checking your package

Check the contents of your SmartSuite package against the following list. If your package is not complete, contact your computer dealer or supplier or call Lotus® Customer Service at 1-800-343-5414 in the United States or 1-800-GO-LOTUS in Canada.

CD-ROM

Your SmartSuite package contains one SmartSuite CD-ROM.

Other contents

In addition to this book, your SmartSuite package contains the following:

- *Lotus Customer Support Guide*
- *Getting the Most Out of LotusScript*
- Coupon for the LotusScript Application Developer’s Kit

System requirements for SmartSuite

This section describes the hardware, software, memory, and disk space requirements for using SmartSuite on a stand-alone computer.

Hardware

SmartSuite requires the following hardware:

- An IBM® PC or compatible (486 or higher)
- A VGA or higher video adapter
- A mouse or other pointing device
- One CD-ROM drive

Software

To use SmartSuite, you must have Microsoft Windows 95/98/2000 or Windows NT 4 installed on your computer. If you are installing from a CD-ROM, you must have your CD drivers installed and running in Microsoft Windows 95/98/2000 or Windows NT 4.

Browsers

Lotus FastSite™ requires Microsoft Internet Explorer 3.02 or later.

Memory

Windows 95 or Windows 98

SmartSuite requires a minimum of 16MB of random access memory (RAM). FastSite requires a minimum of 16MB of RAM. More memory is required to run additional applications simultaneously.

Windows 2000

SmartSuite requires a minimum of 64MB of RAM.

Windows NT 4

SmartSuite requires a minimum of 48MB of RAM.

Disk space

To run SmartSuite from CD-ROM, Lotus recommends that you have 19MB of available disk space.

To install SmartSuite, disk space requirements depend on the SmartSuite applications and features you select.

Lotus recommends that you have 268MB of available disk space for the default installation.

For more information on disk space requirements for each SmartSuite application, start Install from the CD-ROM, or follow the Install steps below:

1. Insert the CD-ROM.
2. From the Windows taskbar, click on Start, and then choose Run.
3. Type `x:\setup` (where *x* is the letter of your CD-ROM drive).
4. Follow the instructions on the screen until you reach the Install Options dialog box.
5. Choose Customize features. Then choose Manual install, and click Next.
6. In this dialog box you can select each application individually and then click Customize to see all the specific features and their disk space requirements.

System requirements for IBM ViaVoice

Some versions of Lotus SmartSuite come with IBM ViaVoice. This section describes the hardware, software, memory, and disk space requirements for using IBM ViaVoice™ for Word Pro™ and 1-2-3® on a stand-alone computer.

Hardware

ViaVoice for Word Pro and 1-2-3 requires the following hardware:

- An IBM PC or compatible (Pentium 166MHz)
- A VGA adapter and monitor
- A CD-ROM drive
- A sound card (Creative Labs Sound Blaster 16 or 100% compatible, or MWave)
- A noise-cancelling microphone (included in the SmartSuite retail package)

Software

To use ViaVoice, you must have Microsoft Windows 95/98/2000, or Windows NT 4 on your computer. You must also have the current versions of Word Pro and 1-2-3 (on enclosed CD) installed on your computer.

Memory

Windows 95 or Windows 98

ViaVoice requires a minimum of 32MB of RAM.

Windows 2000 or Windows NT 4

ViaVoice requires a minimum of 48MB of RAM.

Disk space

To install ViaVoice, you need 110MB of available disk space, which includes 60MB for program files and 50MB for enrollment files.

What to do next

Now you are ready to install SmartSuite and register as a SmartSuite user. You can install all the applications at once or choose the applications you need at this time. You can always run the install program again to install the applications or features you didn't install the first time. For more information, refer to Chapter 2.

For technical assistance, see the information on contacting Lotus Customer Support in the *Lotus Customer Support Guide*.

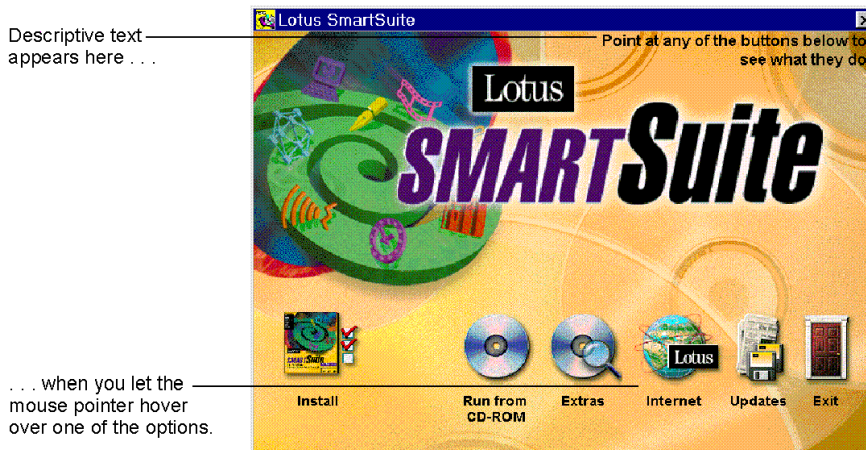
Chapter 2

Installing SmartSuite

The InstallShield program transfers the SmartSuite files from the CD-ROM to a stand-alone computer or to a network file server. You can install SmartSuite using the traditional installation method or using Autorun. Install lets you install all SmartSuite applications at once or individual applications as you need them.

Installing from Autorun

Autorun lets you install SmartSuite or run SmartSuite without installing all of the program files. When you put the SmartSuite CD-ROM in the drive, Autorun automatically starts and you see this screen:



Select Install to choose a Complete or Custom installation of SmartSuite.

If you don't want to install SmartSuite, Autorun lets you run SmartSuite directly from the CD-ROM without installing all of the program files.

Using Autorun, you can also access important and interesting information. Autorun lets you install the additional files and programs in the Extras directory, go to the Lotus Web site (on the Internet at <http://www.lotus.com>), and read the SmartSuite README.RTF file.

To start Autorun manually

Autorun does not automatically start if you have turned off the autoplay feature in Windows 95/98/2000 or Windows NT 4.

To start Autorun manually:

1. Insert the CD-ROM in the appropriate drive.
2. From the Windows taskbar, click Start, and then choose Run.
3. Type `x:\autorun\autorun.EXE` (where *x* is the letter of your CD-ROM drive).
4. Click OK.

Running Install

Information about installing SmartSuite on a stand-alone computer is available online in the README.RTF file. Information about network installations (server, distribution, and node) is available online in the READNET.RTF file. To read or print this information, see “To install on a stand-alone computer” or “To install on a network” later in this chapter.

To install on a stand-alone computer

To read and print the README file

1. Insert the CD-ROM in the appropriate drive.
2. From the Windows taskbar, click Start, and then choose Run.
3. Type `x:\lotus\readme.RTF` (where *x* is the letter of your CD-ROM drive) to read about installing SmartSuite on a stand-alone computer.
4. Click OK.
5. To print, from the File menu, choose Print.

To start the installation procedure

To install using Autorun, click one of the Install options at the bottom of the screen.

To run Install from the CD-ROM without Autorun, follow these instructions:

1. Insert the CD-ROM in the appropriate drive.
2. From the Windows taskbar, click Start, and then choose Run.
3. Type `x:\setup` (where *x* is the letter of your CD-ROM drive).
4. Click OK.
5. Follow the installation instructions on the screen.

Choosing complete or custom install

There are two types of installations: complete, and custom.

Complete install automatically includes all SmartSuite features.

Custom install allows you to specify which applications and features get installed. For example, you can choose to install only Word Pro, 1-2-3, and the DocOnline manuals, but not Freelance Graphics and Approach.

To install on a network

To install on a network file server, make sure you are logged in as the network administrator. Click the “Install to a file server” check box in the middle of the initial Welcome screen in the Install program.

Information about installing SmartSuite on a network is available in the READNET.RTF file. The READNET.RTF file answers your network questions, provides troubleshooting information, and includes information on automated Install, Uninstall, and MLC (multi-lingual computing) Install.

To read and print the READNET file

1. Insert the CD-ROM in the appropriate drive.
2. From the Windows taskbar, click Start, and then choose Run.
3. Type `x:\lotus\readnet.RTF` (where *x* is the letter of your CD-ROM drive).
4. Click OK.
5. To print, select the File menu, and then choose Print.

Note During a network Install, you can read and print READNET.RTF by clicking Open when the Network Administrator’s Guide dialog box appears. You can also use Microsoft Notepad or Microsoft WordPad to read and print the file at any time.

If you also want to access the README.RTF file, see “To read and print the README file” in the previous section.

For information on installing enhancements from the Extras directory, see “Getting more with the Extras directory,” later in this chapter.

To use automated Install

Automated Install allows a network administrator to standardize the SmartSuite installation for all users in an organization and to distribute SmartSuite without requiring any user input. To read more about automated Install, see the sample response file INSTSUIT.RSP, which ships with SmartSuite. This sample file has comments about the usage and settings that are available.

Automated Install can also be integrated with Tivoli Management Environment and Microsoft System Management Server. These programs allow network administrators to create installations that can be distributed to users over the LAN or WAN without user input. For more information, see the Lotus Web page, "SmartSuite Migration and Resource Guide," at <http://www.lotus.com/products/migrationresource.nsf>.

Installing online manuals

When you do a Complete install, SmartSuite automatically includes the following online manuals: *Exploring SmartSuite*, *LotusScript Programmer's Guide*, and *LotusScript Language Reference*.

SmartSuite also ships with Adobe Acrobat Reader 4.02, which lets users view and print the manuals.

To view the Suite DocOnline

To view the online manuals from the CD-ROM, do the following:

1. Insert the CD-ROM in the appropriate drive.
2. Open the Suite Help drawer in SmartCenter.
3. Open the DocOnline folder.
4. Choose an icon for a manual.

Note You may also view and print the online manuals from the Windows taskbar. The DocOnline folder is located in the Lotus SmartSuite folder.

To use Uninstall

The Uninstall feature lets you remove SmartSuite from your hard drive. Uninstall also removes the directory for the applications and any references to the applications in system files.

To run Uninstall

1. From the Windows taskbar, click Start. Choose Settings, and then choose Control Panel.
2. Double-click Add/Remove Programs.
3. From the list, select "Lotus SmartSuite-Language."
4. Click Add/Remove.
5. From the Lotus setup wizard, click Next.
6. Select Remove and Click Next.
7. Click Remove.
8. Click Finish.

You can get more information about uninstalling SmartSuite on a network in the READNET.RTF file, located in the root directory on the CD-ROM. See "To read and print the README file" earlier in this chapter.

Registering as a SmartSuite user

If you have a modem or are connected to the Internet, you can register online as a SmartSuite user by filling out the electronic forms that appear after you complete installation. You can also fill out the postage-paid registration card and return it to Lotus. To register by phone, call 1-800-346-6408 in the United States or 1-800-GO-LOTUS in Canada. In all other countries, you should contact the local Lotus office, whose phone number is listed in the *Lotus Customer Support Guide*.

Registered users receive the following:

- **Product upgrade information.** When an upgrade becomes available, registered users get information on upgrade promotions.
- **Replacement CD-ROM.** If your distribution CD-ROM becomes damaged, Lotus will replace it.

Getting more with the Extras directory

The Extras directory contains enhancements that you can add to SmartSuite. Some enhancements you use directly from the CD-ROM, for example, 1-2-3 Macro Help, maps, and Year 2000 scripts. Other enhancements such as ScreenCam and ViaVoice, you must install before you use them.

The way you install an enhancement varies with each enhancement. Below are the installation procedures for two of the many exciting enhancements that ship with SmartSuite. For a complete list of enhancements that ship with SmartSuite, see the SmartSuite README.RTF file.

Installing ScreenCam

1. Insert the SmartSuite CD-ROM into your CD-ROM drive.
2. From the Windows taskbar, click Start. Choose Programs, and then choose Windows Explorer.
3. Select the CD-ROM drive letter, and double-click the Extra folder.
4. Double-click the ScrnCam folder, and then double-click either the 97 folder or the NT folder.
5. Double-click INSTALL.EXE, and follow the prompts to install ScreenCam.

Installing ViaVoice for 1-2-3 or Word Pro

1. Insert the SmartSuite CD-ROM into your CD-ROM drive.
2. From the Windows taskbar, click Start. Choose Programs, and then choose Windows Explorer.
3. Select the CD-ROM drive letter, and double-click the Extra folder.
4. Double-click the VIAVOICE folder.
5. Do one of the following:
 - To install the UK English version of ViaVoice, double-click the UK folder.
 - To install the US English version of ViaVoice, double-click the US folder.
6. Do one of the following:
 - To install ViaVoice for 1-2-3, double-click the 123Voice folder.
 - To install ViaVoice for Word Pro, double-click the WPVoice folder.
 - Double-click SETUP.EXE, and follow the prompts to install ViaVoice.

Chapter 3

Highlights in SmartSuite

SmartSuite is a package of software applications that helps you work smarter, share information more efficiently, and master the Web with ease.

SmartSuite includes the following applications:

- **Lotus SmartCenter**, the information manager that gives you easy access to all your work
- **Lotus FastSite**, the document publishing tool for the Web
- **Lotus 1-2-3**, the spreadsheet that revolutionized the world
- **Lotus Word Pro**, the best word processor for today's connected world
- **Lotus Approach®**, the high-powered database the whole team can use
- **Lotus Freelance Graphics**, the presentation graphics package for everyday communication
- **Lotus Organizer®**, time management for people who are going places

This chapter describes new features in SmartSuite, the millennium edition Release 9.6, as well as some features that were new in the previous release.

SmartSuite: the big picture

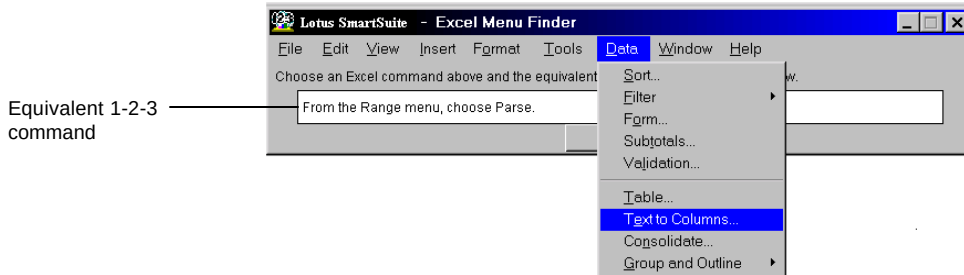
SmartSuite delivers powerful applications with features unique to each application as well as features that are common across the suite. This section describes the new suitewide features and how they help you.

Sharing your work: compatibility

SmartSuite lets you share files easily with team members who use Microsoft Office, including Office 97, Office 2000, Corel WordPerfect Suite, or previous releases of SmartSuite.

- High-fidelity read and write features let you read and write Excel, PowerPoint, and Word files, preserving formatting, formulas, dates, print settings, charts, and drawn objects.

- “Sticky” file formats make it easy to send your files “round trip.” For example, if you open a Microsoft Office file in SmartSuite, work on it, and then save it back to Office, the file is saved with the original file format by default.
- The Menu Finder makes migrating to SmartSuite effortless. Using the Menu Finder, you can select a command from an Excel menu and see the equivalent 1-2-3 command. Word Pro lets you switch to a Word, WordPerfect, or Ami Pro® menu set.



Using ViaVoice speech recognition

Some versions of Lotus SmartSuite come with IBM ViaVoice. Integrated speech recognition offers a hands-free, eyes-free way to create documents and spreadsheets. IBM ViaVoice for Word Pro and 1-2-3 lets you dictate directly into your documents and voice-activated spreadsheets.

Working the Web

SmartSuite is packed with Internet features to help bring the Internet into your everyday work.

- Create professional-looking Web sites and publish existing files to the Web with FastSite, the new document publisher for the Web.
- Publish Web documents in enhanced HTML 3.2.
- Use 1-2-3 Web tables to link live data from any Web page into 1-2-3, and then work with that data as part of your spreadsheet.
- Use SmartCenter folders to get a wealth of information on the Internet without leaving SmartSuite.
- Use the SmartSuite HTML 3.2 read and write enhancements to preserve formulas, formatting, and settings when you share files.

For more information, see “FastSite: the new document publishing tool for the Web” later in this chapter, and Chapter 5, “Working the Web with SmartSuite.”

Customizing SmartSuite: programmability

With SmartSuite, you can customize and extend your applications to meet your changing business needs.

- You can embed ActiveX components in 1-2-3, Word Pro, Approach, and Freelance Graphics files.
- Using LotusScript®, an object-oriented programming language, you can build custom business solutions. LotusScript is BASIC-compatible and lets you create scripts that automate repetitious tasks and integrate data from other applications.

Enhancements to LotusScript support all the new SmartSuite features.

Integrating with Notes/Domino

SmartSuite is the only office suite that is uniquely designed to take advantage of Lotus Notes® and Lotus Domino™.

- Now you can quickly open or save SmartSuite files to any Notes database. With the enhancements to the Open and Save dialog boxes in your SmartSuite applications, it's just as easy to work with files on a Lotus Notes server as it is to work with files on your hard drive.

To get started From the File menu, choose Open or Save, and then click Lotus Notes.

- You can open 1-2-3 and Word Pro within Notes. For example, you can open a 1-2-3 workbook, make changes to it, and save the workbook without leaving Notes. You must have Notes 4.6, or later, installed.

Year 2000 Support

All SmartSuite applications are consistent with IBM's year 2000 definition. This means that SmartSuite applications ensure a consistent interpretation of 2-digit date entries for both the 20th and 21st century.

For more information, see "Year 2000" in the online Help for any SmartSuite application.

FastSite: the new document publishing tool for the Web

FastSite, the newest member of SmartSuite, is designed with the Internet and intranets in mind. Created for non-technical users who want to contribute information to the Web, FastSite lets you focus on the content of your Web site rather than on the mechanics of Web publishing.



To get started When you start FastSite, the Choose Task pane appears. Click the task you want to perform.

Creating a site with your existing files

You can create a Web site using your existing SmartSuite or Microsoft Office documents. There's no need to know HTML, and since you don't need to reformat your files, there's no duplication of effort.

Publishing in three easy steps

You can publish a FastSite Web site to any Web server in three easy steps — convert to Web pages, preview, and post.

Because FastSite includes a browser, you can preview your Web pages before making them public. You can also view pages anywhere on the Web without leaving FastSite.

Creating professional looks

FastSite comes with ready-made Web SmartMaster looks to give your site a cohesive and professional look. These looks, which are similar to SmartSuite SmartMaster looks, can easily be customized for your organization.

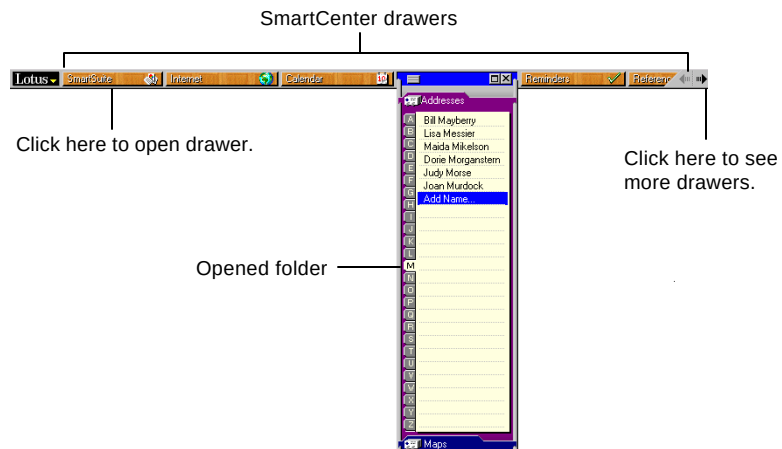
Connecting with Domino

Unlike other Web tools, FastSite is tightly integrated with Lotus Domino. You can easily move collections of files to Domino and then incorporate the Domino search, replication, and security capabilities.

For more information, see “Publishing made easy with FastSite” in Chapter 5.

Highlights in SmartCenter

SmartCenter, the SmartSuite command center, delivers quick access to the information you use most often. SmartCenter is designed like a file cabinet, so you can store information in customizable drawers and folders.

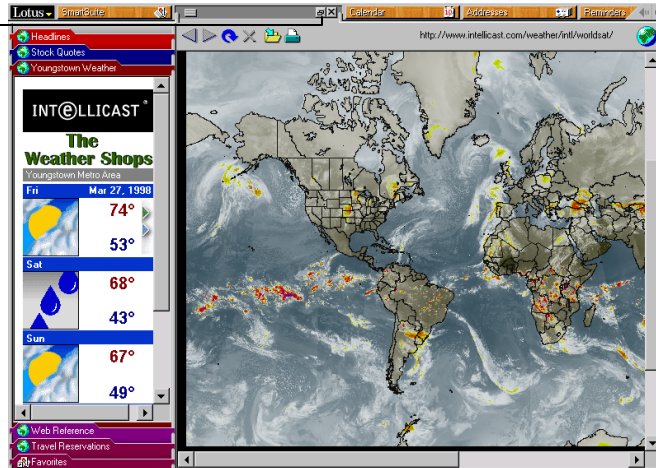


For more information on using SmartCenter, see Chapter 4, “Getting Started with SmartSuite” and Chapter 5, “Working the Web with SmartSuite.”

Maximized folders

You can maximize your folders to the full size of your screen. In one click, you see more detailed information, such as a full week in the Calendar folder, detailed company information in the Stock folder, or a weather satellite view in the Weather folder.

Click here to maximize.



To get started Click the folder that you want to maximize. Then click the Maximize button in the top right corner of the drawer.

SmartCenter and the Internet

With SmartCenter Internet folders you can monitor information such as news, stock prices, and weather without leaving SmartSuite.

SmartSuite Tips

You can get more out of SmartSuite using the SmartSuite Tips folder. SmartSuite Tips is updated five times a week by the experts at PC World's TipWorld.com.

To get started Click the Suite Help drawer, and then click the SmartSuite Tips folder.

Travel Reservations

You can book a flight, reserve a hotel room, rent a car — plan your whole trip using the Travel Reservations folder.

Note Travel Reservations features may not be available in all markets.

Maps

Using the SmartCenter Maps folder you can find locations around the world. The Maps folder generates detailed maps of street locations in the United States and regional maps for other locations around the world.

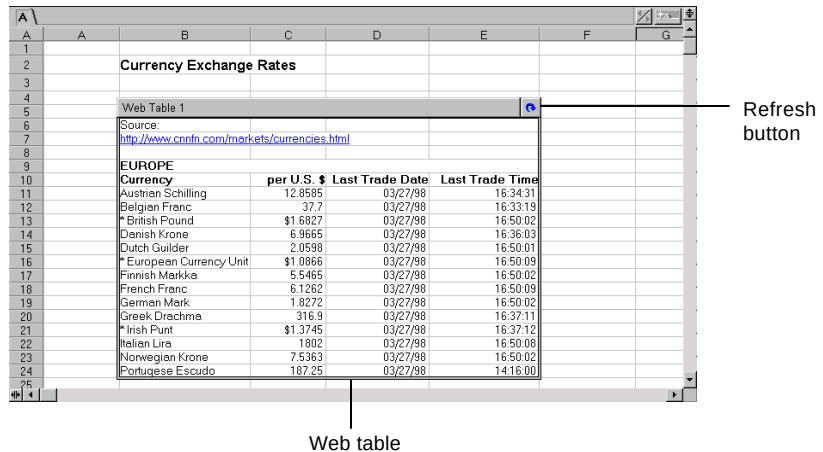
To get started Click the Addresses drawer, and then click the Maps folder.

Highlights in 1-2-3

This release of 1-2-3 provides Internet and compatibility features, as well as features that help you work more productively.

1-2-3 and the Internet

- You can bring data from a Web page or intranet location into a Web table on your sheet. 1-2-3 maintains the link to the source, so you can refresh the Web table when the data on the Web changes.



The screenshot shows a 1-2-3 spreadsheet with a Web table titled "Currency Exchange Rates". The table is located in the range B10:D24. A "Web Table 1" dialog box is open, showing the source URL: <http://www.cnnfn.com/markets/currencies.html>. A "Refresh" button is visible next to the table. The table data is as follows:

Currency	per U.S. \$	Last Trade Date	Last Trade Time
Austrian Schilling	12.8585	03/27/98	16:34:31
Belgian Franc	37.2	03/27/98	16:33:19
* British Pound	\$1.6827	03/27/98	16:50:02
Danish Krone	6.9665	03/27/98	16:36:03
Dutch Guilder	2.0598	03/27/98	16:50:01
* European Currency Unit	\$1.0866	03/27/98	16:50:09
Finnish Markka	5.5465	03/27/98	16:50:02
French Franc	6.1262	03/27/98	16:50:09
German Mark	1.8272	03/27/98	16:50:02
Greek Drachma	316.9	03/27/98	16:37:11
* Irish Punt	\$1.3745	03/27/98	16:37:12
Italian Lira	1802	03/27/98	16:50:08
Norwegian Krone	7.5363	03/27/98	16:50:02
Portuguese Escudo	187.25	03/27/98	14:16:00

To get started From the File menu, choose Internet, and then choose Get Data from Web.

- Convert your file to HTML and publish an entire workbook, sheet, or range on the Web. 1-2-3 preserves the formatting from your work.

Hyperlinking enhancements

You can assign hyperlinks to a cell, button, or picture. You can link to ranges and objects within the same file, to another file, or to a location on the Internet.

Compatibility with Excel

- 1-2-3 can read and write data, formulas, formatting, print settings, charts, and drawn objects from Excel versions 95, 97, and 2000. 1-2-3 can also read and write all 65,536 rows in Excel 97/2000 spreadsheets.
- Use the Microsoft Excel Menu Finder to make a smooth transition from Excel to 1-2-3. Just select an Excel menu command, and you see the 1-2-3 menu equivalent.

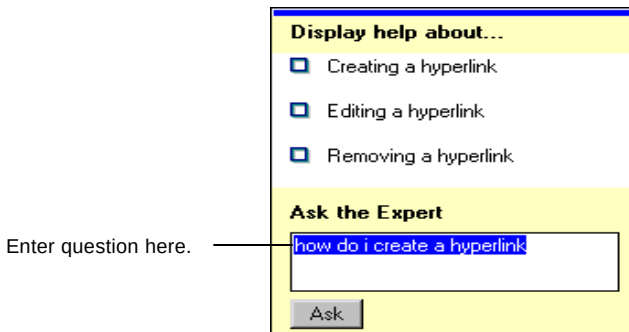
To get started From the Help menu, choose Microsoft Excel Menu Finder.

- 1-2-3 has over fifty new @functions that are compatible with Excel.

Ask the Expert



Use Ask the Expert to get task-oriented Help by asking questions in your own words. Just tell the Expert what you want to do and then select the topic you want from a list of possible answers.



To get started From the Help menu, choose Ask the Expert or click the Expert button in the status bar.

Drag-and-drop sheets

You can copy or move entire sheets just by dragging them within the workbook.

AutoTotal

You can automatically sum values by typing the word “Total” or “Totals” as a heading in your sheet — you don’t even need to click an icon.

SmartLabels

SmartLabels expand the AutoTotal feature of 1-2-3. You can automatically create formulas by entering recognized labels such as “Average,” “Subtotal,” or “Grand Total.”

1-2-3 now includes more than a dozen predefined SmartLabels. You can customize the list of recognized terms and add your own SmartLabels using formulas you create. You can also assign synonyms and number formats to the SmartLabels.

A	A	B	C	D	E	F
1						
2			Millennia International Publishing			
3						
4			Q1 Sales			
5						
6			January	February	March	Product Totals
7		Videos	\$8,825	\$10,497	\$11,066	\$30,388
8		CD-ROMs	\$8,457	\$8,912	\$18,434	\$35,803
9		Online Tools	\$11,891	\$12,565	\$15,225	\$39,681
10		Seminar Packages	\$8,495	\$8,475	\$7,569	\$24,539
11		Books on Tape	\$3,488	\$3,846	\$4,065	\$11,399
12		Grand Total	\$41,156	\$44,295	\$56,359	\$141,810

SmartLabel —————

————— Customized SmartLabel

Saving files automatically

You can save changes to open 1-2-3 files automatically, at intervals that you specify. You can also choose the default file format you want to use when saving new files.

Print Preview enhancements

- Use Dynamic Preview to check your work, make adjustments, and view the results before printing.
- You can manipulate margins directly in the Preview window and see the impact immediately. You can also create multiline headers and footers and adjust them onscreen.
- You now have the flexibility to print the sheets in a workbook either on separate pages or on the same page. You can also do this with ranges in a collection.

Outlining

Use the 1-2-3 outlining features to collapse and expand data so you can view and print summary data or details

ViaVoice speech recognition

Some versions of Lotus SmartSuite come with IBM ViaVoice. 1-2-3 includes a custom version of IBM ViaVoice software. With voice-activated 1-2-3 SmartMaster templates and ViaVoice, you can enter data into 1-2-3 spreadsheets by dictation.

Highlights in Word Pro

This release of Word Pro provides Internet capabilities, voice recognition software, and compatibility and ease-of-use features.

Enhanced file compatibility

You can use enhanced filter compatibility in Word Pro when opening and/or saving files in Microsoft Word, Corel's Word Perfect, HTML, and RTF file formats.

Word Pro and the Internet

- Use the Export Assistant to instantly convert a Word Pro document to HTML for use on the Web. You can also automatically convert graphics to JPEG or PNG format.
- Use SmartCorrect to automatically convert URLs to hyperlinks as you type them into your document.

ViaVoice speech recognition

Some versions of Lotus SmartSuite come with IBM ViaVoice. Using ViaVoice, you record dictation and let Word Pro turn it into typed text. Word Pro also converts typed text into speech. In addition, by using voice commands, you can navigate menus without using the keyboard or a mouse.

For directions on installing ViaVoice, see "Getting more with the Extras directory," in Chapter 2.

Menu customization

- Create your own personalized menu sets. You can add, delete, or rearrange Word Pro menu items. You can also attach scripts to menu items for even more powerful customization.
- If you are familiar with Microsoft Word, Corel WordPerfect, or Ami Pro menus, you can switch to a similar menu set while working in Word Pro.

To get started From the File menu, choose User Setup, and then choose Menu Customization.

Header/Footer toolbar

Use the Header/Footer toolbar to create headers and footers, align their content, and insert fields into them.



To get started Click in the header or footer area and the toolbar appears.

Click Here Block enhancements

With the Click Here Block enhancements, you can:

- Easily duplicate the contents of a Click Here Block in multiple places in your document.
- Use SmartCollect to define data-entry type Click Here Blocks for building an automated SmartMaster.
- Ensure that data be entered in one or more Click Here Blocks before a document can be saved.

To get started Place the insertion point where you want the Click Here Block. From the Create menu, choose Click Here Block.

Click Here Block Management

With Click Here Block Management you get a central location for managing all of the existing Click Here Blocks in a document. You can change the properties of all the Click Here Blocks, redefine the tab order, or delete unwanted Click Here Blocks.

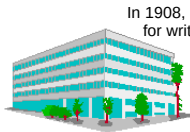
To get started From the Edit menu, choose Click Here Management.

Page menu

The top-level Page menu gives you quick access to the features you use most frequently, such as page breaks, layouts, margins, orientation, and numbering.

Frame, graphics, and text enhancements

- Frames have been enhanced for easier manipulation. Now you get frames with space for a caption inside or outside and big handles that are easy to grasp.
- You can also center, tile, and rotate graphics and watermarks.
- With the text wrapping enhancements, you can make text flow around the contour of any graphic or wrap around all sides of a frame.



In 1908, Millennia Corporation was founded to provide publishing services for writers around the world. Millennia began by providing management and production services for publishing the printed word and thus provided instruction and entertainment for readers of all ages. With the introduction of the "Information Highway," information is distributed through a variety of media. Millennia Corporation has grown from providing publishing services and information not only in the printed form, but electronically as well.

Outline Assistant

Let the Outline Assistant guide you in creating outlines. You can choose from an expanded gallery of numbering styles or create a custom design on the fly.

To get started From the Create menu, choose Outline.

Drop caps

You can create a drop cap in your document to highlight a letter. For example, the classic drop cap is used in novels for “Once upon a time . . .” where the point size of the letter “O” is larger than the rest of the word.

Watermarks

You can create watermarks — background graphics that you can apply to pages, tables, table cells, frames, headers, footers, and columns. For example, if you are working on sensitive government documents, you can display the “Confidential” watermark on every page to remind the reader to keep the information secure. You can also import your own pictures as watermarks.

To get started Place the insertion point where you want to create the watermark, click the right mouse button, and then choose the related properties option, for example Header Properties.

Highlights in Approach

This release of Approach provides Internet and Notes integration features.

Integration with Notes

You can create reports and updates using Notes data with the Notes PowerKey, and Notes Reporter Files™ can be normalized and opened from within Approach.

Approach and the Internet

In addition to HTML, you can save Approach views and found sets as jDoc for publishing high-quality output to the Web.

Year 2000 support

Approach, like the rest of the SmartSuite applications, is consistent with IBM’s year 2000 definition. This means that Approach ensures a consistent interpretation of 2-digit date entries for both the 20th and 21st century.

For more information, see “Year 2000” in online Help.

LotusScript support

Approach extends the power and flexibility of LotusScript with the Find and Sort class and enhanced Help.

IBM QMF support

You can display the results of QMFTM Queries and Procedures in Approach forms and worksheets, and import QMF Forms to create an Approach report.

Enhanced SQL support

Approach accesses and analyzes SQL data more quickly and with greater flexibility than ever before.

Highlights in Freelance Graphics

This release of Freelance Graphics provides exciting Internet features as well as features that let you create presentations more quickly.

Compatibility with PowerPoint

You can open PowerPoint 97 and 2000 files in Freelance Graphics, and you can also save Freelance Graphics files as PowerPoint 97 files, the native file format for both PowerPoint 97 and 2000.

Freelance Graphics and the Internet

- With the Convert to Web Pages Assistant, you can convert presentations and optimize them for fast download time. You can also run Screenshow in a Web browser with Active X or in the Freelance Graphics Plug-In.
- You can now convert your presentation graphics to JPEG or GIF format.
- You can save your publishing option selections as a “style” and reuse them in Freelance Graphics or FastSite.

To get started From the File menu, choose Internet, and then choose Convert to Web Pages.

Hyperlinking enhancements

You can assign hyperlinks to selected text, and then link to pages within the current presentation, to another presentation, or to a location on the Internet.

Importing digital images

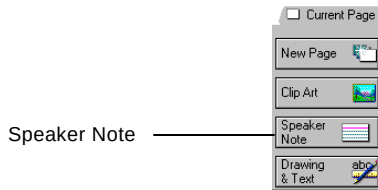
You can now directly bring scanned images and digital camera images into a presentation.

Save and Go

You can now find Save and Go on the File menu. Save and Go lets you save and compress your .PRZ file and the Mobile Screen Show Player together. Then, a colleague who doesn't have Freelance Graphics can import and view your presentation.

Speaker Note button

Create and edit speaker notes from the Current Page view using the convenient new Speaker Note button.



Compatibility enhancements

New compatibility enhancements give you improved importing and exporting capabilities between .PRE and .PRZ files. You also get better compatibility in chart properties and titles.

Copying pages from other presentations

You can easily copy pages from one presentation to another. The copied pages automatically take on the look of the source presentation.

To get started From the File menu, choose Copy Pages from Other Files.

Highlights in Organizer

Organizer 5.0 extends the industry's leading time and information manager further by offering increased PIM (personal information manager) features, true Internet integration (through LDAP lookup and Internet scheduling), improved date navigation, and an updated interface.

Improved performance

Organizer loads more quickly into your computer's memory, and the program responds more immediately to your input.

Automatic save

You don't have to worry about saving your files. Organizer now automatically saves each change you make.

Improved navigation

A new Date Navigator provides several ways to navigate through your Calendar section. You can move to today's date, or any specific day, month, or year from within any Organizer section. A redesigned status bar at the bottom of your screen displays section-specific information and provides an easy way to switch views.

Updated look

A new look and feel for Organizer includes new colors, textures, and redesigned tabs. Personalize your notebook by using our many new customization options.

Contacts

A new Contacts section greatly enhances Organizer's contact management features. Store field after field of information about your contacts. The ability to add up to 20 custom fields further increases your contact management flexibility. Create and associate activities with your contacts.

New views

The Day Planner view shows you all of your day's appointments on the left page, and your To Do tasks, Calls entries, and a Daily Notes area (for miscellaneous notes) on the right page. The Weekly Time Slot view shows you all of your appointments for the entire week. The Contacts History view displays all the information you have associated with a given contact, including activities associated with that contact.

Printing

There are two new print layouts. One prints your Day Planner information; the other prints your Contact History. Print Preview allows you to confirm that your print layout and paper type choices make sense before you print.

LDAP lookup

Organizer integrates LDAP (Lightweight Directory Access Protocol) lookup for easy access to intranet and Internet directories that support the protocol. You get the information delivered to you in Organizer, eliminating the need to launch your Web browser. You can use LDAP lookup to find people and send a meeting invitation through Organizer, or you can automatically create a Contact record.

Internet scheduling

Use the Internet to send and receive meeting invitations using the iCalendar scheduling standard. iCalendar allows sharing of personal calendaring

information among compliant personal information managers, e-mail systems, and Web browsers.

Integration with PDAs

Organizer now comes with data synchronization tools for the following PDAs (Personal Digital Assistants): 3COM PalmPilot, and the IBM WorkPad™ handheld organizers. These tools let you send information back and forth between Lotus Organizer and your PDAs.

vCard and vCalendar support

Organizer works with vCard and vCalendar. Support for these Internet standards lets you drag and drop electronic business cards and events right into your Organizer notebook without having to retype information.

Scheduling and communicating with Organizer

In order to use the e-mail, scheduling, and Internet features in Organizer, you need to have working e-mail and browser applications installed along with Organizer on your system. The e-mail and scheduling features in Organizer have been tested with both:

- Qualcomm Eudora Pro 4.0
- Microsoft Outlook Express 4.0 and 5.0

The browsers Organizer has been tested with are:

- Netscape Communicator 4.0
- Microsoft Internet Explorer 4.0 and 5.0

You may find you have limited functionality with other e-mail and browser applications.

E-mail and scheduling

You can open your e-mail program from within Organizer to send meeting invitations, To Do tasks, Calls, or anniversaries you've entered in Organizer. When you have unread e-mail or a meeting invitation to respond to, Organizer lets you know.

Organizer works with e-mail programs that use the Simple Messaging Application Program Interface (Simple MAPI). Scheduling functionality may be limited with programs that don't follow this standard. If you do not have access to either Eudora Pro or to Outlook Express, you may still be able to use your e-mail program for scheduling if it follows the Simple MAPI rules.

Organizer lets you schedule meetings with people you reach over the Internet. Scheduling is based on an early draft of the IETF iCalendar standard. You can schedule appointments with users whose personal information manager (PIM) applications adhere to the iCalendar standard.

Setting up e-mail

To set up e-mail for use with Organizer, follow these steps.

1. Install Eudora Pro 4.0, Outlook Express 4.0, or another Simple MAPI e-mail program.
2. Obtain a POP3 account on a POP3 server for receiving e-mail, and access to an SMTP server for sending e-mail. Enter the information about these accounts that your e-mail program needs.
3. Set up the e-mail program to use Simple MAPI.

From the Tools menu in Eudora Pro, select Options. Choose the MAPI panel, and select an option other than Never.

In Outlook Express, from the Tools menu, select Options. Choose the General panel and select "Make Outlook Express my default e-mail program" and "Make Outlook Express my default Simple MAPI client."

For any other Simple MAPI e-mail client, make sure Simple MAPI is enabled.

If you can send and receive e-mail successfully, then your e-mail program is ready to use with Organizer.

Internet browsers

If you use Web applications to do your work or need to visit Web sites as part of a task, you can put active links into Calendar appointments, To Do tasks, Contact records, or Notepad pages. For example, you might want to:

- Visit your client's Web site before a sales call appointment. Add the URL to the appointment description in Calendar.
- Check symphony times and ticket availability. Put the URL in a To Do item.
- Enter a home page location in the Contacts section.
- Embed project or intranet URLs on a Notepad page.
- Use the Zip2 Maps & Directions SmartIcon to get point-to-point directions for where you're going.
- Use the Zip2 CityGuide & Yellow Pages SmartIcon to find out what's going on in your town and get access to over 16 million business listings in the U.S.

Tip Make sure the browser you want to use is the default browser and is working independently of Organizer. Check that your proxy settings are working correctly before trying to access a URL from within Organizer. If these settings are correct, Organizer easily launches your browser when you single-click a URL.

Scheduling

If you and your colleagues are using Organizer over a LAN, you don't need to do anything special to set up scheduling, other than to store your Organizer files in an accessible area. When you want to set up a meeting, you can look directly in each other's Organizer files for information about free time.

In order to set up scheduling for the Internet, you need to set some preferences in the file you'll use for scheduling. This can either be one you converted or upgraded, or a brand new one you created from the File menu, by choosing Save As.

1. Run Organizer 5.0 and open the file you want to use when scheduling.
2. From the File menu, select User setup, then Mail and Scheduling.
3. Select the Mail tab. From the "Use this mail program with Organizer" box, select the Simple MAPI e-mail application you've installed.
4. Select the Scheduling tab. Check "Use the current Organizer file to receive messages." Enter the POP3 e-mail address in the E-mail address field.

To retrieve new messages in Eudora Pro, select Check Mail. In Outlook Express, click Send and Receive. You can also enable your e-mail application

to automatically download messages if you have a direct connection to your POP server.

To see new meeting notices in Organizer, click Meetings, or, from the File menu, choose Meeting Notices. In the Meeting Notices dialog box, click Receive Now.

If you are automatically downloading messages, enable Organizer to automatically read them. From the File menu, select User Setup and Mail and Scheduling. Choose the Connections tab.

You can also publish your Busy time as described below.

Busy time publishing

In an environment where there are many Organizer users who want to schedule meetings with each other, users can view each other's busy time to set up meetings efficiently.

If everyone who wants to schedule meetings is on the same LAN, they can share Organizer files.

Organizer employs the iCalendar protocol for busy time because it:

- Is used by a wide variety of calendaring and scheduling products.
- Can exchange information over a variety of transport methods, including TCP/IP.

The iCalendar scheduling standard allows sharing of personal calendaring information among compliant personal information managers, e-mail systems, and Web browsers.

Depending on how you set up busy time, the information can be made available outside the company as well as within. It can be accessed over a LAN, an intranet, or the Internet.

Publishing your own Busy time

When the Organizer users are all in one location or on one network, users publish their own busy time to individual files in a public location. The standard extension for iCalendar files is `“.ifb”`; however, you may use `“.htm”`, `“.html”`, or another convention. Depending on how your fire wall is configured, it may constrain publishing. There are several options for how to publish busy time information.

Use an FTP server with a directory for busy time. Organizer does not create this directory when you set up busy time publishing in your file.

On an intranet, the busy time information can be stored on a server, and the file:// URL distributed to appropriate users.

The server or drive and directory name can also be specified using the universal naming convention (UNC) on a LAN. In this case, it's simplest to save your Organizer file to a public place on the LAN, and eliminate the need for publishing, if all scheduling is done within the same group.

Note that you can't use the hypertext transfer protocol (HTTP) to publish your busy time.

Once you have the public space established, open Organizer, select the File menu, then select User Setup. Select the Mail and Scheduling tab. Fill in the location of the busy time server with the URL or server address and the name of your individual busy time file. You may need a user name and password for FTP locations.

You can automatically publish busy time in the Mail and Scheduling Preferences dialog box by clicking the Busy time tab, selecting the Update check box, and specifying how often you want busy time published.

You can also publish busy time manually. From the File menu, choose Publish Busy Time Now to immediately send out changes.

Viewing other people's Busy time

When you are not sharing Organizer files over a LAN and you want to view the busy time of other meeting invitees, you need the busy time path and filename for each invitee. Find out the busy time path and filename for each person, then enter it in the Contact section of Organizer. When you request busy time while setting up a meeting, Organizer checks the contact record busy time file.

Note that the path and filename can follow the file://, ftp://, http://, or UNC protocols. HTTP paths can be used for retrieving busy time information, but not for publishing. Relative or absolute http:// URLs can direct users to the busy time file on an intranet or Internet.

For example, users can request server space from an Internet Service Provider (ISP) for publishing their busy time, then give their colleagues this URL. In order to schedule meetings, other users need the URL for this file. In this case, the path entered can be a file://, ftp://, or http:// URL.

Chapter 4

Getting Started with SmartSuite

Using SuiteStart and SmartCenter, you can open your applications and work with files quickly. Once you've started working, the shared design of your SmartSuite applications helps you learn the products easily.

Starting SmartSuite products

When you install SmartSuite, SuiteStart and SmartCenter are automatically installed. You can start your SmartSuite applications using either SuiteStart or SmartCenter. You can also start your SmartSuite applications using the Windows Start menu.

SuiteStart

SuiteStart is the icon palette that appears in the bottom right corner of the Windows taskbar. To start a SmartSuite application, click its icon in SuiteStart.

When you let the mouse pointer hover over the icon, the application name appears.



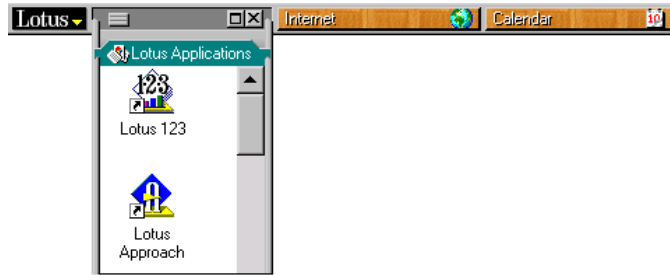
Note You may also see the Easy Clip icon in the bottom right corner of the Windows taskbar. Easy Clip is an Organizer icon and is not part of SuiteStart. It lets you move information from other applications into Organizer.

SmartCenter

SmartCenter, with its file cabinet drawers, initially appears on the top of your screen and looks like this:



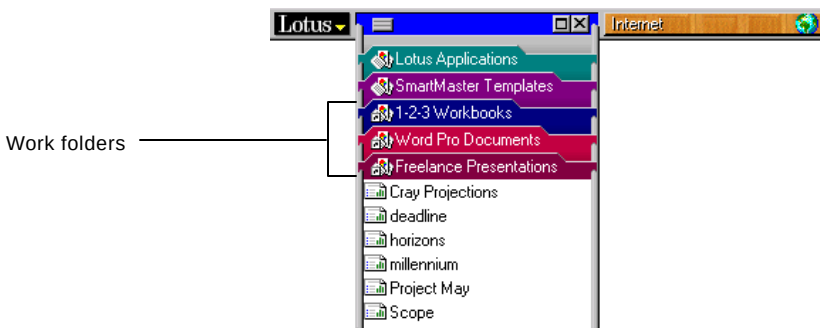
You can start your SmartSuite applications using the SmartSuite drawer.



To get started Click the SmartSuite drawer, click the Lotus Applications folder, then double-click the application icon.

Opening a file from SmartCenter

You can open a file in your application's work directory directly from SmartCenter. You don't need to open the application before opening the file.



To get started Click the SmartSuite drawer, click the application folder, and then double-click the file you want.

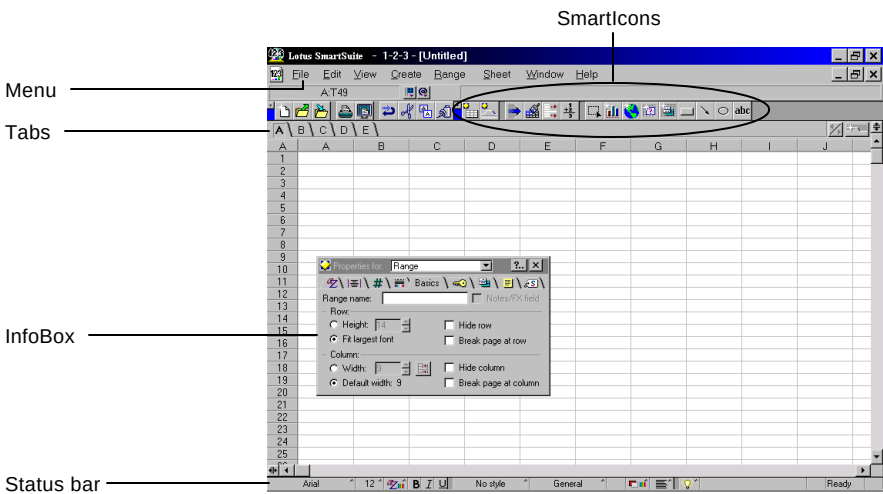
All the files you've saved to an application's work directory automatically appear in the corresponding SmartCenter folder. For example, the Freelance Graphics default directory is `\lotus\work\flg`, and when you save a file to this directory, the file also appears in the SmartCenter folder for Freelance Graphics.

Getting familiar with SmartSuite

SmartSuite applications share a similar design so you can concentrate on what each application does, not on how to do it.

The SmartSuite shared design

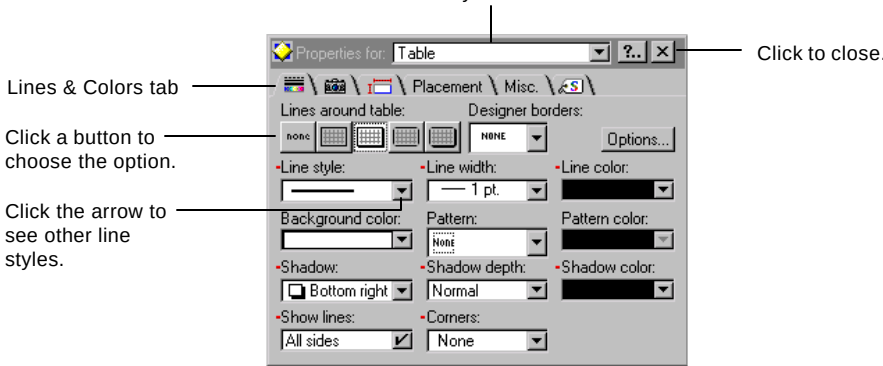
Once you’ve learned how the menus, SmartIcons, tabs, charting, status bar, and InfoBox work in one SmartSuite application, you can work the same way in the rest of the applications.



The InfoBox

The InfoBox is a fast and direct way to make changes to SmartSuite objects.

Here is what you have selected.



You can change many objects with the InfoBox, including 1-2-3 sheets, ranges, charts, or maps; Freelance Graphics presentations, clip art, or text; Approach tables or views; Word Pro documents, frames, tables, or text; and much, much more.

What makes the InfoBox so useful?

- The InfoBox stays open after you've made a change so you can easily make multiple changes.
- The InfoBox arranges the properties you can change in well organized tabs, so you can easily find the options you want.
- The InfoBox is context-sensitive. It displays different options as you change your selection. Just click the object you want to change, for instance, a Freelance Graphics table, and the InfoBox displays the available options for the object you selected.
- With the InfoBox, you immediately see the results of the changes you selected. You don't have to close the InfoBox first.
- You can collapse or move the InfoBox so you can keep it open without crowding your work.

Double-click the title bar to collapse or return to normal size.

Click and drag the title bar to move the InfoBox.



To display and close the InfoBox

When you select the text or object you want to change, its InfoBox icon appears. To display the InfoBox, just click the icon. You can recognize an InfoBox icon by the small yellow diamond on a blue square:



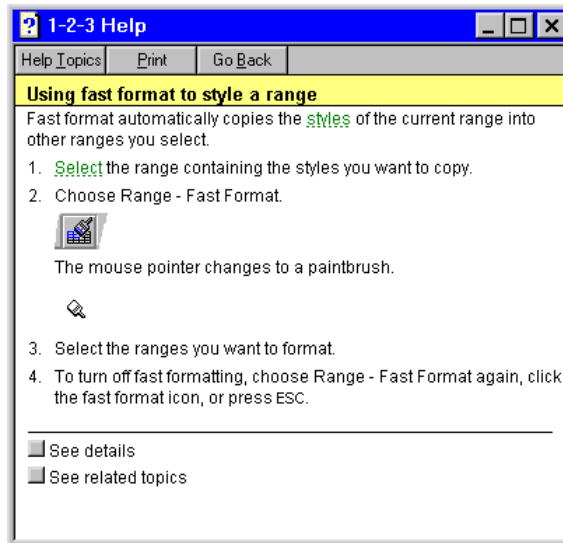
To close the InfoBox, click the Close button in the top right corner.

Getting the right Help at the right time

SmartSuite online assistance offers several ways to get answers to your SmartSuite questions.

Getting task Help

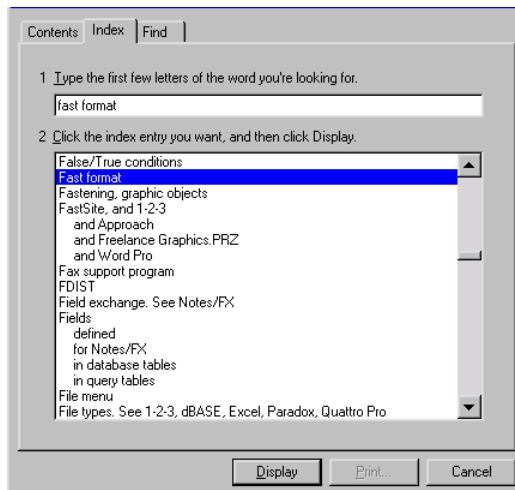
Online Help for all SmartSuite applications is organized by task. The procedures give you quick, step-by-step directions to help you complete your tasks.



Besides help on tasks, you can also get background information in Overview topics and specialized information in Details topics.

Using the Index

When you click the Index tab in your application's online Help, a list of keywords appears. Enter a word or subject and, if it's on the list, the Index scrolls to that keyword. When you double-click the keyword, Help displays either a Help topic or a list of topics to choose from.



Asking the Expert



Both 1-2-3 and Word Pro have Ask the Expert. You can ask questions in your own words without worrying about using the “right” terminology, and the Expert points you to the answer.

Display help about...

- ☐ Indenting text using the Text InfoBox
- ☐ Indenting text using a CycleKey
- ☐ Removing indents from text using the Text InfoBox
- ☐ Removing indents from text using a CycleKey
- ☐ Changing the space between the margin and indented text
- ☐ Indenting around a bullet or outline number

More

Ask the Expert

how do i indent a paragraph

Ask

Enter question here.

To get started Choose Ask the Expert from the Help menu or click the Expert button in the status bar.

Using other kinds of online assistance



The following online user assistance also helps you get your work done.

- **QuickDemos** provide step-by-step demonstrations. Some English and European language versions of Lotus SmartSuite come with IBM ViaVoice. If you have ViaVoice for Word Pro or 1-2-3 installed, QuickDemos can be read aloud to you. If you would rather play the demo silently, select “Mute.” Look for the QuickDemo icon in the Help topics of any application to see if a demo is available.

Note The language version of the product must match the language version of your ViaVoice reader in order for QuickDemos to read the text properly.

- **SmartCenter Help** gives you all the information you need to use SmartCenter and SuiteStart. You can find SmartCenter Help by clicking the Suite Help drawer in SmartCenter, and then double-clicking the SmartSuite Help icon in the Help folder.
- **Cross-application Help** gives you step-by-step directions for using your SmartSuite applications together. You can find cross-application Help by clicking “Using SmartSuite Applications Together” in the Contents section of SmartCenter Help.



- **Guide Me** in Freelance Graphics asks you questions related to the task you're doing. These questions guide you to the appropriate Help topic. You can find Guide Me by clicking the Guide Me button at the top right of your Freelance Graphics presentation or by choosing Guide Me from the Help menu.

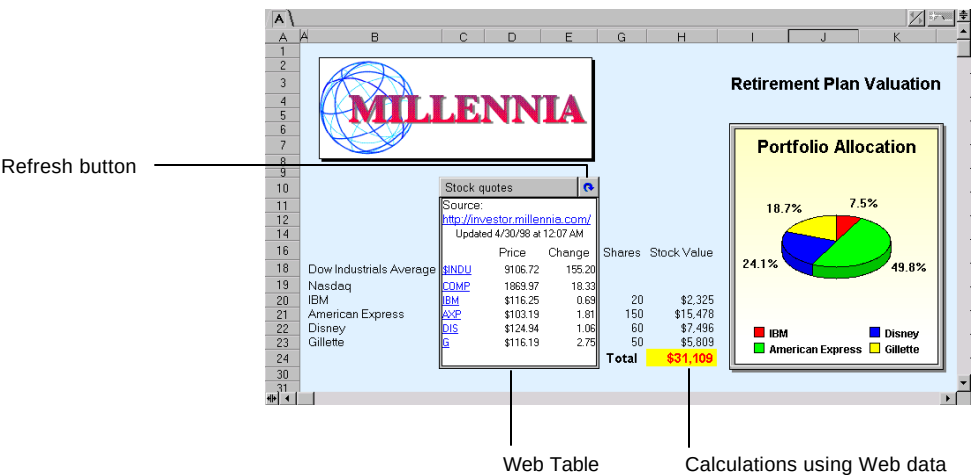
Chapter 5

Working the Web with SmartSuite

SmartSuite brings you closer than ever to the Internet and to your company's intranet. With SmartSuite you can connect to a wealth of information, publish files on the Web, and share data easily.

Getting and using the information you need

1-2-3 Web tables and SmartCenter Internet folders help you access information on the Internet and use that information in your work.



Using Web data in 1-2-3 Web tables

1-2-3 lets you pull data from a table on the Internet into a Web table in your 1-2-3 sheet.

Once you've created the Web table, 1-2-3 maintains a link to the source URL so you can refresh (update) your sheet when the data on the Web changes. You can choose to refresh the table manually or have 1-2-3 refresh the table at an interval that you specify.

You can use the data in your Web table to perform calculations just like any other data in your sheet. For example, you can use the Web data in formulas, @functions, and what-if tables.

Web tables help keep your spreadsheets current. For example, you can extract stock quotes from a Web page and pull them into an investment portfolio, bring current interest rates into a what-if table, or use budgeting information from your organization's intranet in a forecasting spreadsheet.

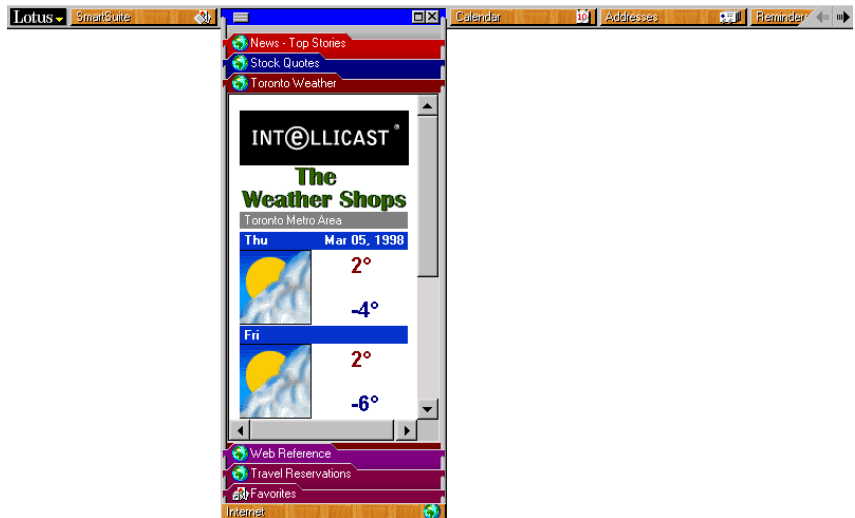
To get started From the File menu, choose Internet, and then choose "Get Data from Web."

Using SmartCenter to find what you need on the Internet

SmartCenter lets you monitor valuable Internet information, such as stock quotes, weather, and current news articles, without leaving your SmartSuite applications.

What makes SmartCenter Internet folders so useful?

- SmartCenter comes with a default set of Internet folders that pull information from trusted Web sites, such as PC Quote for monitoring stock information or INTELLICAST for checking weather forecasts.



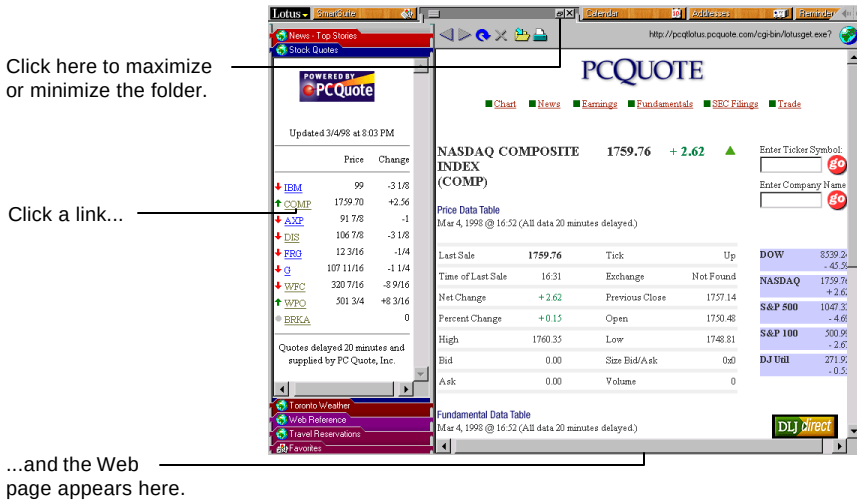
- SmartCenter comes with its own built-in browser. You can also use Internet Explorer (IE) 5.01, if it's installed on your computer. This means that you don't need to launch a separate browser to get information from the Internet.
- SmartCenter makes it easy to access the Internet without leaving your work. With just one click on an Internet folder, you get the information you want. With another click you return to your SmartSuite application.
- SmartCenter lets you tailor the information you're tracking to meet your own needs. For example, you can choose what type of news articles you want to view or what stock prices you want to check.

- You can add your own Internet folders that link you to the sites you use most often.
- If you have created your own list of favorites in IE or bookmarks in Netscape, SmartCenter detects them and automatically puts them in the appropriate folder.

Using maximized folders to get the most out of SmartCenter

By expanding your Internet folders to their maximum size, you can view more Internet information and link to additional Web pages.

When you maximize an Internet folder, SmartCenter displays a split screen with links in the left pane and a browser window in the right pane. When you click a link on the left, you launch a Web page on the right.



Note When you maximize certain types of folders, SmartCenter displays a single large pane.

To get started Click the folder you want to maximize, and then click the maximize button in the top right corner of the drawer.

Finding what you need with the SmartCenter Internet folders

SmartCenter comes with the following default set of Internet folders. You can find most of these folders in the Internet drawer.

- **Headlines.** Keep up with the latest news, including news from the world of business, technology, and sports.
- **Stock Quotes.** Track your favorite stocks in the financial markets. When you maximize this folder you also get earnings reports, company profiles, and price charts for the companies you are monitoring.

- **Weather.** Get information about the weather in your area or around the world by selecting the regions and cities you are interested in. When you maximize this folder you see a satellite view of the world.
- **Web Reference.** Search the Web for sites you want or use built-in links to a variety of topics, such as US Zip Codes.
- **Travel Reservations.** Research and book travel plans through Travelocity (a service of SABRE Interactive) or Amadeus.net, depending on the language version of SmartSuite you're using.
- **Favorites.** If you use Microsoft Explorer, SmartCenter automatically includes a Favorites folder with the Favorites list you created in Explorer.
- **Bookmarks.** If you use Netscape, SmartCenter automatically includes a Bookmarks folder with the Bookmarks you created in Netscape.
- **Maps.** This folder uses MapQuest's Interactive Atlas to generate maps of over 3 million towns, cities, and countries worldwide. You can also use it to generate driving instructions and highlighted map routes for North American destinations.

To get started Click the Addresses drawer, and then click the Maps folder.

- **SmartSuite Tips.** Get tips on using SmartSuite from the computer experts at PC World's TipWorld. New tips are added daily.

To get started Click the Suite Help drawer, and then click the SmartSuite Tips folder.

You can use Internet URL folders to add Web sites to SmartCenter. You can add new folders to any drawer.

To get started Click the drawer in which you want to add an Internet folder, click the drawer menu button in the top left corner, choose New Folder, and then follow the guided steps.

Publishing made easy with FastSite

FastSite, the newest member of the SmartSuite family, lets you build and publish Web sites using existing files. With FastSite, even a novice can quickly create professional-looking Web sites.

Start with the FastSite desktop

When you build a Web site, you generally must do the following tasks:

- Create a home page and navigators
- Add content
- Convert your content to a format viewable on the Web

- Preview your output
- Post your site to a server

FastSite lets you do all of these tasks right from the FastSite desktop. It even creates a home page and navigators *for you*.

The FastSite desktop has the following panes:

- A site hierarchy pane on the left, which gives you a map of your sites.
- A tabbed pane on the right for starting tasks quickly (Choose Task pane) and for previewing your documents (Preview Web Pages pane).



The site hierarchy pane

The site hierarchy pane is a map of your sites. When you create a site, this pane automatically shows all the items in your site and how they are linked together. You can also edit a site by dragging and dropping items in the site hierarchy.

The Choose Task pane

The Choose Task pane gives you a place to start. This is where you build, convert, edit, post, and update your site.

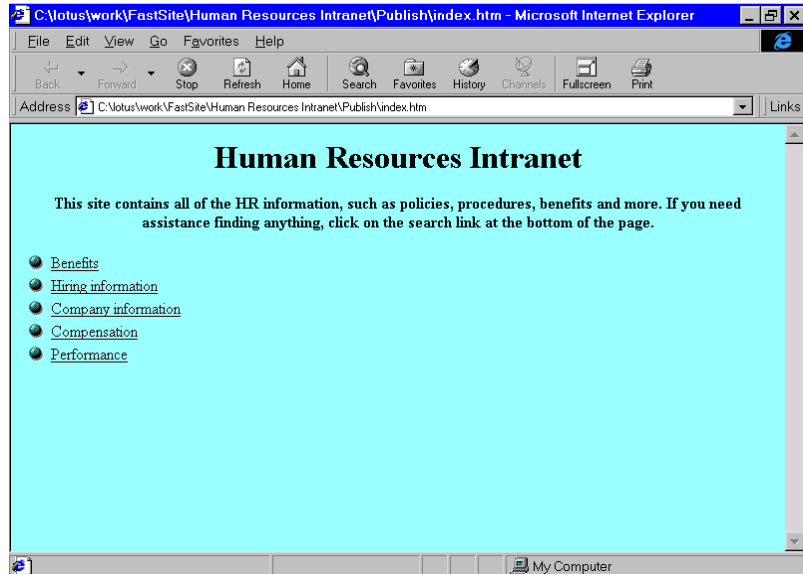
The Preview Web Pages pane

The Preview Web Pages pane lets you preview the published pages in your site. It also functions just like a Web browser, letting you navigate from site to site on the Web by clicking hyperlinks.

Building a site

FastSite lets you create a site by adding your existing files — spreadsheets, word processing documents, databases, and presentations — to a site

without recreating or reformatting the content. The following graphic shows a FastSite Web site.



In addition, you can choose from many different Web SmartMaster looks to give your site a consistent and professional appearance. These Web SmartMaster looks provide buttons that let visitors navigate through your site. You can also customize your look with logos, images, animation, and text.

FastSite also lets you create sections to help you organize your site and hyperlinks to connect it to other Web sites.

To get started In the Choose Task pane, click "Create a site," and then follow the guided steps in the Create Site dialog box.

Editing a site

After you create a site, you can add more files, change publishing options, modify the look of the entire site or a section of it, and much more.

Publishing a site

You can publish a FastSite Web site to any server in three easy steps — convert to Web pages, preview, and post.

Converting to Web pages

Once you have designed your Web site, you can batch convert your files to HTML. It also automatically generates a home page with links to all of your files.

To get started In the Choose Task pane, click “Convert files to Web pages” and then follow the steps in the Convert to Web Pages dialog box.

Previewing

You can preview your site before posting it to eliminate trial and error. You can preview it in FastSite or in a Web browser. Because FastSite behaves like a browser, you don’t need to switch back and forth between multiple applications.

To get started To preview your site in FastSite, select the site in the site hierarchy, and then click the Preview Web Pages tab. To preview your site in a browser, click the Choose Task pane. Then click “Preview Web pages in browser.”

Posting

You can post a site to a local drive, a network server, an intranet or Internet server, or a Domino server.

To get started In the site hierarchy, select the site you want to post. Then click “Post Web pages to a server” in the Choose Task pane.

Unlike other Web tools, FastSite is tightly integrated with Domino. You can easily move collections of files to Domino and then incorporate the Domino search, replication, and security capabilities. You don’t need a Notes client to post FastSite sites to a Domino Web server.

Updating a site

FastSite saves you time by highlighting your out-of-date files. (Out-of-date files no longer match their source files.) This means that when you update your site, you only have to convert the highlighted files.

To get started In the site hierarchy, select the site you want to update. Then select “Convert files to Web pages” in the Choose Task pane.

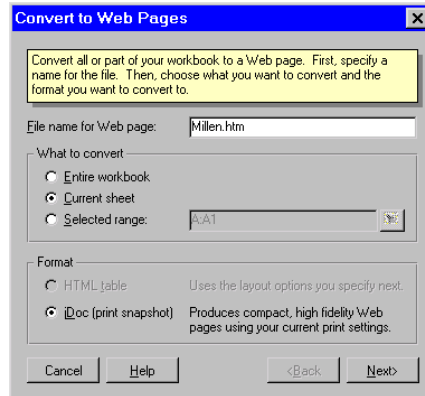
Using SmartSuite tools for Web publishing

When you publish files to Web sites from your SmartSuite applications, you use an Assistant to help you convert your files to Web pages. You can also create hyperlinks to other locations within your current file, to other files, or to a location on the Internet.

Converting to Web pages

1-2-3, Word Pro, Freelance Graphics, and Approach each offer you different options when you convert your files to Web pages. Each application has an Assistant to step you through the file conversion process.

1-2-3 users can publish a range to the Internet. Use the HTML table format to publish a range as data that can be read back in 1-2-3.



Word Pro users can export either the entire file or just the current division. The Export Assistant lets you include headers, footers, footnotes, and a user-defined URL. You can also save divisions and sections as separate files. If you choose to save divisions or sections as separate files, you can include navigation arrows and a table of contents.

- Freelance Graphics users can choose to convert each presentation page to one image for greatest fidelity, or separate the images and text on a presentation page for faster downloading. You also have the option to show the presentation in a Web browser using either ActiveX or a plug-in. You can use the Web Screen Show Player — the Lotus plug-in.
- Approach users can convert any Approach view to an HTML table.
- FastSite supports each SmartSuite application's publishing options.

For more information on HTML, see "Publishing high-fidelity documents to the Web" later in this chapter.

Creating hyperlinks

You create hyperlinks in your SmartSuite applications using the Create Hyperlink dialog box. You can link to locations and objects within the same file, to another file, or to locations on the Internet.

In your SmartSuite applications you can do the following:

- Create a hyperlink on a selected object or text to any URL.
- Create, edit, and remove hyperlinks with a right-mouse click.
- Change the underline and color attributes of hyperlinked text.
- From the Create Hyperlink dialog box, browse for a URL on the Internet or intranet and then paste the URL into the dialog box to create a link.

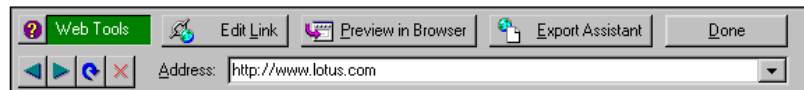
You also get the following product-specific hyperlinking capabilities:

- 1-2-3 lets you create hyperlinks on buttons, cells, and pictures.
- Word Pro and Freelance Graphics let you create hyperlinks on text and graphics.
- Freelance Graphics lets you create hyperlinks on selected text within a text block.
- Word Pro automatically creates a hyperlink when you type in a URL.
- Word Pro supports hyperlinking to Lotus Domino.
- FastSite lets you link to any URL or to another document in the same site.

To get started Select the item that you want for the source of your hyperlink, for example text, an object, or a cell. Then choose Hyperlink from the Create menu.

Using Word Pro as your HTML editor

When you use Word Pro as your Internet editor, you can create documents using Internet SmartMaster templates, graphics, tables, HTML forms, and even wallpaper backgrounds. Word Pro provides the Web Toolbar to help you preview and publish your Internet documents.



To get started From the File menu, choose Internet, and then choose Show Web Tools.

Publishing high-fidelity documents to the Web

SmartSuite offers a number of high-fidelity formats for publishing your files to the Web, including enhanced HTML 3.2

Publishing HTML output

With the SmartSuite enhancements to HTML 3.2, your files will not only look better on the Web than ever before, but you will also be able to share information more efficiently. SmartSuite applications that publish HTML will write HTML 3.2 files that are considered well-formed XML.

The 1-2-3 HTML export filter supports the following:

- Tables that include formulas, number formats, and numbers that 1-2-3 can read as values
- Cell background colors, text attributes, row heights, column widths, and alignment styles

The Word Pro HTML filter supports the following:

- Cascading style sheets
- Headers, footers, and footnotes
- JPEG and PNG images

Freelance Graphics Web output supports the following:

- GIF and JPEG images
- Text with tiled backgrounds (to reduce download time for viewing with a browser)
- Options that let you view your output using ActiveX or a plug-in
- Transparent GIFs

Sharing information using the Open/Save dialog box

Today, collaborating as a team and relying on intranets or the Internet for sharing data is part of everyday work.

Using Open/Save from Internet, you can share documents via any Internet server without leaving SmartSuite. The improved Open/Save dialog box makes it easy to open or save a spreadsheet, document, or presentation directly from and to Web and FTP servers. This means you can edit and analyze the information and then incorporate it into your own work. Now you can also delete a file that's on an FTP server.

To get started From 1-2-3, choose Open or Save from the File menu, and then click Internet. From all other applications, choose Internet from the File menu, and then choose either Open from Internet or Save to Internet.

Getting started on the Internet with the Setup Assistant

When you first connect to the Internet, the Internet Setup Assistant helps you configure your Internet access. The Assistant guides you through HTTP and FTP configuration and setup, and helps you select security options.

To get started From the File menu, choose Internet, and then choose Setup.



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