PERSONAL COMPUTER WORLD

UK-INFO

READER OFFER

WHAT THE CRITICS SAY ...

'Now here IS something amazing. It is a CD-ROM of the entire electoral register for the UK, cross-referenced to the entire phone directory plus, for good measure, a directory for every business in Britain and the whole country on Ordnance Survey maps [Info Map]. Furthermore, on this one relatively cheap CD [from £39.95] you can search in an instant, rather than ploughing through books for hours. You can even save the extortionate cost of 192 calls. Want to find an old school friend? I located two in a minute. The CD...is pretty extraordinary.'

London Evening Standard, Jonathan Margolis, on UK-Info Disk Version 4.0

'Simple and versatile ... Overall: ★★★★'

The Daily Telegraph

'Does what it says'

Directors Magazine

A '**watershed** in the Information Age in the UK'

The Independent

'Top of the list...This is a worth-while upgrade to all previous versions of the UK-Info, and remains good value.'

The Guardian

'WITH 47 million names and addresses, this is a formidable search tool'

The Daily Telegraph

'Ease of Use ★★★★ Performance ★★★★ Features ★★★★ Value for Money ★★★★ Overall ★★★★'

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'A sublime piece of software'

The Evening Standard

'An invaluable piece of software'

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WELCOME TO THE NOVEMBER 1999 PERSONAL COMPUTER WORLD CD-ROM

November COVER DISCS

UK Info Disk can be an extremely powerful information tool. It is designed to allow anyone – be it an individual or many people working in large corporations – to search quickly and easily for contact addresses and telephone numbers, without incurring the mounting costs of repeated calls to the Directory Enquiries service.

The version featured on our cover disc this month is UK Info Disk 2000 SE, which includes the fully updated 1999 database boasting information on over 42 million UK residents and businesses. But to get the most out of UK Info Disk and produce the most efficient searches, you must master its many intricacies.

Here's our guide to squeezing the best from this nifty product.

A step-by-step guide

1 UK Info Disk's workspace is split into three areas: search criteria, search results, and maps. At the very simplest level, you can use the program to search for someone using characters from their surname or postcode.

Imagine you want to catch up with a long-lost friend, for instance, but all you can remember is that they live somewhere in Norfolk. Click in the Surname entry box (in the search criteria area) and type in the name – we're using Smith as an example. Now move to the list of localities in the left-hand pane, scroll down to select Norfolk and then click Start.

2 After a short while, UK Info Disk will return a list of matches, complete with a summary of information stored in its database. However, you'll notice that they're in no particular order. To sort them by any one of the field names (Initial, Street Name, Town, etc), simply click on the appropriate field heading at the top of the list. If one of the entries looks like it might refer to the person or company you're after, simply double-click it to bring up a more detailed record.

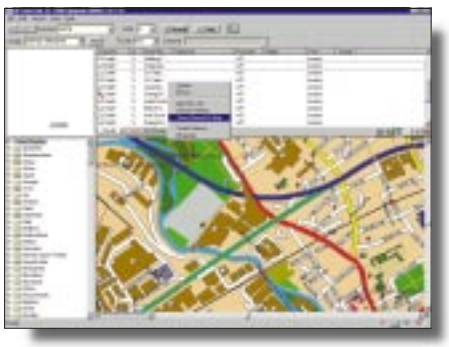
3 Using this method is fine for quick-and-simple searches in small localities. However, UK Info Disk 2000 SE limits the number of entries on a list of matches to 30 – imagine how many people called Smith live in London, for instance, and you can see how this has the potential to cause problems.

The best way around this is to narrow your search by using additional

criteria. Tap the initial of the person you're looking for into the Initial entry box and, if you know all or even part of it, put the postcode into the P.Code entry box. Click Search again.

UK Info Disk keeps track of anything you enter so, as time goes by, you can reduce the amount you have to type for future searches by using entries from the drop-down menus available on all fields – this is particularly handy if you intend regularly searching for people residing in a select number of localities.

4 One of UK Info Disk's most impressive features is its ability to pinpoint your chosen record's location on a street map – anywhere in the UK! To do this, just select the match from the list as before, right-click with the mouse and select the Show Record On Map option from the pop-up menu. The exact location of the record will be marked by a little figure of a person.



On our cover disc version of UK Info Disk, there is a 30-day time limit on this feature. If you have access to the Internet, it's possible to 'refresh' the counter once by visiting the developer's website at www.192.com – but you will be expected to register by entering a number of personal details.

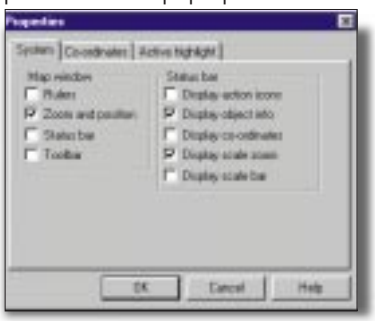
5 If you're doing a number of different searches and want to make a note of a few matches from each one, UK Info Disk's tagging feature can help you out. When your first search is complete, click the Tag/Untag button (it's just below the Edit menu, and looks like a little checklist). Now double-click on each record in the list of matches that you wish to tag; the entries will be highlighted in red as you do this. Now perform your second search, and repeat the tagging procedure. When you've finished, you can view all the tagged records by clicking on the Tagged tab at the bottom of the list.

Records can be untagged by simply clicking on them in the main search results list (click the Results tab to return to this).

6 So far, we've confined our searches to individuals, but UK Info Disk is just as good at searching for businesses. To start with a clean slate, click the Reset button (it sits just under the File menu, and looks like a little sweeping arrow). Type all or part of the company's name into the Company entry box, and then select its locality as per step one – we're looking for VNU Business Publications, the publisher of *PCW*.

As with people searches, you can plot the location of the target business on a street map by right-clicking its entry in the results list. The only difference here is that the business' location is marked with a pound (£) symbol, rather than the person icon seen before.

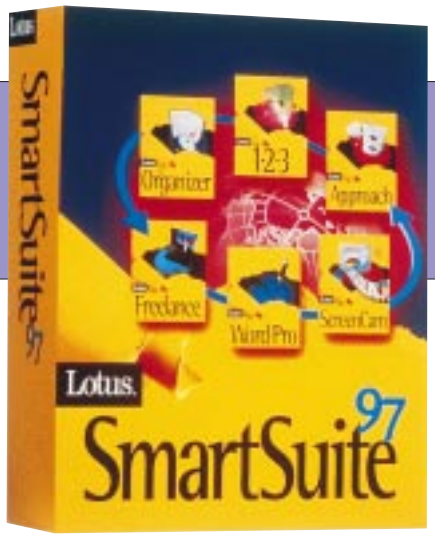
7 Displayed map information can be tweaked to your heart's content, too. Right-click anywhere within the map area and select Properties from the pop-up menu. For an idea of scale, you might want to turn on the rulers; or perhaps you'd like to pinpoint precise locations using British Ordnance Survey co-ordinates. The best bet here is to simply experiment with the various options until you're happy.



8 UK Info Disk is closely integrated with the Windows Phone Dialer applet. If your PC is fitted with a voice modem, you can use the Phone option from the File menu to have UK Info Disk automatically dial the number of your selected record. With a little bit more effort, you can even set Phone Dialer up with a number of 'speed' dials – one-touch shortcut buttons to your 10 most-dialled contacts – just select Speed Dial from the Edit menu and follow the on-screen instructions.

9 Finally, UK Info Disk's display can be configured just like any other Windows application. If you want to make the map area much larger so that you can see more detail, click and hold down the mouse button on the window separator and just drag it to the required size. You can alter any of the other windows in exactly the same way.

Lotus SmartSuite 97



This month we bring you the complete professional office suite – Lotus SmartSuite 97. It's a full version and includes everything you need to run your office. Please install from the English Folder – foreign language options are not available.

Taking a quick head count, we have Word Pro processing the words, 1-2-3 on spreadsheet duties, Approach directing databases, Freelance Graphics creating business presentations and Organizer managing personal information – all fully 32bit applications. There's also Lotus ScreenCam, a tool to record videos of screen actions for training or demonstrations.

Here's a quick tour through some of the special features in Lotus SmartSuite 97.

Lotus 1-2-3 97

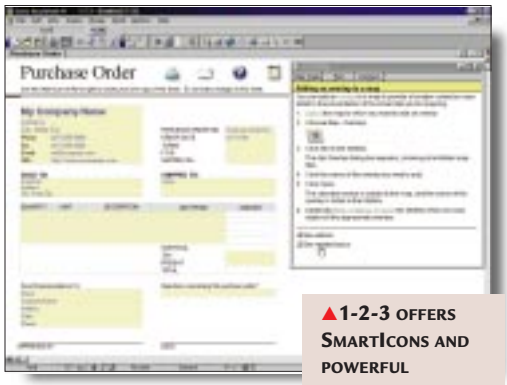
As well as the full range of professional spreadsheet functions, the 32bit 1-2-3 includes powerful database capabilities and a set of sophisticated charting and graphics features. Files can be saved or loaded in all the common formats, so compatibility will never be an issue.

In common with the other components of the suite, the Internet and intranets are on tap via a set of SmartIcons. You can also open or save documents on the web, or publish them as a standalone HTML file.

New to this version of 1-2-3 is an outlining feature that lets you collapse or expand ranges of data.

Word Pro 97

This goes way beyond the standard word processing features you'd expect from a top professional word processor. A powerful DTP (desktop publishing) capability makes Word Pro 97 ideal for creating everything from newsletters to web pages. Its close integration with the rest of SmartSuite 97 also means that it is easy to link elements from all the modules.



▲1-2-3 OFFERS SMARTICONS AND POWERFUL DATABASE FACILITIES

Net with everything

Lotus had a headstart over Microsoft with the first version of SmartSuite offering web connectivity and basic HTML output. But this release goes a lot further.

Start Word Pro and you'll find two new sets of SmartIcons. The Internet tools comprise buttons for opening files directly from a web or FTP site, or publishing the current document (assuming you have access rights) straight onto a web site. Further SmartIcons offer connections via your web browser to the Lotus Home Page, Customer Support Page, FTP site or Internet Directory. A set of SmartMasters (interactive templates) offers web page layouts with Click Here fields to replace dummy text with your own.

Teamwork

SmartSuite 97 comes with tools allowing group review of documents, consolidation and saving multiple versions. The Team features originally seen in Word Pro are now part of 1-2-3. TeamMail lets you distribute data to colleagues, simultaneously or sequentially. TeamReview brings it back, with amendments from the other members: the author can replace their original data with the team contributions, or merge the changes as different versions of named ranges. TeamConsolidate works with Lotus Notes to distribute and assemble separate worksheets and merge them into a single file.

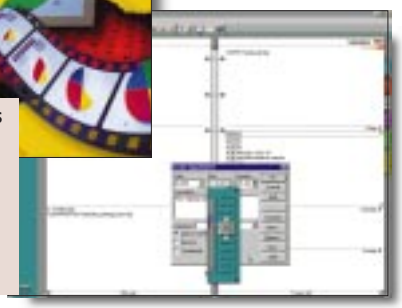
Another integration milestone is that Lotus Script, described by the company as a superset of Visual Basic, is now the official language for macros throughout. Lotus 1-2-3 still lets you record macros in the traditional way and existing macros will work, but you also have access to the full power of Lotus Script to create custom applications.

▼MAKE YOUR WEB PRESENCE FELT WITH A WORD PRO SMARTMASTER

Approach

Approach is one of the easiest to use of the leading commercial database packages on the market. It follows the familiar tabbed section look, with suite-standard SmartIcons and the InfoBox available in form design view. As well as powerful database features, a full set of Internet tools allows you to open and save Internet/intranet files, and publish in HTML.

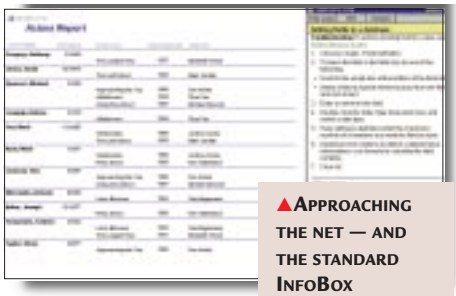
▲ScreenCam helps record videos for training



▶SmartCentre with the friendly face of Organizer

Freelance Graphics

Freelance Graphics has the same look and feel as the rest of the suite, complete with InfoBox, but the tabbed dividers switch between slide-sorter, outliner and single slide view. There are 134 SmartMasters which offer not only design assistance but also advice on contents. On the collaborative side, in addition to TeamReview, TeamShow enables you to perform a screenshow for multiple remote audiences from your own desk. All the Internet stuff is here, so you can put an entire presentation onto the web, or publish it as standalone HTML documents. An additional facility enables you to jump to a URL 'live' during a screenshow.



▲Approaching the net — and the standard InfoBox

Organizer

The famous Organizer interface uses the classic Filofax look, with no attempt to impose tabs and InfoBox features which, given the success of the product (six million users), is a wise decision. Organizer sets the standard for easy-to-use yet powerful personal and group information management.

The Notepad supports OLE objects and rich-text formatting, and web sites can also be launched from here. Windows 95 TAPI support streamlines autodialling, and the calendar provides flexible, graphic views of time blocks.

Help is at hand

Overall help includes Lotus Assistants, for such things as mail-merging a Word Pro letter with an Organizer address list, or distributing documents for TeamReview.

And if you want to ask something in plain English, try the search engine Ask the Expert. Word Pro users also get conversion help from Word, WordPerfect and AmiPro.

SmartCentre

In overall control is SmartCentre, sitting at the top or bottom of the screen, neatly avoiding the Windows Taskbar. This is split into Drawers which are sub-divided into Folders. It's customisable with a choice of drawer fronts and a range of sound effects.

The first drawer is SmartSuite. There is a folder of shortcuts to launch each component and to create new documents based on SmartMaster templates in any application, plus recent files folders for each application.

The next drawer is the Internet, with folders for stock quotes, weather forecasts, favourite places and so on.

Apart from help, the Help drawer provides access to Acrobat documents, guided tours and useful web sites. The Reference drawer contains a dictionary and thesaurus. You can leave one or more drawers open at any one time: they hide behind the active application but can be brought to the top by clicking the continually visible bar.

The package includes a calendar, address book and sticky-note reminder. The latter is simple. A list of reminders can be dragged onto the desktop or marked as 'done'. After you have entered a record in the address book, you can click on one of a series of buttons beside each main field to carry out an action.

The calendar and address book synchronise with the appropriate sections in Organizer. Looking up addresses or appointments becomes faster than firing up the full monty of Organizer itself.

To find out more about the latest version of SmartSuite Millennium, why not visit the Lotus website at www.lotus.com or take advantage of our special reader offer to upgrade for only £152.88.

This software is provided for domestic evaluation purposes only and is not for commercial or professional use and is not supported by IBM/Lotus.

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