

WordPerfect[®] OFFICE

VERSION 4.0

WINDOWS

QUICKSTART CARD

Main Window

Double-click Out Box to list the items you have sent.

Double-click In Box to list the items you have received.

Double-click Trash to list the items you have deleted.

Double-click My Calendar to view your schedule.

The Shelf lets you easily open your most frequently used views, macros, or applications.

Items you receive are listed here.

Select a date on the Calendar to view your appointments, tasks, and notes for that day.

Your notes are listed here.

Your tasks are listed according to priority.

Your appointments are listed here.

A mail view

You can include a message, files, sounds, OLE objects, and more with an item.

The screenshot displays the WordPerfect Office 4.0 interface. At the top is the 'Main Window' with a menu bar (File, Edit, View, Send, Tools, Window, Help) and a 'Shelf' containing icons for In Box, Out Box, Trash, In Box, Week, wpwin60.exe, and Mail. Below the shelf are buttons for My Calendar, Send Mail, Schedule, Assign Task, Write Note, and Phone Message. A second window titled 'In Box' shows a list of messages with columns for From, Subject, and Date. A third window titled 'Day' shows a calendar for Wednesday, October 13, 1993, with sections for Appointments, Notes, and Tasks. A fourth window titled 'Mail To: ChetJ' shows a message form with fields for From, To, Subject, and Message, along with buttons for Send, Cancel, Address, Print, and Attach.

From	Subject	Date
Jason Tirrell		
1994		
Doc Updates		
Reports		
Chet Jenkins	Evaluation	09/14/93 09:47am
Tyrone Young	Albert Cano	09/14/93 09:55am
Doug Bateman	Please send form 497	09/14/93 10:00am
Chet Jenkins	Interface Changes	09/14/93 10:38am
	Working late tonight?	09/14/93 11:06am
	Manager's Meeting	10/14/93 12:00pm

Time	Appointment
8:00am	
8:30am	
9:00am	
9:30am	
10:00am	
10:30am	
11:00am	Planning Meeting (East Conference Room)
11:30am	
12:00pm	
12:30pm	
1:00pm	
1:30pm	
2:00pm	
2:30pm	
3:00pm	
3:30pm	
4:00pm	
4:30pm	
5:00pm	
5:30pm	

Notes
Reorganize files
Todd's birthday

Tasks
<input type="checkbox"/> H Quarterly reports due October 15th.
<input type="checkbox"/> L Prepare P.M. minutes and send.

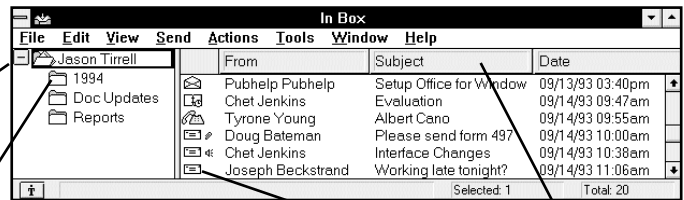
Field	Value
From:	Jason Tirrell
To:	ChetJ
Subject:	Design Conference
Message:	Please let me know by Friday if you plan to attend the Design Conference in November.
Attach:	

READING AN ITEM

- 1 Double-click **In Box** in the Main Window.
- 2 Double-click the item you want to read.

The + and - buttons expand and collapse the folders.

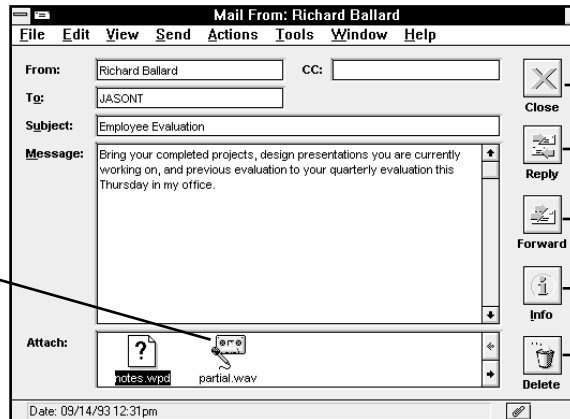
You can create folders to manage items.



Use Proxy to access the mailbox of a user who has given you access rights.

The icons indicate the item type.

You can move, delete and adjust the size of columns.



Attached files appear in the Attach box.

Choose Close to close the item.

Choose Reply to send a response to the sender.

Choose Forward to forward the item to another user.

Choose Info to open the Information window.

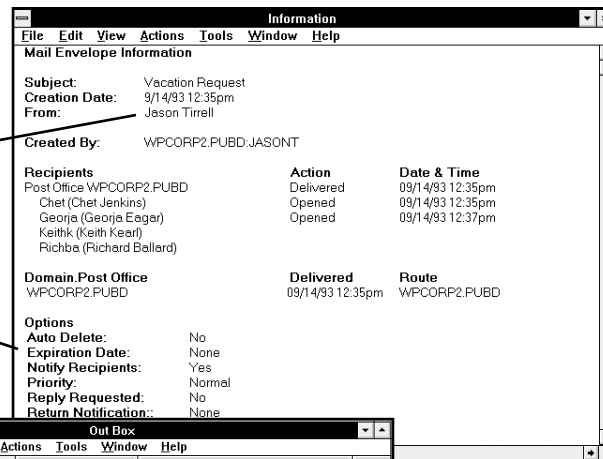
Choose Delete to delete the item.

TRACKING ITEMS YOU'VE SENT

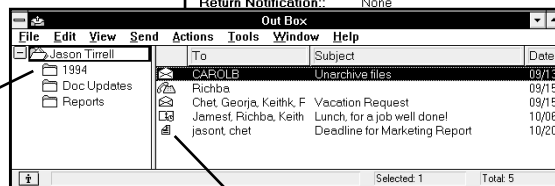
- 1 Double-click **Out Box** in the Main Window.
- 2 Double-click an item to open the Information window.

The user who sent the item is listed here.

The options you chose when creating the item appear here.



The folder structure is the same in the In Box and Out Box.



The icons indicate the item type.

YOUR PERSONAL CALENDAR

To change to a different calendar view, choose the View menu, then choose Switch View.

Notes appear only on the day they are scheduled for.

Group items are marked with a group icon.

To reschedule an appointment, task, or note to a different date, drag the item to a new date on the Calendar.

Set Alarm in the Actions menu lets you set a reminder alarm for an appointment.

Use Proxy to access the Calendar of a user who has given you access rights.

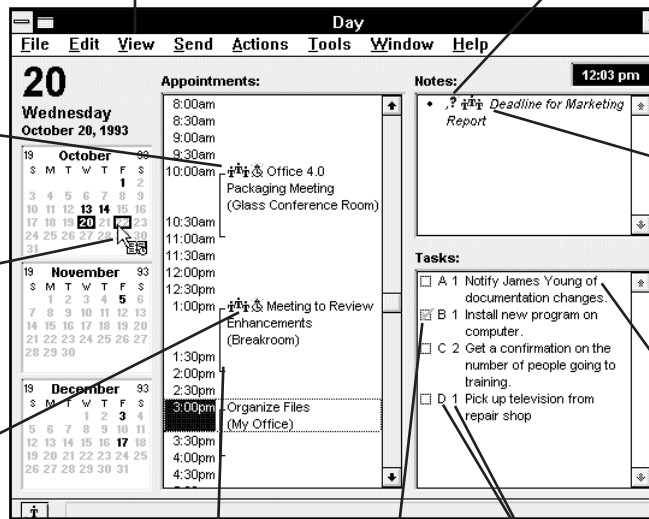
Drag the duration line to change the length of an appointment.

Click the box to mark a task completed.

You can prioritize tasks by letter, number, or both.

Italicized text indicates you have not yet accepted or declined the item.

Uncompleted tasks carry over to the next day.



MANAGING YOUR PERSONAL CALENDAR

CREATING A PERSONAL ITEM

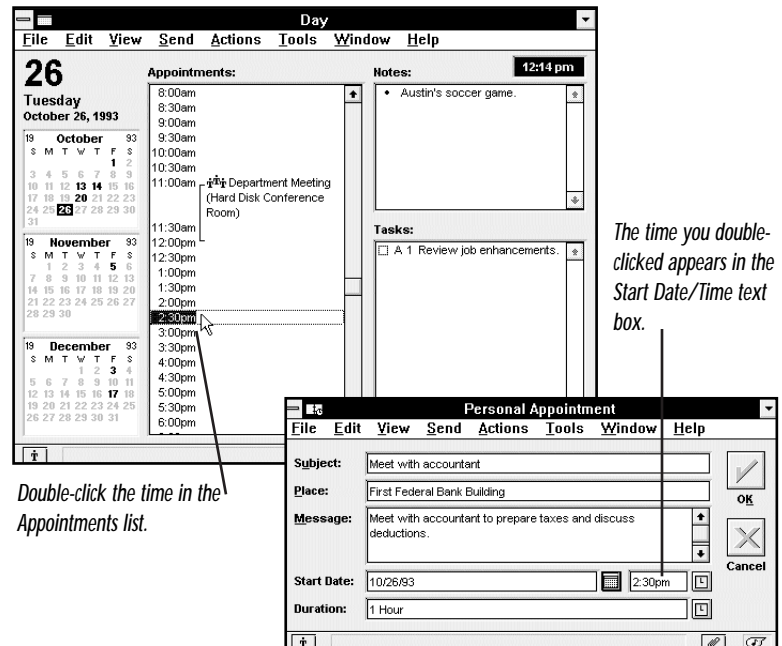
- 1 Double-click **My Calendar** in the Main Window.
- 2 Double-click an empty area or time in the Appointments, Tasks, or Notes list.

If you double-click a time in the Appointments list, the time you double-clicked is placed in the Start Date/Time text box.

- 3 Type the information in the view that appears.
- 4 Choose **OK** to place the item in your Calendar.

READING A PERSONAL ITEM

- 1 Double-click the item you want to read.

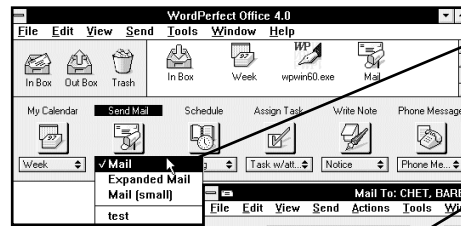


The time you double-clicked appears in the Start Date/Time text box.

SENDING A MAIL MESSAGE



- 1 Choose the **Send Mail** pop-up list, then choose a mail view.
- 2 Type the user IDs in the **To** text box.
or
Choose **Address**, double-click the user IDs, then choose **OK**.
- 3 Type a subject and a message.
- 4 Choose **Send**.



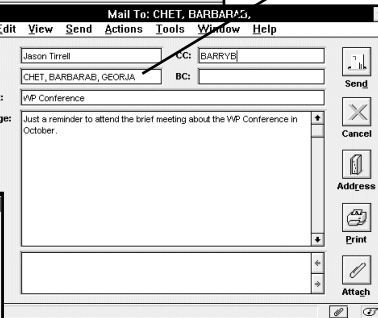
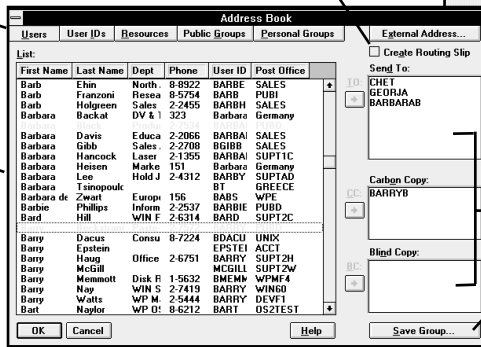
The Send Mail pop-up list. When you choose a view, the view opens.

You can send an item to one or more users.

Select Create Routing Slip to send the item to each user sequentially.

The buttons let you display users, user IDs, groups, or resources in the List box.

Double-click a user ID to place it in the Send To box.



A mail view

Choose the To, CC, or BC arrow buttons to place the selected user IDs in the Send To, Carbon Copy, or Blind Copy boxes.

Choose Save Group to save the users you selected as a group.

SCHEDULING AN APPOINTMENT



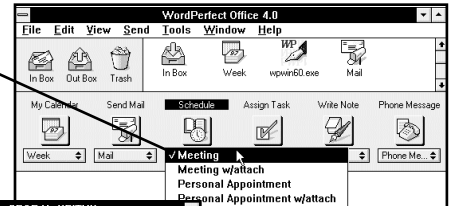
- 1 Choose the **Schedule** pop-up list, then choose a meeting view.
- 2 Type the user IDs in the **To** text box.
or
Choose **Address**, then double-click the user IDs.
- 3 If you want to schedule a resource, such as a room or projector, choose **Resources** from the Address Book, double-click the resources you want, then choose **OK**.
- 4 Choose the **Date** icon button, select the start date, then choose **OK**.
- 5 Choose the **Duration** icon button, select the meeting time and duration, then choose **OK**.
- 6 Finish filling in the appointment, then choose **Send**.

Choose a view from the Schedule pop-up list to open an appointment view.

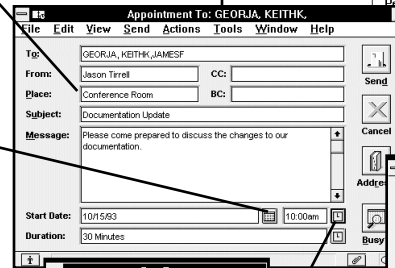
If you choose a resource that is defined as a place, WP Office lists the resource in the Place text box.

Click this icon button to open the Set Date dialog box.

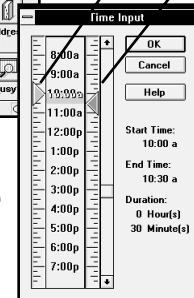
Select a date for the meeting.



Drag the arrows to select the start and end times.



Click this icon button to open the Time Input dialog box.

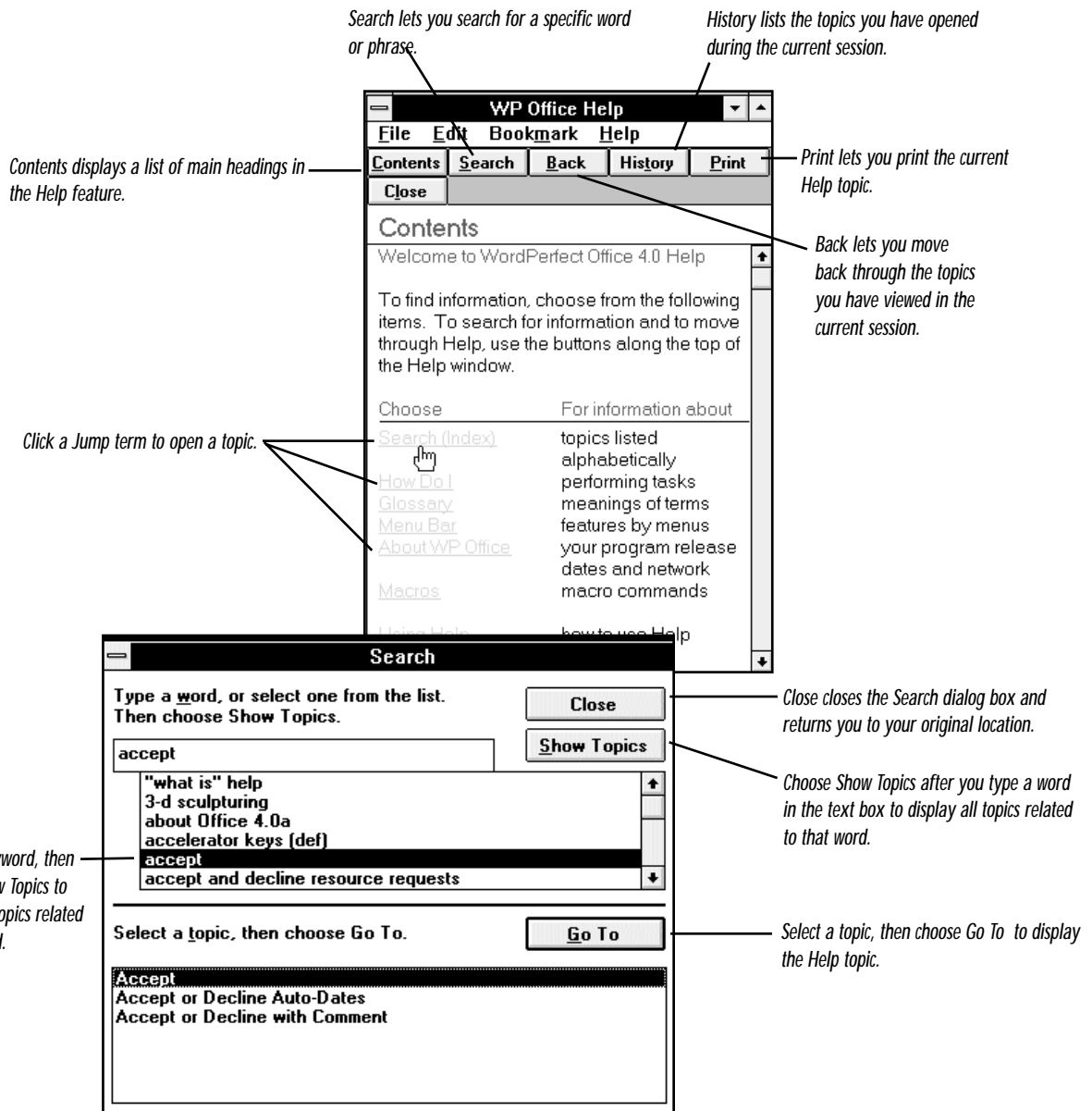


GETTING HELP

1 Choose the **Help** menu (F1), choose **What Is**, then click anywhere in a window for context-sensitive Help.

or

Choose the **Help** menu, then choose **Contents** to display a list of main headings.



The image shows two windows from the WP Office Help system. The top window is titled "WP Office Help" and has a menu bar with "File", "Edit", "Bookmark", and "Help". Below the menu bar are buttons for "Contents", "Search", "Back", "History", and "Print". The main area displays the "Contents" page, which includes a welcome message and a list of topics with descriptions. The bottom window is titled "Search" and contains a text input field with the word "accept", a "Show Topics" button, and a list of search results. A "Go To" button is also present at the bottom of the search window.

Search lets you search for a specific word or phrase.

History lists the topics you have opened during the current session.

Contents displays a list of main headings in the Help feature.

Print lets you print the current Help topic.

Back lets you move back through the topics you have viewed in the current session.

Click a Jump term to open a topic.

Select a keyword, then choose Show Topics to display all topics related to that word.

Close closes the Search dialog box and returns you to your original location.

Choose Show Topics after you type a word in the text box to display all topics related to that word.

Select a topic, then choose Go To to display the Help topic.

DELETING AND UNDELETING ITEMS

DELETING AN ITEM YOU RECEIVED

- 1 Double-click **In Box** in the Main Window.
- 2 Select the item.
- 3 Choose the **Actions** menu, then choose **Delete** to move the item to the Trash.

RETRACTING AN ITEM YOU SENT

- 1 Double-click **Out Box** in the Main Window.
- 2 Select the item.
- 3 Choose the **Actions** menu, then choose **Delete**.
- 4 Select a deletion option, then choose **OK** to move the item to the Trash.

UNDELETING AN ITEM

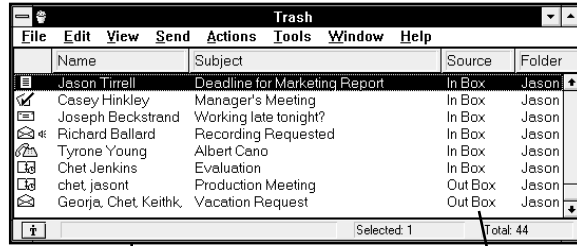
- 1 Double-click **Trash** in the Main Window.
- 2 Select the item.
- 3 Choose the **Edit** menu, then choose **Undelete** to return the item to its original location.

EMPTYING THE TRASH

- 1 Double-click **Trash** in the Main Window.
- 2 Select the items you want to empty from the Trash.
- 3 Choose the **Edit** menu, then choose **Empty Selected Items**.

You can empty all items from the Trash by choosing the **Edit** menu in the Main Window, then choosing **Empty Trash**.

Important: Items emptied from the Trash cannot be restored.

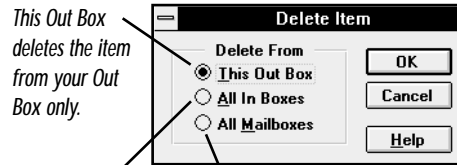


Trash							
File	Edit	View	Send	Actions	Tools	Window	Help
	Name	Subject	Source	Folder			
<input type="checkbox"/>	Jason Tirrell	Deadline for Marketing Report	In Box	Jason			
<input checked="" type="checkbox"/>	Casey Hinkley	Manager's Meeting	In Box	Jason			
<input type="checkbox"/>	Joseph Beckstrand	Working late tonight?	In Box	Jason			
<input type="checkbox"/>	Richard Ballard	Recording Requested	In Box	Jason			
<input type="checkbox"/>	Tyrone Young	Albert Cano	In Box	Jason			
<input type="checkbox"/>	Chet Jenkins	Evaluation	In Box	Jason			
<input type="checkbox"/>	chet.jasont	Production Meeting	Out Box	Jason			
<input type="checkbox"/>	Georgia, Chet, Keithk.	Vacation Request	Out Box	Jason			

Deleted items are placed in the Trash.

This column indicates whether you sent or received the item.

Important: Mail, notes, and phone messages can't be deleted if they have been opened. Appointments and tasks can be deleted at any time.



This Out Box deletes the item from your Out Box only.

All In Boxes deletes the item from the recipients' In Boxes.

All Mailboxes deletes the item from your Out Box and the recipients' In Boxes.