

Officetalk

Version 1.51

Evaluation System

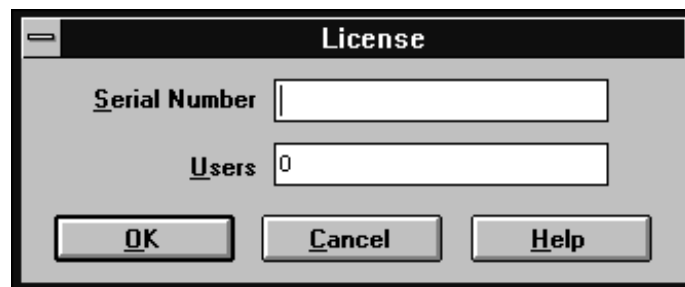
IMPORTANT

You will require your license number to register OfficeTalk.
Your license number is contained in the letter accompanying this
evaluation system

Please write it in the box below

License Number :

To keep a permanent record in OfficeTalk, go to Supervisor Mode and locate the
License Menu. Choose *License* from the menu and press the *New* button

A screenshot of a software dialog box titled "License". It has a light gray background and a dark gray title bar. Inside, there are two input fields: the first is labeled "Serial Number" with a small icon to its left, and the second is labeled "Users" with a small icon to its left. The "Users" field contains the number "0". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help". Each button has a small icon to its left.

Enter your license number into the *License* dialog box.
Press OK when you have finished

Contents

Installing OfficeTalk Version 1.5 (Evaluation System).....	1
Running OfficeTalk for the First Time.....	5
Network Setup.....	7
Using SHARE and VSHARE.386.....	8
How do I Install OfficeTalk onto a peer to peer network?.....	11
How do I Install OfficeTalk onto a Novell Network?.....	12
Installing and running OfficeTalk with other Btrieve applications.....	12
Registering OfficeTalk.....	
Registration Checklist.....	
Registering your OfficeTalk Evaluation System.....	
Choosing Licensed Users.....	
Backups.....	
OfficeTalk Overview	
Supervisor Mode.....	
Diary Mode.....	
Planner Mode.....	
Project Mode.....	
Group Mode.....	
Meeting Mode.....	
Contact Mode.....	
Mail Mode.....	
Notify Mode.....	
Working Remote.....	
Automatic Document Creation, Archiving and Mail Merges	
Using OfficeTalk with Specific Word Processors.....	
Working Remote and Document Creation.....	
Integrating OfficeTalk and the Workgroup Internet Gateway.....	
Frequently Asked Questions	35
How do I stop OfficeTalk from asking me ‘Are you sure you wish to close OfficeTalk ‘ every time I exit?.....	
How do I import data from an existing database into OfficeTalk?.....	
Will I get duplicate records when I import data?.....	
I imported my CSV files incorrectly, can I delete them quickly?.....	
How do I assign diary access rights?.....	
How do I deinstall OfficeTalk?.....	
I’m using a HP Laserjet and when printing out my Task List the last letter in my surname is cut off.....	
How do I import Lotus Organiser address files?.....	
How do I see just my conversations in Contact Mode ?.....	
How do I connect OfficeTalk to Microsoft Mail or Lotus cc:Mail?.....	
OfficeTalk does not recognise my MAPI login under Windows 95.....	
Can I connect OfficeTalk to the Internet?.....	
If I’ve categorised the data in my current database, do I need to do it again in OfficeTalk when I import the data?.....	
How do I export mail merge files from OfficeTalk?.....	
I can’t connect my computer at home to the computer in the office, but I would like to use OfficeTalk remotely.....	
Can I customise OfficeTalk’s address fields for non UK addresses?.....	
Support.....	
Training and Seminars.....	
Manuals.....	