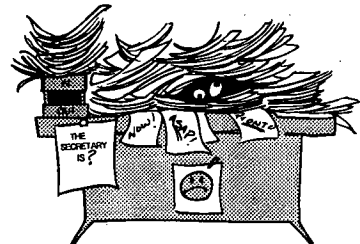


Get ORGANIZED

The Lotus Organizer workshops recently offered by the SIGNET Client Services Division (STC) at Headquarters proved to be very popular. Staff from across the Department and at all levels of the organization came to find out how Lotus Organizer could help them to get their daily working lives in good order (a response to a New Year's resolution, perhaps?).



The most frequently asked question in the workshops was, "How can I automatically see Lotus Organizer when I logon to SIGNET?" The answer follows. We suggest keeping these easy-to-follow instructions handy until they become second nature.

To automatically open your Lotus Organizer personal data when you logon to SIGNET:

- 1 Access your Lotus Organizer file.
- 2 Select **File, Organizer Preferences, Organizer Setup** from the Menu Bar.
- 3 In the **Open To** field, make sure **Today** is selected. If not, click on the down arrow and select it.
- 4 Click in the **Open File** field and click on **Browse** (to the right of the dialogue box).
- 5 Double click on your personal Organizer filename in the list. (The path will automatically be inserted in the Open the file field of the Organizer Setup dialogue box.)
- 6 Click **OK**.
- 7 Close Lotus Organizer and save changes.

To include your Lotus Organizer personal file in the StartUp group:

From Program Manager:

- 1 Double click on the group containing your Lotus Organizer icon.
- 2 Double click on the **StartUp** group.
- 3 Select **Window, Tile** from the Menu Bar
- 4 Hold down the **Ctrl** key, click on the Lotus Organizer icon and drag it into your **Startup** group. (This will make a copy of your Lotus Organizer icon.)
- 5 Select **Options, Save Setting on Exit** from the Menu Bar.
- 6 Close **Program Manager** and exit Windows.
- 7 Logon to SIGNET and bingo! there it is, ready for you to work with.

Note: If you cannot find the Lotus Organizer application icon, call SIGNET Support to have it installed.

FORUM

Scanning

Q *I've received a hard copy of a document that I'd like to have in electronic format. Can it be done? If so, how and where?*

A Answer from Jill Morrell, SIGNET Client Services Division (STC)

Yes, it can, by scanning the document. At Headquarters, take the document to the

SIGNET Walk-In Centre on A1 and scan it— et voila! you'll have the document on diskette.

To scan a document (or photograph) is easy. The directions are simple to follow. Deborah Wilson and the Walk-In Centre staff are there if you need assistance — they won't do the work for you, but are happy to help. Once you have scanned the document (using OCR software), save it on

diskette. Take the diskette back to your workstation, open up the file in WordPerfect and check it carefully for spelling and mix-ups in letters (for example, "mm" is often scanned as "mrm"), then save it on your a:\, c:\ or h:\ drives. You can now send it electronically as is, edit it or even copy and paste parts of it to a document you are working on.