



Inserting Mailed and Published Pages into a Notebook

When you insert published pages, you become a subscriber. Subscribing establishes remote, dynamic links with the publisher's notebook. When the publisher issues new versions of published pages, your Object Exchange automatically receives them and responds according to the update method of your choice (see Update Methods for details). The version depth, set by the publisher, determines how many versions of a set of published pages your Object Exchange stores at any one time (see Versions and Version Depth). If the publisher sets the version depth to 12, for example, your object store holds the 12 most recent versions that the publisher issued to you. (Note that when the publisher issues the thirteenth version, you lose the first version.) You can use any available version of a publication at any time.

To insert mailed or published pages into a notebook:

1. Open the notebook.
2. Click the workgroup SpeedBar Use button to display the Use Notebooks and Pages dialog box, which lists the descriptions of all objects currently stored in your Object Exchange.

Contents	Shows the selected object's type (Mailed Pages, Published Pages, or Mailed Notebook).
Distributed By	Is the address of the user who mailed or published the selected object. If the selected object is one of your own publications, Obex (for Object Exchange) appears here.
Last Distributed	Is the date and time the last version of selected object was published, or the date and time it was mailed.
3. To add descriptions of your own publications to the Description list, select Show Publications. (This is useful when you want to mail notebooks with published pages already inserted in them. See Mailing Notebooks Containing Published Pages.)
4. Select the description of the object that you want to use.
5. For published pages, if the publisher specified a version depth greater than 1, you can select a version to insert. Select Current to insert the most recent version. To insert a back version, select Back, then use the spin control to select the version. 1 represents the first back version (second most recent), 2 the second back version, and so on.
6. Select the update method (Manual or Automatic).
7. By default, all of the pages in the selected set are inserted into the notebook by default. To insert only some of the pages, click Select Pages.
8. Click Insert.

Selected pages are inserted into the active notebook, using the first available empty, unnamed pages. If a page you're inserting is unnamed, Quattro Pro adds an underbar prefix to the page letter to make it unique (for example, _C). If the notebook already contains a page with the same name as a page you're trying to insert, Quattro Pro adds a number to the page name to make it unique (for example, Sales1, or _C1).

Mailed and published pages contain data values and cell formats from the original notebook pages, but not formulas, graphs, or graphics. You can copy shared data, refer to it in formulas, and redistribute it. However, you can't change published pages and save the changes, because they are read-only pages "owned" by the publisher.

See Also

Polling

Using Mailed Notebooks

Managing Inserted Pages



Using Mailed Notebooks

When you use mailed notebooks, Quattro Pro creates an exact local copy of the sender's notebook, including all data, formulas, formatting, graphs, and graphics. You can use mailed notebooks as you would any Quattro Pro notebook. You can even mail or publish from it, or insert mailed and published pages into it.

To use mailed notebooks:

1. Click the workgroup SpeedBar Use button to display the Use Notebooks and Pages dialog box. The Use Objects dialog box lists the descriptions of all objects currently stored in your Object Exchange. As you scroll through the list, the bottom part of the dialog box changes to show information on the selected object:

Contents	Shows the selected object's type (Mailed Pages, Published Pages, or Mailed Notebook).
Distributed By	Is the address of the user who mailed or published the selected object. If the selected object is one of your own publications, Obex (for Object Exchange) appears here.
Last Distributed	Is the date and time the last version of selected object was published, or the date and time it was mailed.

3. Select the description of the mailed notebook that you want to use.
4. Click Insert.

When you use mailed notebooks, Quattro Pro creates a local copy of the notebook in the working directory using the sender's original name. If a notebook with that name already exists in that directory, Quattro Pro appends a number to the name to make it unique.

See Also

[Polling](#)

[Inserting Mailed and Published Pages into a Notebook](#)



Deleting Shared Objects and Stopping Subscription

You can delete objects from the Object Exchange at any time. Deleting a set of published pages is equivalent to stopping subscription: The next time you poll, your address is automatically removed from the publisher's subscriber list, and you stop receiving new versions.

To delete a shared object from the Object Exchange,

1. Click the workgroup SpeedBar Use button.
2. Select the description of the object you want to delete from the Object Exchange.
3. Click Delete.

If you've inserted mailed or published pages from a set of pages, and you later delete that set of pages from the Object Exchange, the inserted pages remain in your notebooks until you remove them. Published pages using the automatic update method display NA in place of data values, since the object the pages refer to is no longer there. Data in mailed or manually updated pages and notebooks is not affected.

See Also

[Polling](#)

[Removing Inserted Pages](#)

Workgroup Desktop Help Contents

Click an underlined title or icon to get information about a topic. Read **Essentials** if you are new to workgroup notebooks. You can use the Search button at any time to find topics quickly.



Essentials for getting up to speed with Workgroup Desktop.



Tasks for step-by-step instructions on all features of Workgroup Desktop.



SpeedBar Buttons for information on all workgroup SpeedBar buttons and related dialog boxes.



Select Names

Lets you build or modify a mailing list or subscriber list. The Alias box lists all of the addresses (by alias), and the Groups list all of the address groups, in the current address book.

The Select Names dialog box offers these options:

Add Group	Adds the addresses of all members of the selected group to the mailing or subscriber list.
Add Name	Adds the address associated with the selected alias to the mailing or subscriber list.
Remove Name	Removes the selected address from the mailing or subscriber list
Remove All	Removes all of the addresses from the mailing or subscriber list.
Additional Address	Lets you add an address not contained in the current address book. You must enter a complete address in this edit field (not an alias).
Add	Adds the address entered in the Additional Address edit field to the mailing or subscriber list.



Select Pages

Lets you select the page or set of pages to mail or publish. The Named Pages box lists all the named pages in the active notebook, except for the Graphs and Workgroup pages. The Selected Pages box lists all of the pages to be mailed or published.

The Select Pages dialog box offers these options:

Add Page	Adds the selected named page to the set of pages to be mailed or published.
Remove >	Removes the selected page from the set of pages to be mailed or published.
Add All	Adds all named pages in the active notebook (except the Graphs and Workgroup pages) to the set of pages to be mailed or published.
Remove >>	Removes all pages from the set of pages to be mailed or published.
Page	Lets you add a named page to the set of pages being mailed or published by typing its name or letter. Also lets you add unnamed pages to the set of pages to be mailed or published.
Add	Adds the page entered in the Page edit field to the set of pages being mailed or published.

Using the Add All button to publish all of the named pages in the active notebook is not the same as selecting All Named Pages in the Publish dialog box. Selecting All Named Pages makes the contents of the publication automatically adjust when you add or delete named pages from the notebook you're publishing from. Add All simply published all of the named pages in the active notebook at this moment.



Subscribers Modified

Lets you choose the action to take when you modify the subscriber list of an active publication.

The Subscribers Modified dialog box offers these options:

Issue current version to new subscribers

If you've added one or more addresses to the subscriber list, lets you issue the most recently issued version of the publication to new subscribers only.

Issue new version to all subscribers

If you've added one or more subscribers to or remove one or more subscribers from the subscriber list and changed the contents of the current publication, you can issue a new version of the publication to all addresses in the subscriber list.

Don't issue version now

Lets you modify the subscriber list without sending a version of the publication.



Rename Inserted Page

Lets you rename mailed or published pages inserted into the active notebook. The Rename Inserted Page dialog box offers these options:

Old Name The current name of the selected page.

New Name The new name of the selected page.

The Manage Inserted Pages dialog box keeps track of the original name of the mailed or published page (in the Original Name field).

account name

A unique name that you give to an Object Exchange account when you create it (such as LAN at Work, MCI2, and so on). The account name appears in the accounts list on the left side of the Object Exchange window.

accounts list

List of all messaging accounts you have created for the Object Exchange, along with icons that indicate the current status of each account. The accounts list appears on the left side of the Object Exchange window.

address

The unique electronic mail or communication system address that you use when you mail and publish Quattro Pro objects to other Workgroup Desktop users.

address book

A Quattro Pro for Windows notebook (.WB1) that contains addresses of other Workgroup Desktop users with whom you can share information.

address group

A group of users defined within an address book that you can use as a distribution list when mailing or publishing Quattro Pro objects.

automatic updating

An update method which automatically inserts new versions of published pages into your notebooks when your Object Exchange receives them, and which automatically replaces mailed pages that you've changed with the original versions the next time you open the notebooks they're inserted into.

description

An explanatory title that you give to objects when you mail or publish them. Recipients see available objects (pages, sets of pages, and notebooks) listed by their descriptions.

mailing

With publishing, the process of electronically distributing information to remote Quattro Pro users. You mail pages (instead of publishing them) when you want to distribute a set of data but don't need to update it later. You mail notebooks to distribute templates or complex spreadsheet models to other users.

mailing list

A list of addresses that you want to mail a page, a set of pages, or a notebook to. You build a mailing list with the Select Names dialog box.

manual updating

An update method which inserts new versions of published pages into your notebooks, and which replaces mailed pages that you've changed with the original versions, only when you request an update (with the Update button in the Manage Inserted Pages dialog box).

messaging account

An Object Exchange account that lets you communicate with an existing messaging service account. Messaging services include mail systems such as MCI and MHS, as well as Windows for Workgroups and a variety of LANs.

messaging service

A mail system such as MCI, MHS, or Windows for Workgroups, or an E-mail program such as Microsoft Mail. The Object Exchange also lets you use a variety of LANs to exchange Quattro Pro objects.

modem

A device that transmits and receives data through telephone lines. Modems modulate digital computer signals into analog signals that telephone lines can carry, and demodulate analog signals received through telephone lines back into digital signals before passing them to a computer.

object

A unit of information that you can distribute to or receive from remote Workgroup Desktop users. Quattro Pro objects include notebooks, notebook pages, and sets of notebook pages.

object store

A private data directory that works like a database of shared objects. The object store holds all objects mailed or published to you so that they are continuously available, even if you're no longer connected to the messaging service over which you received them.

polling

The process of sending out and picking up objects. The Object Exchange polls, or contacts, an account both to transmit outgoing objects and pick up incoming ones. You can poll accounts manually, or have the Object Exchange poll your accounts automatically at specified intervals.

primary account

When you create more than one messaging account for a messagign service, you can designate one of those accounts as primary. When you poll a messaging service from Workgroup Desktop (using the workgroup SpeedBar Poll button), the Object Exchange automatically polls the primary account for the selected service.

publishing

With mailing, the process of electronically distributing information to remote Workgroup Desktop users. When you publish pages (as opposed to mailing them), you establish ongoing information-sharing relationships with remote users. Once you've established a publication, you can issue new versions of it to keep remote users continuously up to date.

subscriber list

A list of addresses that you want to publish a page or set of pages to. You build a subscriber list with the Select Names dialog box.

subscribing

The process of using pages published to you by remote Quattro Pro users. You become a subscriber by inserting published pages into your own Quattro Pro for Windows notebooks. When you subscribe to a published page, you have continuous access to all available versions. You can choose to receive updates either automatically or manually.

update method

The way that the Object Exchange handles updates of mailed and published pages inserted into your notebooks. You can choose either automatic updating or manual updating.

updating

The process by which mailed and published pages inserted into your notebooks are kept up to date with the latest versions. Updating can either be automatic or manual.

version

One of possibly many variations of a published object. As publisher, you can issue new versions of active publications to subscribers at any time. Mailed objects can have only one version.

version depth

The number of versions of a publication available to a subscriber at any one time. The version depth is set by the publisher.

workgroup

A group of two or more people responsible for or involved with a particular task for a particular period of time. Workgroup computing provides workgroups with automated tools to help them get their work done.

workgroup index

A special page (named Workgroup) that keeps track of all the workgroup activity in a notebook. Workgroup esktop automatically creates a workgroup index the first time you establish a publication in a notebook, or insert mailed or published pages into a notebook.



Glossary

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Essentials

Before using workgroup notebooks, read the following topics in this Help system or in your printed manual.

[What Is Workgroup Desktop?](#)

[Publishing and Subscribing](#)

[Mailing](#)

[Versions and Version Depth](#)

[Update Methods](#)

[Address Books and Address Groups](#)

[The Object Exchange](#)



Workgroup SpeedBar

The workgroup SpeedBar gives you access to all Workgroup Desktop options. You can display the workgroup SpeedBar by choosing Data | Workgroup Desktop, by clicking the Workgroup Desktop button on the secondary SpeedBar, or by right-clicking any SpeedBar and choosing Append | Workgroup Desktop.

The workgroup SpeedBar provides the following options:

[Mail Button](#)

[Publish Button](#)

[Use Button](#)

[Manage Pages Button](#)

[Index Button](#)

[Address Button](#)

[Poll Button](#)

[Alerts Button](#)



What Is Workgroup Desktop?

Very few business tasks are done in isolation. Most are accomplished through the collaboration and cooperation of individuals working together in groups. Those tasks that are performed by single individuals almost always result in information that needs to be shared with other individuals and groups within the organization. Organizations of all sizes, therefore, face the challenge of how to get individuals to collaborate effectively and efficiently, and how to distribute information quickly and reliably. This challenge becomes even more daunting when organizations are physically dispersed.

Workgroup computing provides one kind of answer to this challenge. It puts computers and productivity applications at the service of workgroups by automating the communication, exchange of information, and flow of work among workgroup members. Generally speaking, a workgroup is any group of individuals who need to collaborate or share information for a period of time. In the real world, workgroups come in all different sizes, and exist for a variety of purposes. Workgroup membership is fluid, changing as the aims and structure of the organization changes, forming as new tasks are identified, and dissolving as those tasks are completed. Effective groupware is flexible enough to support workgroups of all types and to keep pace with the changes within them.

Workgroup Desktop brings the power of workgroup computing to Quattro Pro for Windows 5.0. It lets you share spreadsheet information and applications with workgroup members, and ensures that the latest information is always available to them, no matter where they are located. Workgroup Desktop lets you:

- Enjoy all the power of workgroup computing without changing your environment, applications, or working methods.
- Exchange information with remote Quattro Pro users through multiple messaging services, including MCI Mail, MHS, NGM, MAPI, LANs, and many popular electronic mail systems such as cc:Mail and Da Vinci E-Mail.
- Continuously access shared information without being continuously connected to a communications network.
- Define and change the membership of workgroups easily and locally to keep pace with your changing workload or organizational structure.
- Send models or templates contained in Quattro Pro notebooks, from simple purchase order forms to complex sales predictions, to many users at once.
- Share, store, and use multiple versions of notebook pages.
- Use the same shared information in many Quattro Pro notebooks, or use information collected from many sources in one notebook.
- Decide what shared information you want to use, and when.
- Get started easily and quickly. You don't need to be a system administrator to install and use Workgroup Desktop.



Publishing and Subscribing

At the heart of Workgroup Desktop is a process called publishing and subscribing. Publishing and subscribing establishes ongoing data-sharing relationships between your Quattro Pro for Windows notebooks and those of remote users. When you publish a notebook page and other workgroup members subscribe to it, the data in your page appears in their notebooks exactly as it appears in your own. Subscribers receive the data and cell formats from your original pages, but not the formulas, graphs, graphics, or page formats.

You can change your original page and issue new versions of it to your subscribers. Subscribers can decide whether they want your changes to appear automatically in their notebooks, or only when they request an update. You can set a version depth for each publication, which determines how many versions previous to the most recent version are available to subscribers at any one time. The ability to set a version depth is a powerful tool when you need to publish historical information (for example, the last twelve months of a monthly sales report) or a series of changing data or variable values (for example, a series of values that subscribers can plug in to the Scenario Manager). The subscriber or the publisher can stop the data-sharing relationship at any time.

You subscribe to published pages by inserting them into your own notebooks. You can insert published pages from many sources into a single notebook, limited only by the number of available blank pages. You can also insert the same page or set of pages simultaneously into many notebooks.

See Also

[Publishing Notebook Pages](#)

[Establishing a Publication](#)

[Issuing a New Version of a Publication](#)

[Clearing the Current Publication](#)

[Inserting Mailed and Published Pages into a Notebook](#)

[Deleting Shared Objects and Stopping Subscription](#)



Mailing

Workgroup Desktop lets you mail notebooks and pages to other workgroup members. You mail pages (instead of publishing them) when you want to distribute a set of data but don't need to send new versions of it on an ongoing basis. You can mail notebooks to send complex templates or models, such as expense reports or purchase order forms, to many users simultaneously.

When you mail notebook pages, recipients receive the data and cell formats from your original pages, but not the formulas, graphs, graphics, or page formats. When you mail notebooks, recipients receive the entire notebook, including all of its formats, formulas, graphs, graphics.

You use mailed pages by inserting them into your own notebooks. You can insert mailed pages from many sources into a single notebook, limited only by the number of available blank pages. You can also insert the same page or set of pages simultaneously into many notebooks. When you use mailed notebooks, Quattro Pro creates a new notebook and inserts the complete contents of the mailed notebook into it. You can save the mailed notebook using the name of your choice. You can use mailed notebooks as you would any Quattro Pro notebook. You can even mail or publish from it, or insert mailed and published pages into it.

See Also

[Mailing Notebooks and Pages](#)

[Inserting Mailed and Published Pages into a Notebook](#)

[Using Mailed Notebooks](#)



Versions and Version Depth

When you publish pages, you can set a version depth for the publication. The version depth determines how many versions of a publication will be available to subscribers at any given time. For example, if you want subscribers to have access to a year's worth of monthly reports, you set the version depth to 12, which makes the current version and the 11 previous versions of the publication available. You can set a maximum depth of 99 versions for publications. The version depth of mailed pages and notebooks is always 1 (the current version only).

Subscribers can use any available version of a page or set of pages in their own notebooks. There is no limit to the number of available versions that subscribers can use at any one time. When subscribers insert published pages (using the [Use Notebooks and Pages](#) dialog box), they can select a version for the set of pages that they're inserting. They can change the version of inserted pages individually using the [Manage Inserted Pages](#) dialog box.

See Also

[Inserting Mailed and Published Pages into a Notebook](#)

[Changing the Version of Individual Published Pages](#)



Update Methods

Update methods determine how Workgroup Desktop maintains the contents of mailed and published pages that you insert into notebooks. You can choose either the automatic or manual update method, which work differently for mailed and published pages:

- | | |
|-----------|--|
| Automatic | <p>For published pages, automatic updating automatically inserts new <u>versions</u> into your notebooks when your Object Exchange receives them. Automatic updating automatically keeps the current version of a published page up to date.</p> <p>If you've inserted a previous version of a published page, automatic updating automatically renews the data in that page whenever you receive a new version. For example, if you've inserted the second most recent version of a monthly sales report into a notebook page using automatic updating, that page will always contain the second most recent available version of the publication. When you receive a new version of the publication, the contents of that version changes, and the data in the inserted page automatically changes to reflect that.</p> <p>If you disable page protection and make changes to inserted mailed pages, automatic updating automatically overwrites those changes with the contents of original mailed pages the next time you open the notebook in which you inserted those pages.</p> |
| Manual | <p>For published pages, manual updating inserts new versions received by the Object Exchange only when you request an update (with the Update button in the Manage Inserted Pages dialog box). If you want to ensure that you will always have a particular set of published data, use manual updating so that it will not be overwritten when you receive new versions.</p> <p>For mailed pages, manual updating overwrites changes you make with contents of the original mailed pages only when you request an update (with the Update button in the Manage Inserted Pages dialog box).</p> |

When you insert mailed or published pages (using the Use Notebooks and Pages dialog box), you can set the update method for the set of pages that you're inserting. You can change the updating method of inserted pages individually using the Manage Inserted Pages dialog box.

See Also

[Inserting Mailed and Published Pages into a Notebook](#)

[Updating Inserted Pages](#)

[Changing the Update Method of Individual Pages](#)



Address Books and Address Groups

Address books are Quattro Pro for Windows notebooks which store addresses of workgroup members who can share data with Workgroup Desktop. Although you don't have to be connected to an address book to mail or publish, address books greatly simplify the process of building mailing and subscriber lists.

Address books can reside either on a file server to be shared by all workgroup members who access that file server, or on any user's local computer. If your workgroup uses a shared address book created and maintained by a system administrator (or by a user acting as an administrator), you need only select that address book to gain access to all of the addresses contained in it. Even if you use a shared address book, you can create local or private address books organized in a way that's convenient for you. You can create as many address books as you want, and select them one at a time.

See Also

[Working with Address Books](#)

[Selecting Address Books](#)

[Creating New Address Books](#)

[Creating Address Groups](#)

[Addressing Guidelines](#)



The Object Exchange

The software engine that drives Workgroup Desktop is the Object Exchange (or Obex). The Object Exchange lets you share information (objects) between different applications and different users of the same application. In Quattro Pro, you can share notebooks, notebook pages, or sets of notebook pages.

The Object Exchange isn't an application in itself, but a middle link between applications and the outside world. In other words, it interacts with the operating system and messaging services to provide workgroup and communication services to applications.

The Object Exchange gives you unprecedented freedom and flexibility in creating, maintaining, and managing workgroup computing relationships. It maintains a local store of shared objects on your computer, which makes shared data continuously available to you without requiring you to be continuously connected to a communications network. This object store lets you use shared pages and notebooks even if the local area network is inaccessible.

The Object Exchange also frees you from dependence on a single communications network by letting you connect seamlessly and simultaneously to a wide range of messaging services. The Object Exchange lets you use:

- MCI Mail, a global electronic mail service. To use MCI, you need an MCI account, a modem, and access to a telephone system.
- Novell's NetWare Message Handling Service (MHS), version 1.5, or its upgrade, NetWare Global Messaging (NGM), mail systems for local area networks.
- Windows for Workgroups, as well as with other MAPI-compliant messaging services such as Microsoft Mail. (MAPI is Microsoft's Mail Application Programming Interface.)



Local area networks such as Novell NetWare, Banyan 5.0, Microsoft LAN Manager 2.1, AT&T StarGroup 3.5.1, IBM LAN Server 2.0, and 3Com Share and 3Com Open without requiring you to purchase and install a separate mail system.



cc:Mail, as well as with other VIM-compliant messaging services. (VIM is Vendor Independent Messaging, a messaging standard supported by many major software vendors.)

All of this power and flexibility comes to you automatically and invisibly: once you've configured the Object Exchange with the information it needs to access your messaging accounts, it works in the background to manage your connections and interactions with other Workgroup Desktop users.

See Also

[Creating and Configuring Messaging Accounts](#)

[Object Exchange Help](#)



Tasks

Click a topic for information on using Workgroup Desktop.

[Getting Started](#)

[Publishing and Mailing Notebooks and Pages](#)

[Using Shared Notebooks and Pages](#)

[Managing Inserted Pages](#)

[Polling](#)

[Viewing Object Exchange Status](#)



Getting Started

The first step in setting up Workgroup Desktop is to create and configure your Object Exchange messaging accounts. After you set up your Object Exchange properly, you can perform all Workgroup Desktop tasks from within Quattro Pro itself, with the Object Exchange running in the background or minimized on your desktop.

Address books are notebooks which store addresses of Quattro Pro for Windows members who can share data with Workgroup Desktop. Although you don't have to use an address book to mail or publish, address books greatly simplify the process of building mailing lists and subscriber lists. Addressing Guidelines provide details and examples on how to construct valid LAN, MHS, MCI, MAPI, and cc:Mail addresses. Use these guidelines when populating an address book, or when mailing or publishing to addressees not contained in an address book.

Click a topic for more information:

[Starting Workgroup Desktop](#)

[Creating and Configuring Messaging Accounts](#)

[Working with Address Books](#)

[Selecting Address Books](#)

[Creating New Address Books](#)

[Managing Entries in Address Books](#)

[Creating Address Groups](#)

[Managing Address Groups](#)

[Addressing Guidelines](#)



Publishing and Mailing Pages and Notebooks

Once you've created the Object Exchange messaging accounts you need, you're ready to begin mailing and publishing. If you haven't already done so, start Workgroup Desktop (see Starting Workgroup Desktop), and make sure you've selected the address book that contains the addresses of the workgroup members you want to mail or publish to (see Selecting Address Books).

Click a topic for more information:

Publishing Notebook Pages

Establishing a Publication

Issuing a New Version of a Publication

Clearing the Current Publication

Mailing Notebooks and Pages

Mailing Notebooks Containing Published Pages



Using Shared Pages and Notebooks

When other Quattro Pro for Windows users mail, publish, or issue versions to you, the pages or notebooks they send are received by your Object Exchange when it polls your messaging accounts. The Object Exchange holds your copies of shared pages and notebooks in your object store, which behaves like a database of shared objects sent to you. Your object store makes all of your shared objects continuously available for use in any Quattro Pro notebook, whether or not you're currently connected to your messaging services. Shared objects remain in the Object Exchange until you delete them.

Pages published and mailed to you as a set are grouped together under one description. To use mailed pages or subscribe to published pages, you insert them into the notebook of your choice. You can insert mailed and published pages from many sources into a single notebook, limited only by the number of available blank pages. You can insert the set of pages into a notebook, or you can insert selected pages from the set. You can also insert the same page or set of pages simultaneously into many notebooks.

Click a topic for more information:

[Inserting Mailed and Published Pages into a Notebook](#)

[Using Mailed Notebooks](#)

[Deleting Shared Objects and Stopping Subscription](#)



Managing Inserted Pages

After you insert mailed or published pages into a notebook, you can



Get information about them



Change their update method to manual or automatic



Change the version of published pages



Manually update them



Rename them



Remove them from the notebook

To manage inserted pages, open the notebook in which the pages are inserted, and click the workgroup SpeedBar Manage Pages button.

Click a topic for more information:

[Updating Inserted Pages](#)

[Changing the Update Method of Individual Pages](#)

[Changing the Version of Individual Published Pages](#)

[Renaming Inserted Pages](#)

[Removing Inserted Pages](#)

[Using the Workgroup Index](#)



Polling

When you publish, issue versions, or mail, Quattro Pro submits the published or mailed objects to the Object Exchange, which holds them in its outgoing queues. When the Object Exchange polls an account, it transmits all the objects -- notebooks, sets of pages, or individual pages -- you've sent through that account, and picks up all the objects you've received through that account, since the Object Exchange last polled it. The Object Exchange holds incoming objects in your object store, ready for you to use.

Click a topic for more information:

[Setting an Account's Polling Mode](#)

[Polling from Workgroup Desktop](#)

[Polling from the Object Exchange](#)

[Cancelling Polling](#)



Viewing Object Exchange Status

You can get information on objects held in the Object Exchange's outgoing queue, as well as a list of alerts (error messages) that your Object Exchange may have encountered when trying to poll or queue objects to your messaging accounts.

Click a topic for more information:

[Viewing the Outgoing Queue](#)

[Viewing Object Exchange Message](#)



Starting Workgroup Desktop

To start Workgroup Desktop, do one of the following:



Choose Data | Workgroup Desktop.



Click the Workgroup icon on the secondary SpeedBar.



Right-click a SpeedBar, and choose Append | Workgroup Desktop from the SpeedBar Control menu.

Starting Workgroup Desktop displays the workgroup SpeedBar and launches the Object Exchange in the background, if it's not already running. The Object Exchange remains open even after you close Quattro Pro for Windows, so that you can poll your messaging accounts at any time.

The first time you run Workgroup Desktop, the Object Exchange prompts you to create at least one messaging account. For information, see [Creating and Configuring Messaging Accounts](#).

The workgroup SpeedBar gives you all the tools you need to use Workgroup Desktop. For details on all workgroup SpeedBar buttons, see [Workgroup SpeedBar](#).



Creating and Configuring Messaging Accounts

Before you can use Workgroup Desktop, you must create and configure Object Exchange messaging accounts that interact with LAN, MHS, MCI, MAPI, or cc:Mail messaging services. Each Object Exchange account must correspond to a messaging service account or LAN mailbox. You can create as many Object Exchange accounts as you need for each messaging service. When you configure Object Exchange accounts, you supply them with the information they need to connect with your messaging service accounts or mailboxes. You can configure accounts any time except when the Object Exchange is polling.

The Object Exchange polls, or contacts, messaging services to transmit outgoing objects and to pick up incoming objects. You can set an automatic polling frequency for each messaging account, and tell it how often and between what hours to poll.

When you create and configure accounts, the Object Exchange checks to make sure that you've supplied all the necessary information for that account. If you've left something out, the Object Exchange alerts you and asks you to provide it. In some cases, the Object Exchange also checks the accuracy of the information you've entered. For example, it checks to make sure you've entered a valid post office path for LAN accounts, or a valid username or workgroup name for MHS or NGM accounts.

For details on how to create and configure Object Exchange accounts, see Object Exchange Help, or Chapter 2 of the *Workgroup Desktop Guide*.



Working with Address Books

Address books are Quattro Pro for Windows notebooks that store addresses of Workgroup Desktop users. Although you don't have to use an address book to mail or publish, address books greatly simplify the process of building mailing and subscriber lists. Address books can reside either on a file server or shared computer for use by all workgroup members who have access to it, or on any user's local computer. If your workgroup uses a shared address book created and maintained by a system administrator (or by a user acting as an administrator), you need only select that address book to gain access to all of the addresses contained in it. Even if you use a shared address book, you can create your own local or private address books organized in a way that's convenient for you. You can create as many address books as you want, and select them one at a time.

Each address book entry consists of an alias - a unique user name you can use in place of a full address - and a concrete address. If a user has more than one address - for instance, both an MHS and a LAN address - the address book can contain both addresses, with different aliases for each. Every address book contains one default group, named All Names, which includes every address entered into that address book. You can create additional address groups composed of addresses from the All Names group. These groups can function as distribution lists for addressing mail or publications to many Workgroup Desktop users at once. An address book might contain one address group per company, department, or project. Address groups can share addresses with other groups, and you can modify group membership at any time.

See Also

[Selecting Address Books](#)

[Creating New Address Books](#)

[Managing Entries in Address Books](#)

[Creating Address Groups](#)

[Managing Address Groups](#)

[Addressing Guidelines](#)



Selecting Address Books

To use an existing address book, you select it. You can change the selected address book at any time. Workgroup Desktop remembers which address book you selected from session to session.

To select an address book,

1. Click the workgroup SpeedBar Address button. The Address Book dialog box appears, and the path and name of the currently selected address book appear in the Selected Book edit field.
2. To select a different address book, select Select Book, then choose OK to open a file-handling dialog box.
3. Choose the file that you want to use as an address book. When you're ready, choose OK.
4. The location (the full path) of the new address book appears in the Selected Book text box. The aliases and groups contained in the selected book now appear in the Select Names dialog box, ready for you to create or modify your [mailing lists](#) or [subscriber lists](#).

See Also

[Establishing a Publication](#)

[Mailing Notebooks and Pages](#)



Creating New Address Books

You can create as many address books as you like. If you want other workgroup members to have access to an address book you create, make sure that you create it in a shared area of a file server or on a shared computer. Once you've created a new address book, you can enter aliases, addresses, and groups into it. If you're an administrator responsible for maintaining a shared address notebook, you might want to ensure data integrity by giving users read-only access to the directory in which that address book is stored.

To create a new address book,

1. Click the workgroup SpeedBar Address button. The Address Book dialog box appears.
2. Select Create New Book, then choose OK. A file-handling dialog box appears.
3. Enter the location (the full path) and a valid DOS filename for the new address book in the Path text box, or use Drives and Directories to select the path.
4. Choose OK.

Quattro Pro creates the address book using an address book template, selects it, and displays the Manage People dialog box so that you can add entries to the new address book right away.

See Also

[Managing Entries in Address Books](#)



Managing Entries in Address Books

You must select an address book before managing entries in it. You can enter as many addresses in a book as you want.

To manage entries in an address book,

1. Click the workgroup SpeedBar Address button to display the Address Book dialog box.
2. Select Manage People, then choose OK to display the Manage People dialog box. The first entry in the address book appears in the Alias and Address edit fields. You can edit the entry or choose another activity:

New	Creates a new, blank entry added after the last entry.
Delete	Erases the active entry.
Go Next	Displays the next entry.
Go Previous	Displays the previous entry.
Revert	Cancels edits to the current entry and restores original data.
Search	Turns on Search mode, which lets you search for entries in the address book. For information on how to use Search mode, see Searching for Records .

3. When you're ready, choose Close.

See Also
[Addressing Guidelines](#)



Creating Address Groups

You can create groups for selected Quattro Pro address books at any time. Groups can serve as distribution lists to use when you're building mailing and subscriber lists (see [Select Names](#)). You can populate groups you create with addresses from the All Names group. You can create as many groups as you want in an address book.

To create a new group in an address book,

1. Click the workgroup SpeedBar Address button to display the Address Book dialog box.
2. Select Create New Group, then choose OK to display the Create New Group dialog box.
3. Enter a name for the group in the Group Name text box. Group names must be valid notebook page names. Page names can be up to fifteen characters long, and can contain letters and numbers, as well as the following special characters. You can't use spaces or other special characters.
~ ! % _ | \ ` ? `
4. Choose OK. to display the management dialog box for the new group. The Aliases box lists all of the addresses (by alias), and the Groups list all of the groups, in the current address book. Complete addresses appear in the Names List when you add them.



To add an address to the group, select an alias from the Aliases box, or type an Alias in the Alias text box, and click Add.



To add all members of an existing group to the new group, select the group from the Groups list, and click Add Group.



To remove addresses from the group, select the address you want to remove in the Members box and click Remove. Remove All removes all addresses from the group.

5. Do one of the following:



To delete the new group, choose Clear.



To save the new group without entering any addresses into it, choose Cancel.



To save the new group with the addresses you added, choose OK.



Managing Address Groups

You can add or remove members from address groups contained in the Quattro Pro address book you're currently connected to at any time. You can also delete groups at any time.

To manage groups in an address book,

1. Click the workgroup SpeedBar Address button to display the Address Book dialog box.
2. Select Manage Group, select the group you want to manage from the list, and choose OK to display the group management dialog box for the selected group.
3. To delete the group from the address book, choose Clear.
4. To change the membership of the group, use the dialog box options. The Aliases box lists all of the addresses (by alias), and the Groups list all of the groups, in the current address book. Complete addresses appear in the Names List when you add them.



To add an address to the group, select an alias and click Add.



To add all members of an existing group to the new group, select the group from the Groups list, and click Add Group.



To add addresses that don't appear in the Alias box, enter their complete addresses in the Alias text box and click Add. For example, type pking(LAN), where pking is the subscriber's LAN mailbox name. (See [Addressing Guidelines](#) for complete information.)



To remove addresses from the group, select the address you want to remove in the Group members box and click Remove. Remove All removes all addresses from the group.

When you're done, choose OK.



Addressing Guidelines

Read the following information before entering addresses in an address book or an address list dialog box:



Addresses are not case-sensitive: You can type uppercase or lowercase characters.



You must follow addresses with the messaging service name, enclosed in parentheses, as shown in the following table. You can leave a space before the service name.



With LAN, you can only send objects to other Quattro Pro users who have mailboxes in the same post office.



When sending mail to MHS from any messaging service via a gateway, add .obex to the mailbox name for proper mail delivery, as shown in the Multiline Address example below.

Click a topic to see examples of how to construct valid Object Exchange addresses.

LAN

MAPI

MHS

MHS to MCI Via Gateway

MCI

NGM

cc:Mail

Multiline Addresses



Updating Inserted Pages

After you've inserted published pages into a notebook, you can update them with the latest available versions. If you've disabled page-protection of mailed pages and made changes to them, you can update them with the version originally sent to you.

To update an inserted page,

1. Open the notebook that contains the inserted page.
2. Click the workgroup SpeedBar Manage Pages button to display the Manage Inserted Pages dialog box.
3. Select the name of the page you want to update.
4. Click Update.

See Also

[Update Methods](#)

[Changing the Update Method of Individual Pages](#)

[Inserting Mailed and Published Pages into a Notebook](#)



Changing the Update Method of Individual Pages

When you insert mailed or published pages into a notebook, you can choose an update method for the set of pages you're inserting. Once you've inserted the pages, you can change the update method of mailed or published pages individually. When you change the update method of an inserted page, Workgroup Desktop changes the update method and updates the selected page immediately.

To change the update method of an inserted page,

1. Open the notebook that contains the inserted page.
2. Click the workgroup SpeedBar Manage Pages button to display the Manage Inserted Pages dialog box.
3. Select the name of the page whose update method you want to change
4. Select Manual or Automatic.
4. Click Update.

See Also

Update Methods

Updating Inserted Pages

Inserting Mailed and Published Pages into a Notebook



Changing the Version of Individual Published Pages

When you insert published pages into a notebook, you can choose a version for the set of pages you're inserting. Once you've inserted the pages, you can change the version of published pages individually. When you change the version of an inserted page, Workgroup Desktop changes the version and updates the selected page with the version you selected immediately.

To change the version of an inserted published page,

1. Open the notebook that contains the published page.
2. Click the workgroup SpeedBar Manage Pages button to display the Manage Inserted Pages dialog box.
3. Select the name of the page whose version you want to change
4. Select the version you want. Current is the most recent version. To insert a back version, select Back, then use the spin control to select the version. 1 represents the first back version (second most recent), 2 the second back version, and so on.
5. Click Update.

See Also

[Versions and Version Depth](#)

[Update Methods](#)

[Updating Inserted Pages](#)

[Inserting Mailed and Published Pages into a Notebook](#)



Renaming Inserted Pages

Workgroup Desktop inserts mailed or published pages into your notebooks using the page names from the original notebook. If the mailed or published page was unnamed, Workgroup Desktop adds an underline character before the page name to distinguish it from your own page. For example, if a user publishes or mails page F, Workgroup Desktop inserts it into your notebooks with the name _F. If your notebook already contains a page with the same name as a mailed or published page that you're inserting, Workgroup Desktop adds a number after the page name to make it unique. For example, if you're inserting a mailed or published page named Sales into a notebook that already includes a page named Sales, Workgroup Desktop renames the page you're inserting Sales1.

Once you've inserted mailed or published pages, you can change their names individually. Both the Manage Inserted Pages dialog box and the workgroup index keep track of the original page name for you.

To change the name of an inserted page,

1. Open the notebook that contains the page.
2. Click the workgroup SpeedBar Manage Pages button to display the Manage Inserted Pages dialog box.
3. Select the page whose name you want to change.
4. Click Rename to display the Rename Inserted Page dialog box.
5. Enter a new name for the page, and choose OK.
4. Click Update.

Workgroup Desktop immediately changes the name of the inserted page. The Original Name box keeps track of the name under which the selected page was mailed or published to you. You can also see the original names of inserted pages by looking at the Original Page Name column in the workgroup index.

See Also

[Inserting Mailed and Published Pages into a Notebook](#)



Removing Inserted Pages

You can remove mailed and published pages from notebooks in which they are inserted at any time. Removing pages affects only mailed and published pages inserted into the active notebook. If you've inserted the same page into more than one notebook, you must remove the page individually from each notebook.

Removing inserted pages doesn't delete them from the Object Exchange. After you've removed a mailed or published page from a notebook, you can insert it again into any notebook of your choice.

To remove an inserted page from the active notebook,

1. Open the notebook that contains the page.
2. Click the workgroup SpeedBar Manage Pages button to display the Manage Inserted Pages dialog box.
3. Select the page you want to remove.
4. Click Remove.

See Also

[Inserting Mailed and Published Pages into a Notebook](#)

[Deleting Shared Objects and Stopping Subscription](#)



Using the Workgroup Index

A workgroup index is a special, read-only notebook page, named Workgroup, that keeps track of the workgroup activity in the active notebook. The first time you publish from a notebook or you insert a mailed or published page into a notebook, Quattro Pro creates a workgroup index on that notebook's last empty page.

To display the workgroup index, click the workgroup SpeedBar Index button. The notebook's Workgroup page appears.

Current Publication	Provides information on the active notebook's publication, if there is one currently established.
Page Name	Lists the current names of published and mailed pages inserted into the active notebook.
Distributed By	Lists the addresses of the users who published or mailed the inserted pages.
Description	Gives the description associated with published or mailed pages inserted into the active notebook.
Update Method	Shows whether inserted pages are mailed, or, if published, whether their update method is manual or automatic.
Date Last Distributed	Shows the date the last version of an inserted page was mailed or published.
Date Last Inserted	Shows the date the page was last inserted into the active notebook (either manually or automatically).
Original Page Name	Lists the names of inserted pages as they originally appeared in publishers' or senders' notebooks.



Setting an Account's Polling Mode

You can set the Object Exchange to poll an account automatically (at regular intervals) or manually (only when you tell it to). Manual polling lets you queue up multiple objects in the Object Exchange, then transmit them all at once later. You can also deactivate an account to prevent the Object Exchange from polling and queuing messages to it. You might deactivate MCI if your modem is broken, or LAN if you're not connected to your network server.

To set the polling mode, open the Object Exchange window, select the messaging account from the accounts list, then use the polling mode slider to select one of these options:

Automatic	Sets automatic polling. When you select Automatic, a curved arrow appears next to the account name, and the Object Exchange begins the polling cycle for that account.
Manual	Sets manual polling.
Deactivate	Deactivates polling.

See Also

[Creating and Configuring Messaging Accounts](#)

[Polling from Workgroup Desktop](#)

[Polling from the Object Exchange](#)

[Cancelling Polling](#)



Polling from Workgroup Desktop

When you poll from Workgroup Desktop, the Object Exchange polls the account in the background. If you have more than one messaging account for the selected messaging service, the Object Exchange polls the primary account for that service. If the primary account is deactivated, you must either activate it or make another (active) account primary before you can poll.

To poll an account from Workgroup Desktop,

1. Click the workgroup SpeedBar Poll button. A list of your primary accounts appears.
2. Select the account or accounts you want to poll.
3. Choose Poll.

The Object Exchange polls the selected primary accounts. The name of the account currently being polled appears in the Account field in the workgroup SpeedBar.

See Also

[Creating and Configuring Messaging Accounts](#)

[Setting an Account's Polling Mode](#)

[Polling from the Object Exchange](#)

[Cancelling Polling](#)



Polling from the Object Exchange

You can make the Object Exchange start polling a messaging account whenever it's not already polling. You can also stop polling in progress.

To start polling an account from the Object Exchange, select the account from the accounts list, and click Poll Now.

If you click Poll Now when the Object Exchange is polling another account, it polls the selected account when it's finished.

See Also

[Creating and Configuring Messaging Accounts](#)

[Setting an Account's Polling Mode](#)

[Polling from Workgroup Desktop](#)

[Cancelling Polling](#)



Cancelling Polling

You can only cancel polling from the Object Exchange. To stop polling in progress, select the messaging account currently being polled from the accounts list, and click Cancel Poll.

See Also

[Creating and Configuring Messaging Accounts](#)

[Setting an Account's Polling Mode](#)

[Polling from Workgroup Desktop](#)

[Polling from the Object Exchange](#)



Publishing Notebook Pages

Publishing and subscribing to notebook pages establishes ongoing data-sharing relationships between your Quattro Pro for Windows notebooks and those of remote users. (If you're not going to update the pages you want to share later on, you should mail the pages instead of publishing them.) When you publish notebook pages and other workgroup members subscribe to them, the data in your pages appears in their notebooks exactly as they appear in your own.

After establishing a publication for a notebook, you can change the data in your pages or the set of pages you're publishing and issue new versions of the publication to your subscribers. The subscribers in turn can decide to have those changes appear automatically in their notebooks, or to appear only when they request an update.

You can establish a version depth for each publication. The version depth determines how many previous versions of the publication will be available to subscribers at any given time. For example, if you want subscribers always to have access to the last 12 months' worth of a monthly sales report, set the version depth of 12. This gives subscribers access to the most recent version and the 11 previous versions. You can set the version depth to a maximum of 99 versions.

Publishing sends the data values and cell formats from the original notebook pages, but not the formulas, graphs, or graphics. (To distribute graphs, graphics, and formulas, mail the entire notebook.) Subscribers can copy published data, refer to it in formulas, and redistribute it. However, they can't change it and save the changes, because published pages are read-only pages "owned" by the publisher.

See Also

[Establishing a Publication](#)

[Versions and Version Depth](#)

[Issuing a New Version of a Publication](#)

[Mailing Notebooks and Pages](#)



Establishing a Publication

The first time you publish one or more pages from a notebook, you establish the publication for that notebook by making it available to one or more workgroup members. You can publish pages from any Quattro Pro notebook. Although you can have only one publication per notebook at a time, you can issue new versions of the publication whenever you like. You can also clear the current publication from the active notebook -- and then establish a new publication, if you like -- or change the subscriber list at any time.

To establish a publication,

1. Click the workgroup SpeedBar Publish button to display the Publish dialog box.
2. Enter a description for the publication in the Description edit field. Subscribers see available publications listed by description, so be sure to make the description meaningful.
3. Choose Names to create a subscriber list with the Select Names dialog box (see Select Names).
4. Select the contents of the publication:



To publish all named pages except the Graphs and Workgroup pages, select All Named Pages.



To select one or more pages to publish, choose Select (see Select Pages).

5. To set the version depth, enter a number in the Version Depth edit field, or use the up and down arrows.
6. Choose Publish.

The Object Exchange holds your publication in its outgoing queues until the next time it polls your messaging services.

See Also

Versions and Version Depth

Polling

Issuing a New Version of a Publication

Clearing the Current Publication



Issuing a New Version of a Publication

After you've established a publication for a notebook, you can issue new versions of that publication at any time. When you issue a new version, you can change the publication's contents, the subscriber list, or both. You can also change the subscriber list without issuing a new version.

To issue a new version of a publication,

1. Open the notebook in which you established the publication.
2. Click the workgroup SpeedBar Publish button to display the Publication dialog box.
3. If you want, modify the publication's contents:



To publish all named pages except the Graphs, Workgroup, and Scenario pages, select All Named Pages.



- To select one or more pages to publish, choose Select (see Select Pages).
4. If you want, click Manage to modify the subscriber list (see Select Names).
 5. When you're ready, click Issue.
 6. If you changed the subscriber list, the Subscribers Modified dialog box appears (see Subscribers Modified). Select the rule that applies, and choose OK.

The Object Exchange holds the new version in its outgoing queues until the next time it polls your messaging services.

See Also

Polling

Establishing a Publication

Clearing the Current Publication



Clearing the Current Publication

You can clear the publication from a notebook at any time. Clearing the publication removes the current publication settings from the active notebook, and subscribers stop receiving new versions. Published pages that subscribers have already inserted in their notebooks remain as is, until the subscribers delete them. Once you've cleared the publication from the active notebook, you can establish a new publication at any time.

To clear the publication from the active notebook,

1. Click the workgroup SpeedBar Publish button to display the Publication dialog box.
2. Choose Clear, then OK.

See Also

[Establishing a Publication](#)

[Issuing a New Version of a Publication](#)



Mailing Notebooks and Pages

When you mail a notebook, you send the entire notebook and all of its properties. Recipients receive all data values, cell formats, formulas, graphs, and graphics. Mailing a notebook is useful when you want to distribute a model or template -- for example, a form that you want filled out in a certain way -- to a number of users. (Note that to distribute a report containing data consolidated from multiple notebooks, you must publish the pages containing the consolidated data, rather than mailing the notebook that contains them.)

You can also mail selected pages from a notebook. You mail pages (instead of publishing them) when you want to send a set of data or a report to a group of users once, but don't need to update it later. As with publishing, mailing pages sends the data values and cell formats from the original notebook pages, but not the formulas, graphs, or graphics. Recipients can copy mailed data, refer to it in formulas, and redistribute it. However, they can't change it and save the changes, because mailed pages are read-only pages "owned" by the sender.

To mail a notebook or notebook pages,

1. Click the workgroup SpeedBar Mail button to display the Mail dialog box.
2. Enter a description of the notebook or set of pages. Recipients see available objects listed by description, so be sure to make the description meaningful.
3. Click Names to create a mailing list with the Select Names dialog box (see Select Names).
4. Select the contents:

Selected Pages	Sends a set of one or more pages from the active notebook. To select the pages, click Select (see <u>Select Pages</u>).
All Named Pages	Mails all the named pages in the active notebook, except for the Graphs and Workgroup Scenario pages.
Notebook	Mails the entire active notebook.

5. Click Mail.

The Object Exchange holds the notebooks or pages you want to send in its outgoing queues until the next time it polls your messaging services.

See Also

Polling

Publishing Notebook Pages



Mailing Notebooks Containing Published Pages

You can automate the process of distributing a notebook containing published pages by inserting published pages into the notebook before mailing it, so that published pages are already inserted in the notebook when subscribers receive it. This makes the notebook easier for subscribers to use, and it also gives the publisher more control over how the mailed notebook is organized and used. For example, the publisher can control the order of published pages in the notebook, and can set the desired update method for each published page beforehand.

To mail a notebook containing published pages,

1. Publish the pages that you want to insert in the notebook to all users who will receive the notebook.
2. Open the notebook that you want to mail, then click the workgroup SpeedBar Use Objects button. Select Show Publications so that the description of page or pages you published appears in the Description list.
3. Select the update method you want subscribers to use (Manual or Automatic).
4. Click Insert.
5. Mail the notebook.

When recipients open the mailed notebook, they automatically receive the first version of the pages you published.

See Also

[Establishing a Publication](#)

[Polling!_ta_polling](#)

[Inserting Mailed and Published Pages into a Notebook](#)

[Update Methods](#)

[Mailing Notebooks and Pages](#)



Viewing the Outgoing Queue

The Outgoing box on the workgroup SpeedBar keeps track of the number of objects waiting to be sent out through all messaging services. As the Object Exchange sends out queued objects, the number in the Outgoing box decreases. When all queued objects have been sent, the Outgoing box displays a zero. You can also see a list of all outgoing objects waiting to be sent by the Object Exchange.

To view the outgoing queue, open the Object Exchange window and click Show Details. The bottom of the Object Exchange window extends. The top box shows details about the last object you received. To view the last polling alert, select Alert from the drop-down list. The bottom box show the status of the Object Exchange's outgoing queue, and provides details about each object waiting to be sent out, including the sender's user name and the messaging service that the object is being sent through.

To close the details area, click Hide Details. The Object Exchange window shrinks to its original size.



Viewing Object Exchange Messages

When the Object Exchange encounters problems polling your messaging accounts, it generates error messages, or alerts, that tell you what's going on. You can read these messages by inserting them into a notebook. You can either insert them, insert them and clear them, or clear them without inserting them.

To view Object Exchange messages,

Click the workgroup SpeedBar Alerts button. The Alerts dialog box appears.

1. To clear alerts from the Object Exchange when you insert them into a notebook, select Clear On Insert.
2. To insert alerts into a notebook, click Insert.
3. To clear alerts from the Object Exchange without inserting them into a notebook, click Clear.

You can also view the last alert for each messaging account by choosing Accounts | Errors from the Object Exchange menu.

See Also

[Object Exchange Help](#)



Mail Button

Lets you mail a page, a set of pages, or an entire notebook to selected Quattro Pro users. You mail pages instead of publishing them when you want to distribute a set of data but don't need to update it later. You mail a notebook when you want to distribute an entire notebook, including all of its formulas, graphs, and graphics.

The Mail button displays the Mail dialog box, which offers these options:

Description	A <u>description</u> for the page, set of pages, or notebook you want to mail.
To	The list of Quattro Pro users you want to send mail to. To build a mailing list, click <u>Names</u> .
Selected Pages	Opens a dialog box that lets you mail selected named pages (see <u>Select Pages</u>).
All Named Pages	Mails all of the named pages in the active notebook, except the Graphs, Workgroup, and Scenario pages.
Notebook	Mails the entire notebook, including all of its formulas, formatting, graphs, and graphics.

See Also

Mailing Notebooks and Pages

Mailing Notebooks Containing Published Pages



Publish Button

Lets you publish a page or set of pages to other Quattro Pro users, who can subscribe to them. Publishing and subscribing establishes ongoing data-sharing relationships between your Quattro Pro for Windows notebooks and those of remote users. You can establish one publication per notebook, then issue as many versions as you like. You can set the publication's version depth, which determines how many versions your subscribers will have access to at any given time.

The Publish button displays different dialog boxes depending on whether the active notebook has a current publication. If the active notebook currently has no publication, the Publish button displays the Publish Dialog Box. If you've already established a publication for the active notebook, the Publish button displays the Publication Dialog Box.



Publish Dialog Box

The Publish dialog box offers these options:

Description	A <u>description</u> for the page or set of pages you want to mail.
Subscribers	The list of Quattro Pro users you want to publish to. To build a <u>subscriber list</u> , click <u>Names</u> .
Selected Pages	Opens a dialog box that lets you publish selected pages (see <u>Select Pages</u>).
All Named Pages	Publishes all of the named pages in the active notebook, except the Graphs, Workgroup, and Scenario pages.
Version Depth	Sets the maximum number of versions that subscribers will have access to at any given time.

See Also

Establishing a Publication

Issuing a New Version of a Publication



Publication Dialog Box

The Publication dialog box offers these options:

Description	Shows the <u>description</u> that you gave the publication when you established it.
Subscribers	Shows the first address in the current <u>subscriber list</u> .
Contents	Shows the contents you selected when you established the publication. You can also use the options to change the publication's contents. Select opens a dialog box that lets you publish selected pages (see <u>Select Pages</u>). All Named Pages publishes all named pages in the active notebook, except the Graphs, Workgroup, and Scenario pages.
Issue	Issues a new version of the publication to your subscribers.
Manage	Displays the <u>Select Names</u> dialog box, which lets you change the publication's subscriber list.
Clear	Removes the publication from the active notebook. Once you've cleared the publication, you can establish a new publication at any time.

See Also

[Establishing a Publication](#)

[Issuing a New Version of a Publication](#)

[Clearing the Current Publication](#)

[Subscribers Modified](#)



Use Button

Lets you insert mailed or published pages into your own notebooks, use mailed notebooks, and delete objects from the Object Exchange. The Use button displays the Use Notebooks and Pages dialog box, which offers these options:

Description	The <u>descriptions</u> of all pages, sets of pages, and notebooks mailed or published to you. The bottom part of the dialog box displays information about the selected <u>object</u> .
Show Publications	Adds your own active publications to the Description list. You can insert these publications into notebooks, then mail the notebooks. See <u>Mailing Notebooks Containing Published Pages</u> for details.
Contents	Shows the selected object's type (Mailed Pages, Published Pages, or Mailed Notebook).
Distributed By	The <u>address</u> of the user who mailed or published the selected object. If the selected object is one of your own publications, Obex (for Object Exchange) appears here.
Last Distributed	The date and time the last <u>version</u> of selected object was published, or the date and time it was mailed.
Version	Lets you choose which available version of a set of published pages to insert. Current inserts the most recent version. Back inserts previous versions (1 is the first back, or second most recent version; 2 is the second back version, and so on).
Update Method	Lets you choose an <u>update method</u> (Manual or Automatic) for the selected object.
Delete	Deletes the selected object. For published pages, deletes all available versions, and stops the subscription.
Select	Lets you select pages to insert from the selected set of mailed or published pages (see <u>Select Pages</u>).
Pages	For mailed and published pages, shows whether you're inserting All pages in the set, or Selected pages from the set.
Insert	Inserts the selected pages into the active notebook, or creates a local copy of the selected mailed notebook.

See Also

[Versions and Version Depth](#)

[Update Methods](#)

[Inserting Mailed and Published Pages into a Notebook](#)

[Using Mailed Notebooks](#)

[Deleting Shared Objects and Stopping Subscription](#)



Manage Pages Button

Lets you see information on mailed and published pages inserted into the active notebook; rename, update and change the update method and version of mailed and published pages individually; and remove mailed and published pages from the active notebook.

The Manage Pages button displays the Manage Inserted Pages dialog box, which offers these options:

Inserted Pages	Lists the mailed and published pages inserted into the active notebook.
Description	The <u>description</u> of the object the selected page comes from.
Distributed By	The <u>address</u> of the person who mailed or published the selected page.
Date Last Distributed	The date and time the last version of the selected page was mailed or published.
Status	The <u>update</u> status of the selected page. Dynamic means that the selected page uses <u>automatic updating</u> (always up to date). Current means that the selected page uses <u>manual updating</u> , and the latest version has been inserted into the active notebook. Out of Date means that the selected pages uses manual updating, and the latest version has not been inserted into the active notebook.
Original Name	The original name of the selected page, as it appears in the notebook of the user who mailed or published it.
Version	Lets you change the version of selected pages individually (select the version you want, then click Update).
Update Method	The update method of the selected page. You can change the update method by selecting Manual or Automatic, then clicking Update.
Rename	Lets you rename the selected page.
Remove	Removes the selected page from the active notebook.
Update	If the selected page is out of date, updates it with the latest available version. If you change the version number first, updates the selected page with the latest version. If you change the update method first, changes the update method for the selected page and updates it with the latest version.

See Also

[Versions and Version Depth](#)

[Update Methods](#)

[Inserting Mailed and Published Pages into a Notebook](#)

[Managing Inserted Pages](#)



Index Button

Displays the workgroup index, a notebook page containing information on the active notebook's current publication, as well as all mailed and published pages currently inserted into it. The Workgroup Desktop automatically creates a workgroup index page, named Workgroup, the first time you publish from a notebook or insert mailed or published pages into it, and inserts it in the last empty, unnamed page in the active notebook.

See Also

Using the Workgroup Index



Address Button

Lets you select and create address books. Also lets you enter addresses into address books, and create and manage address groups.

The Address button displays the Address Book dialog box, which offers these options:

Selected Book	The location (the full path) of the currently selected address book.
Select Book	Lets you select an address book.
Manage People	Lets you enter, change, and delete addresses in the selected address book.
Create New Group	Lets you create and populate new address groups in the selected address book.
Manage Group	Lets you change the membership of and delete address groups in the selected address book.
Create New Book	Lets you create, select, and enter addresses into new address books.

See Also

[Selecting Address Books](#)

[Creating New Address Books](#)

[Managing Entries in Address Books](#)

[Creating Address Groups](#)

[Managing Address Groups](#)

[Addressing Guidelines](#)



Poll Button

The Poll button tells the Object Exchange to poll one or more of your primary accounts. To poll an account, check the box next to the primary account name. If you have no accounts for a messaging service, the check box is dimmed. You can poll accounts using the Poll button at any time, even if your messaging accounts are set to poll automatically.

See Also

[Object Exchange Help](#)

[Polling from Workgroup Desktop](#)

[Polling from the Object Exchange](#)

[Cancelling Polling](#)



Alerts Button

Lets you view and clear Object Exchange alerts (error messages) for each of your primary messaging accounts. The Alerts button displays the Alerts dialog box, which offers these options:

Alerts Present	The number of alerts currently stored in the Object Exchange.
Alert Message	The text of the alert message.
Previous and Next	Scrolls forward and backward through the set of alerts currently stored in the Object Exchange.
Delete	Deletes the currently displayed alert.
Clear	Deletes all alerts currently stored in the Object Exchange.

See Also

[Viewing Object Exchange Messages](#)

[Object Exchange Help](#)

LAN

Syntax	mailbox(LAN)
Description	mailbox = LAN mailbox
Examples	SKing(LAN)

MAPI

Syntax	username(MAPI)
Description	username = MAPI services username, which normally defaults to Windows for Workgroups alias or short name
Examples	Simon King(MAPI)

MHS

Syntax	user@workgroup(MHS)
Description	user = MHS username workgroup = MHS workgroup
Examples	JHaas@Tech(MHS)

MHS to MCI Via Gateway

Syntax user@mcimail(MHS)

Description user = MHS username
 mcimail = Object Exchange name for MCI gateway on MHS

Examples JHaas@mcimail(MHS)

MCI

Syntax	name / MCI ID: number(MCI)
Description	name = MCI username number = MCI account number
Examples	Aphra Behn / MCI ID: 123-4567(MCI)

NGM

Syntax	user@workgroup(MHS)
Description	user = NGM username workgroup = NGM workgroup hierarchy
Examples	JHaas@Tech.Admin.Holt(MHS)

cc:Mail

Syntax	username(CCMAIL)
Description	username = cc:Mail user name
Examples	foxglove(CCMAIL)

Multiline Addresses

To enter multiline addresses, separate each line of the address with a vertical bar character (|). For example, to send mail from MCI Mail to MHS:

```
JDixon|ems:fortune|mbx:Jdixon.obex@fortune(mci)
```


