



NotesToPaper Easy 9.0 Help

Table of Contents

| | |
|---|-----------|
| 1. NotesToPaper Easy Online Help | 4 |
| 2. Introduction | 5 |
| 2.1. Preface..... | 5 |
| 2.2. About the Product..... | 5 |
| 2.3. Licensing..... | 6 |
| 2.4. Features..... | 8 |
| 2.5. Particular Points..... | 10 |
| 2.6. Website..... | 10 |
| 2.7. Support..... | 11 |
| 2.8. Copyright and Trademark Information..... | 11 |
| 2.9. Symbols and Marking..... | 12 |
| 3. Integration | 13 |
| 3.1. Installation..... | 13 |
| General | 13 |
| Automatic Installation | 13 |
| Manual Installation | 13 |
| Printer | 15 |
| 3.2. Configuration..... | 15 |
| NTP.INI | 15 |
| Registration Key | 16 |
| Integration in NotesClient | 17 |
| File extensions | 18 |
| 4. Program | 19 |
| 4.1. A Report in Three Steps..... | 19 |
| Step 1 | 19 |
| Step 2 | 22 |
| Step 3 | 23 |
| 4.2. Dialogs..... | 24 |
| Command Center | 25 |
| Report Manager | 26 |
| Generating a New Report | 27 |
| Assigning a Printer..... | 30 |
| Importing and Exporting Templates | 31 |
| Editing the Report Layout..... | 32 |
| 5. Appendix | 33 |
| 5.1. Sample Database..... | 33 |
| General | 33 |

| | |
|---------------------------|----|
| "All contacts" View | 35 |
| "Customer" View | 36 |
| "Documents" View | 37 |
| "Labels" View | 38 |
| "Revenue" View | 39 |
| "Statistics" View | 40 |

1 NotesToPaper Easy Online Help



Version 9.0

You can find general information about NotesToPaper Easy in the document entitled "[About the Product](#)".

In the following chapters you will find the description of the product NotesToPaper Easy:

[Installation](#) The technical description of the installation of NotesToPaper Easy
[Application](#) How to use NotesToPaper Easy in a Notes database

The description of the Layout Editor of NotesToPaper Easy can be found in a separate Help file.



The description of the [Layout Editor](#) of NotesToPaper Easy

For additional information or product updates, please visit the [NotesToPaper website](#).

For product support, please contact [NotesToPaper Support](#).

To obtain assistance on a specific issue or subject, please use the "Search" command in the "Help" menu.

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Dated: 21.11.2016

2 Introduction

2.1 Preface

This Online Help aims to provide a basic overview of the [integration](#) (Installation) and use of NotesToPaper Easy. The "Installation" section is intended primarily for the Notes administrator for the setting up of NotesToPaper Easy. The "[Program](#)" section should guide the Notes end user in the use of NotesToPaper Easy.

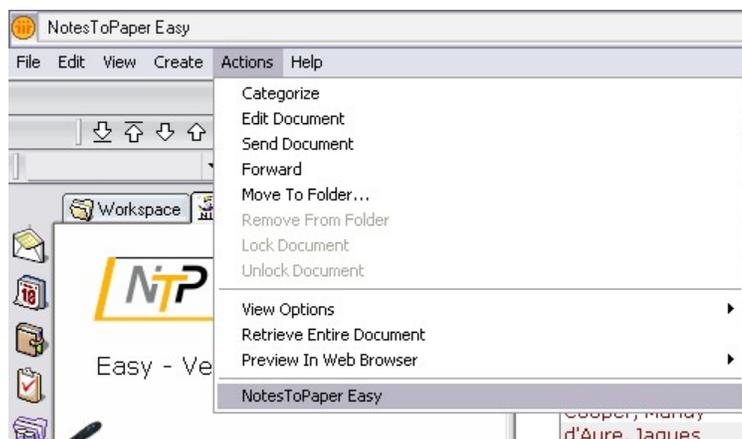
The [NotesToPaper website](#) and [NotesToPaper Support](#) are available for further information.

Your feedback is always welcome, and we hope to receive it. E-mail your ideas (What do you like? What don't you like?) or comments (Errors? Problems?) to sales@softvision.de.

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2.2 About the Product

NotesToPaper Easy is a dialog-driven ad hoc reporting tool. It provides the Notes user with a quick and simple way of printing or exporting any chosen database views.



NotesToPaper Easy is integrated into the Notes Actions menu of the Notes Client. It is available to the user there for various evaluations directly in the Notes front end . NotesToPaper Easy enables the end user to create evaluations and reports without having extensive knowledge of Notes.

NotesToPaper Easy takes the data from a database view and converts it, without further steps by the user, into a finished report. This "Auto report" is automatically available for any view.

In addition, the user is also given the option of amending the reports according to individual wishes or requirements. Based on the "auto report", the user can alter and arrange a report with point and click. NotesToPaper Easy has an intuitive and easily operated [Layout Designer](#) for this purpose.

From a simple phone or address list to evaluation of log databases of the Domino server. NotesToPaper Easy always supplies rapid, visually appealing results.

These are not only for preview or printing - NotesToPaper Easy can also export your report in various output formats:

- PDF
- XLS
- XML
- ASCII
- RTF
- HTML
- BMP
- JPEG
- EMF
- (M)TIFF

And finally, let's not forget the labels. Based on more than 1000 predefined label formats, you can create these in no time at all.

As you can see, the uses of NotesToPaper Easy are many and varied.

2.3 Licensing

How is NotesToPaper licensed?

One license per user must be purchased for NotesToPaper Easy.

A NotesToPaper Easy license is always a personalized license. The licensing key (the registration key) is always bound to the user ID of a Notes user. The number of databases with which NotesToPaper Easy is used is irrelevant. In order to issue you a valid license key, SoftVision will always require your Notes user name in the canonical format (including the CN, OU, O and C identifiers). The demo version of NotesToPaper Easy is not bound to a user name.

For additional information, please read the product license agreement in the program group.

How much does NotesToPaper Easy cost?

You will find the current price list for the various program modules of NotesToPaper on the WebSite www.NotesToPaper.com.

Where can I obtain a registration key, i.e. how can I order a full version of NotesToPaper Easy?

Send an e-mail to sales@softvision.de with the title "NotesToPaper Easy Order". This type of e-mail order must always contain at least the following information:

- Product name and number of licenses
- For an update, the serial number or the registration key of the previous version
- Notes user name in the canonical format (including the CN, OU, O and C identifiers)

-
- The complete address including the name and e-mail address of the contact

Where do I find my Notes user name so that I can order an activation key?

In the program "NotesToPaper Registration (NTPReg.Exe)", the user name is shown in the main window. Using the button to the left of the user name, this name can be copied to the Windows clipboard and then pasted into the e-mail.

What is the difference between the demo version and the full version?

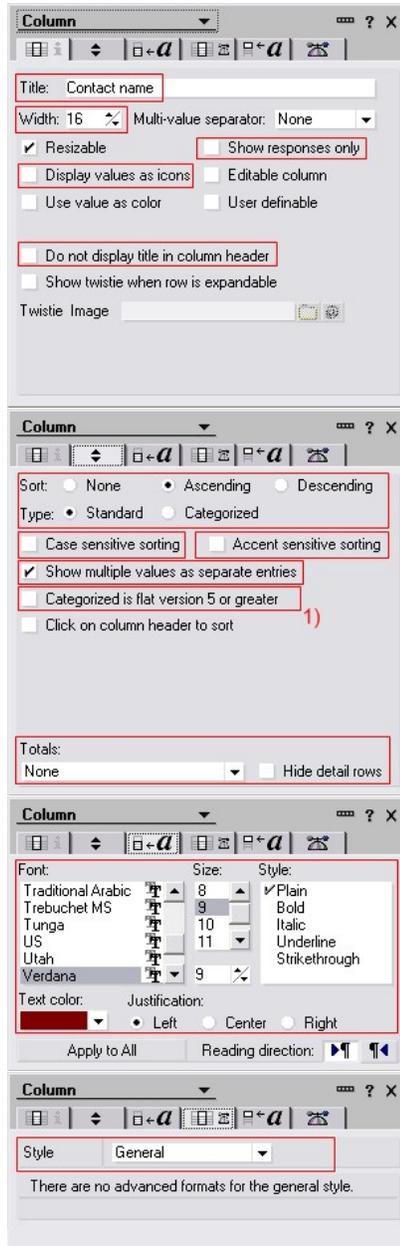
The demo version has the following limitations:

- "Demo" lettering as a watermark in every generated report
- The demo version expires after 30 days

2.4 Features

NotesToPaper Easy automatically generates reports based on the selected view. Below is a list of the columns and view settings supported by NotesToPaper Easy.

All settings not explicitly mentioned are not supported in the current version of NotesToPaper Easy, or are not relevant for exporting or printing.

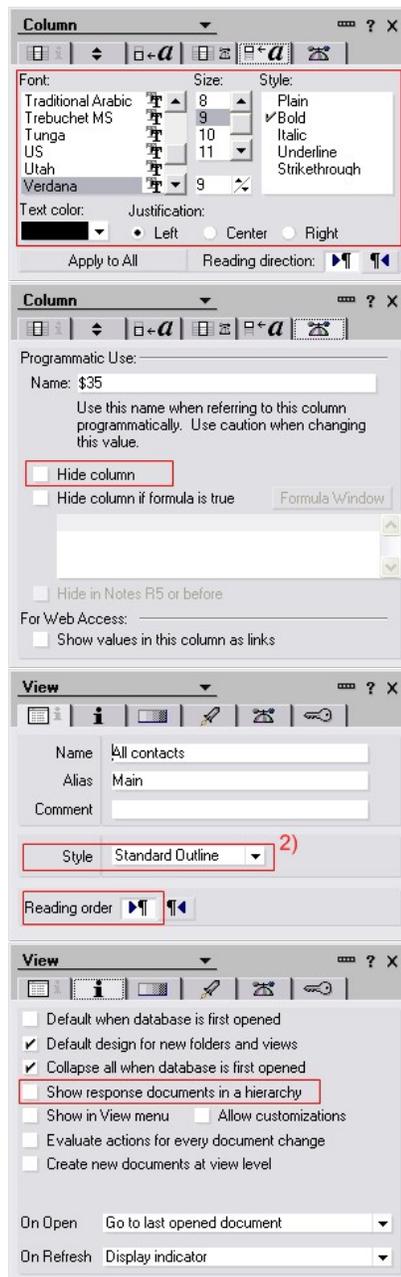


- Transfer of column title
- Width setting (value is converted into mm and related to the page width)
- Display of response documents
- Display values as icons
- Hide column title

- Sorting (Ascending, Descending)
- Standard and categorized display
- Case sensitivity
- Accent sensitivity
- Show multiple values separately
- Flat categorization - ¹⁾ This display occurs automatically if you deactivate the function "Use category" during report creation.
- Totals display - At present only the setting "Total" is supported.
- Hide detail rows - Controlled in report creation with the option "Collapse categories".

Font setting, data area

- Font type
 - Font size
 - Font color
 - Font style (normal, bold, italic, underlined, strikethrough)
 - Alignment
 - Reading orientation (left to right)
- Column styles - Standard, Text, Numeric and Date/time are supported.



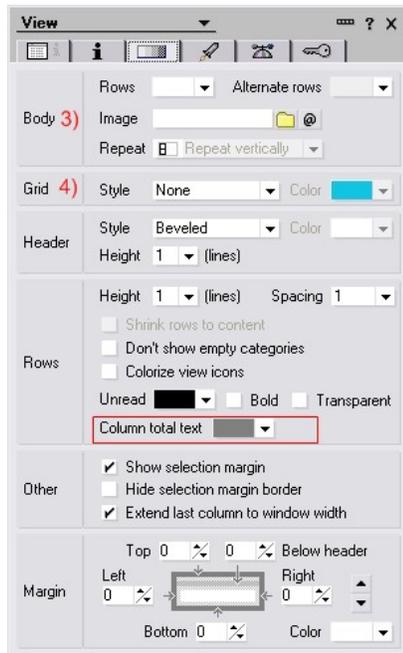
Font setting, column header

- Font type
- Font size
- Font color
- Font style (normal, bold, italic, underlined, strikethrough)
- Alignment
- Reading orientation (left to right)

- Hide column

- View style Standard Outline - 2) Calendar views are not supported.
- Reading orientation (left to right)

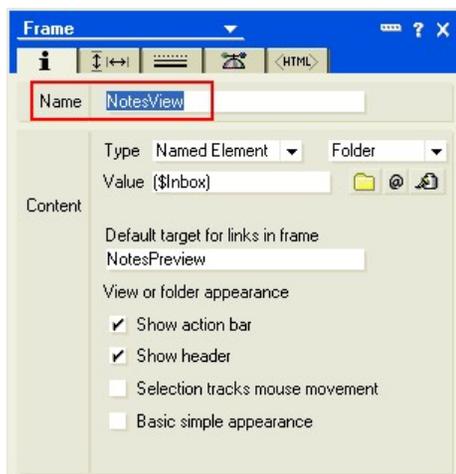
- Show response documents hierarchically



- The settings for the data area ³⁾ and the grid ⁴⁾ are currently predefined with the standard values "Alternate rows" and "Active grid".
- Text color for totals

2.5 Particular Points

- Hierarchical categorization (e.g. Notes represents c:\temp\ver01\ver02 as separate categories)
- Views that are shown in a frame of a frameset can only be supported if the frame has the name "NotesView" as designated by Notes.



2.6 Website

The NotesToPaper website provides further documentation, updates and the most recent information about the product. You can visit the website at the following address:

www.NotesToPaper.com

2.7 Support

The NotesToPaper support offers assistance in solving any problems that might arise when NotesToPaper is used. You can reach the support service in one of the following ways:

| | |
|---------------------|--|
| By telephone at: | +49 661 25 10 0-0 |
| By fax at: | +49 661 25 10 0-25 |
| Via e-mail at: | support@softvision.de |
| Via our website at: | www.NotesToPaper.com |

2.8 Copyright and Trademark Information

NotesToPaper Easy is a product of SoftVision Development GmbH, Fulda, Germany.

NotesToPaper is a product of SoftVision Development GmbH, Fulda, Germany.

List & Label is a product of the combit GmbH, Konstanz, Germany

wpPDF is a product of wpCubed GmbH, Munich, Germany (PDF powered by www.pdfcontrol.com)

Adobe and Acrobat are registered trademarks of the Adobe Systems Incorporated.

NotesToPaper is a registered trade mark of the SoftVision Development GmbH, Fulda, Germany.

Lotus, Lotus Notes, Lotus Script and Domino are registered trade marks of the Lotus Development Corp.

Parts of the graphics import function were implemented with the Vampyre Imaging Library. This library was published under the Mozilla Public License (MPL) and the use of this library is governed strictly by the regulations of the MPL V 1.1. Additional information about the MPL can be found on the MPL website.

TIFF support was implemented with the LibTIFF library. This library is available for free. For more information, go to the following website: <http://www.libtiff.org/misc.html>.

Windows NT, Windows 2000, Windows XP, Windows 2003, Windows Vista, Windows 7, Windows 8, Windows 10, Windows 2008, Windows 98, Windows 95 and Windows ME are registered trademarks of the Microsoft Corp.

2.9 Symbols and Marking

The Help function is designed to make work as easy as possible for you. Because of this, clearly-marked elements are placed throughout its sections. These specially emphasized help symbols and their corresponding meaning are as follows:



Caution!

Warns of operating errors and describes what you have to do in order to avoid them.



Help in case of a problem

Describes possible problems and helps fix them.



Note

Provides important information and, if necessary, the steps that you should take in the manner described.



Tip

Shows alternative methods and provides additional information.

3 Integration

3.1 Installation

3.1.1 General

NotesToPaper Easy is client-based software, i.e. all components of the software must be available locally on the computer. There is no possibility of a central server installation, which can be used by all connected clients.

NotesToPaper Easy cannot be used on a server, since it needs a visual environment for designing and executing the reports.

For the installation, the components of NotesToPaper Easy must be copied into specific directories (mostly into the Notes system directory). This installation can be executed either [automatically](#) (using the installation program) or [manually](#) (e.g. from a Notes database or by a system administrator).

3.1.2 Automatic Installation

For an automatic installation of NotesToPaper Easy, execute the installation program. The installation program automatically configures and installs the required files.

3.1.3 Manual Installation

For manual installation of NotesToPaper Easy, the files must be copied into the Notes program directory of the workstation.

Below is a list of the files included in NotesToPaper Easy.

NotesToPaper Print

- NTP.DLL
- NTP.INI
- NTPEasy.DLL
- NTPDLG.DLL
- NTPMAIL.DLL
- NSFEXPRTF.DLL
- NSFEXPIMGRES.DLL
- CMBR22.DLL
- CMCT22.DLL
- CMDW22.DLL
- CMLL22.DLL
- CMLL22BC.LLX
- CMLL22BM.LLX
- CMLL22EU.LLX
- CMLL22EX.LLX
- CMLL22HT.LLX
- CMLL22OC.LLX

- CMLL22PW.LLX
- CMLL22XL.DLL
- CMLS22.DLL
- CMMX22.DLL
- CMUT22.DLL
- libjpeg-7.dll
- libtiff-3.dll
- zlib1.dll

in addition, the following language files are required:

- German:
 - NTP.LNG
 - CMLL2200.INF
 - CMLL2200.LNG
- English:
 - NTP.LNG
 - CMLL2201.INF
 - CMLL2201.LNG

Important: One language has to be installed as a minimum!

NotesToPaper PDF (+ all files required for NotesToPaper Print)

- NTPEXP01.DLL
- NTPEXP01.INI

NotesToPaper Viewer

- LLVIEW22.EXE
- CMLS22.DLL
- CMPR22.DLL

In addition, the following files may be installed optionally:

NotesToPaper Help

German:

- NTP07.CHM
- NTPDSN07.CHM

English:

- NTP09.CHM
- NTPDSN09.CHM

Versions check (Support tool)

- SVDSINFO.EXE

Product registration (entry of registration keys)

- NTPREG.EXE

- NTPREG.LNG
- NTPREG.INI

3.1.4 Printer

For the generation / execution of reports with NotesToPaper Easy, at least one installed printer is required. This printer is used e.g. for reading out paper formats or the DPI resolutions.

This printer need not be physically present: the installation of a printer driver is sufficient. If more than one printer is available in the system, NotesToPaper uses the printer selected as "Standard".

3.2 Configuration

3.2.1 NTP.INI

NotesToPaper Easy is configured using the file NTP.INI. NotesToPaper Easy searches for this configuration file in the following sequence:

- current directory (normally Notes system directory)
- Windows system directory

The following settings can be set in the configuration file:

```
[NotesToPaper]
NTPDirectory=C:\TEMP
NTPLanguage=9
```

NTPDirectory

A directory for temporary files. The Windows temp. directory should normally be specified here. However, any (existing) directory can be specified.



If no directory is specified, the directory of the environment variable TEMP is automatically used.

NTPLanguage

The language that is set at the moment for NotesToPaper Easy. The language can be changed by the user during the runtime. The following settings are currently allowed:

7 = German
9 = English

If this entry is not present, NotesToPaper Easy uses the language settings of the operating system, i.e. if this language setting is German, NotesToPaper Easy will also be set to German, and for any other language (not supported, or for which there is no language pack) to English.



The numbers for the languages are derived from the country codes which are defined by Windows!

3.2.2 Registration Key

A registration key is needed for the registration of NotesToPaper Easy. The registration key consists of a combination of numbers and letters.



Each product version has a separate key; this means a key is only valid for the currently licensed version, and can **not** be used for future versions.

Registration Key Components

The key consists of a total of 22 characters organized as follows:

Example: PE - 90- 01234567890ABCEF

| | |
|------------------|--------------------------|
| PE | Product identification |
| - | Hyphen |
| 90 | Version number |
| - | Hyphen |
| 01234567890ABCEF | Registration information |



Please check your accuracy when entering the key. The characters are not case sensitive.

Saving the Key

In a default installation, the registration key is saved in the configuration file "NTP.INI". This configuration file exists as an ASCII file and is set up as a standard Windows INI file. The registration key is located in the following section of the INI file:

```
[RegKey]
KeyEasy=PE-90-01234567890ABCEF
```

3.2.3 Integration in NotesClient

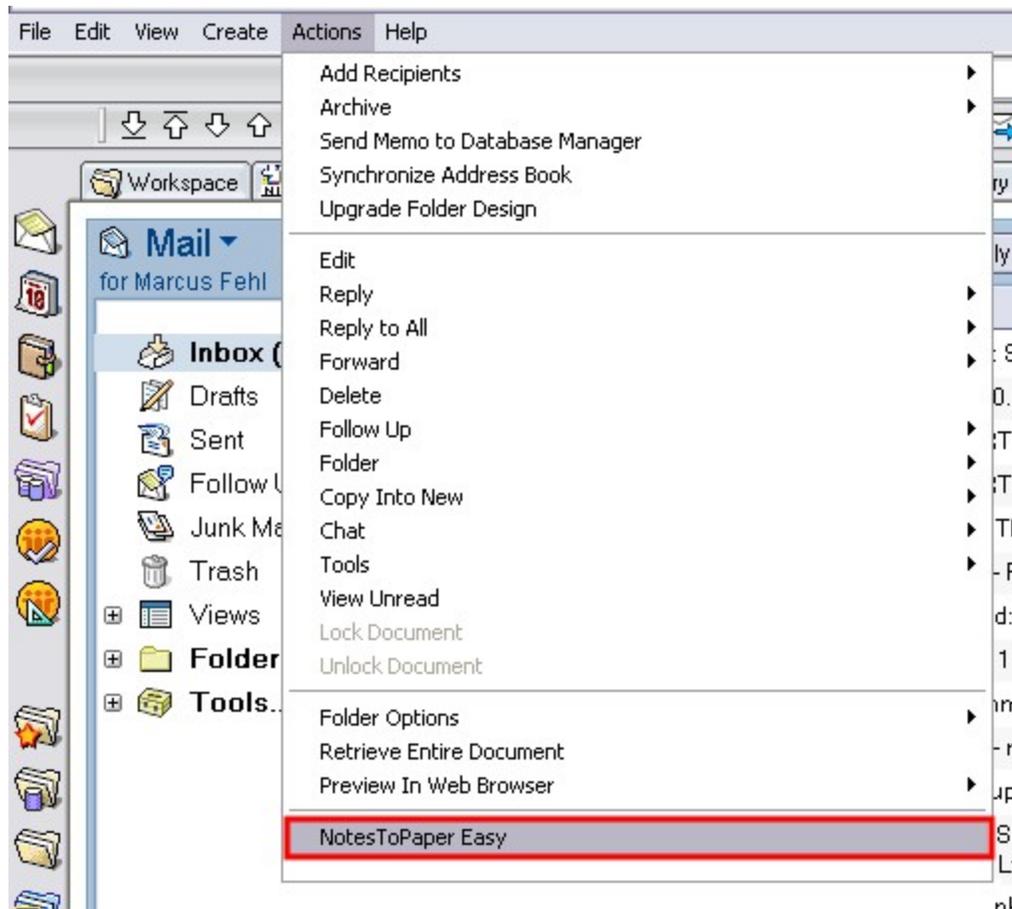
The program NotesToPaper Easy is started directly from the Notes interface. If you have installed NotesToPaper Easy manually, you must also insert the following entry in the NOTES.INI:

AddInMenus=NTPEasy.DLL



Please check whether there is already an AddInMenu entry in the NOTES.INI. If an entry does exist there, add "NTPEasy.dll" to the existing entry, separated by a comma.

You must restart the Notes client after the entry in NOTES.INI. After the restart, you will find the entry "NotesToPaper Easy" under the menu item "Actions". If you select this menu option, the program NotesToPaper Easy will be started.



3.2.4 File extensions

Explanations of the file extensions used by NotesToPaper Easy:

| <u>File extension</u> | <u>Description</u> |
|------------------------------|------------------------------------|
| *.NTP | NotesToPaper report definition |
| *.LST, *.LSP, *.LSV | List report |
| *.LBL, *.LBP, *.LBV | Label report |
| *.PRN | NotesToPaper data file |
| *.INI | NotesToPaper INI file |
| *.TMP | Temporary file |
| *.DLL | Windows Dynamic Link Library (DLL) |
| *.EXE | Executable Windows program |
| *.CHM | Windows Help file |
| *.LNG | Language file |

4 Program

4.1 A Report in Three Steps

With NotesToPaper Easy, you can have your finished report in just three steps.



You will find a detailed description of the dialogs below in the next chapter.

In the steps that follow, we show you how easy it is to generate print-ready reports from views with NotesToPaper Easy.



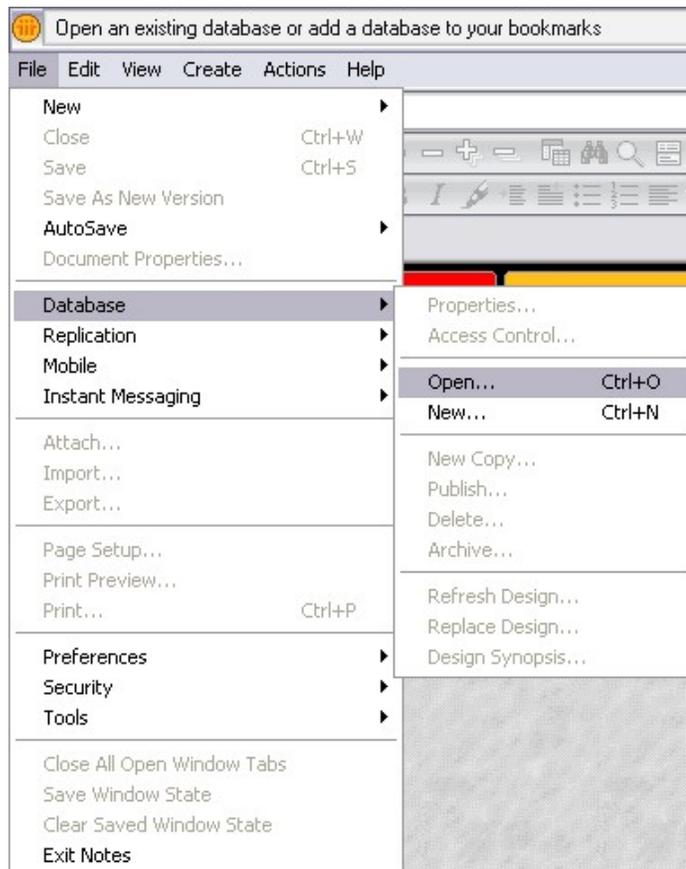
In this example we will use the sample database that comes installed with NotesToPaper Easy.

- ① Open the database and switch to the view you want.
- ② Select the NotesToPaper Easy function in the Actions menu to start the "Command Center".
- ③ Select "Print or export view" to generate a print-ready report of the view.

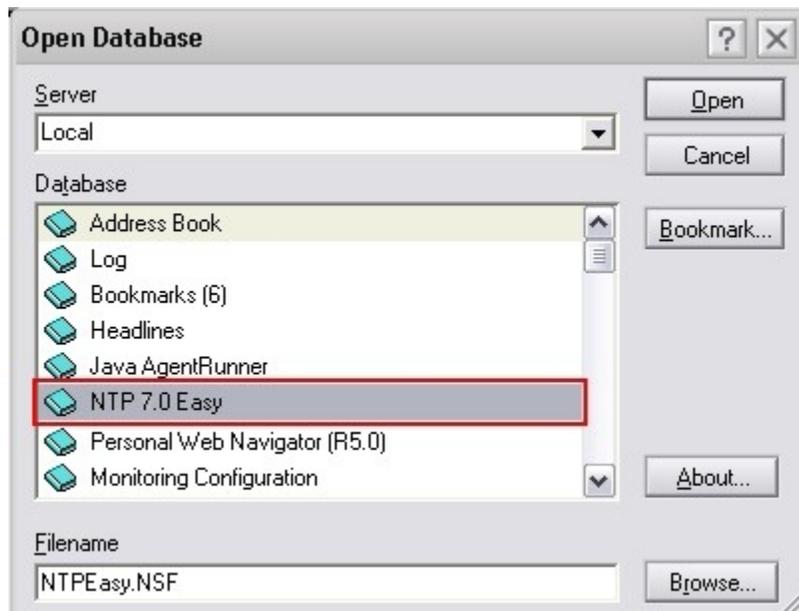
4.1.1 Step 1



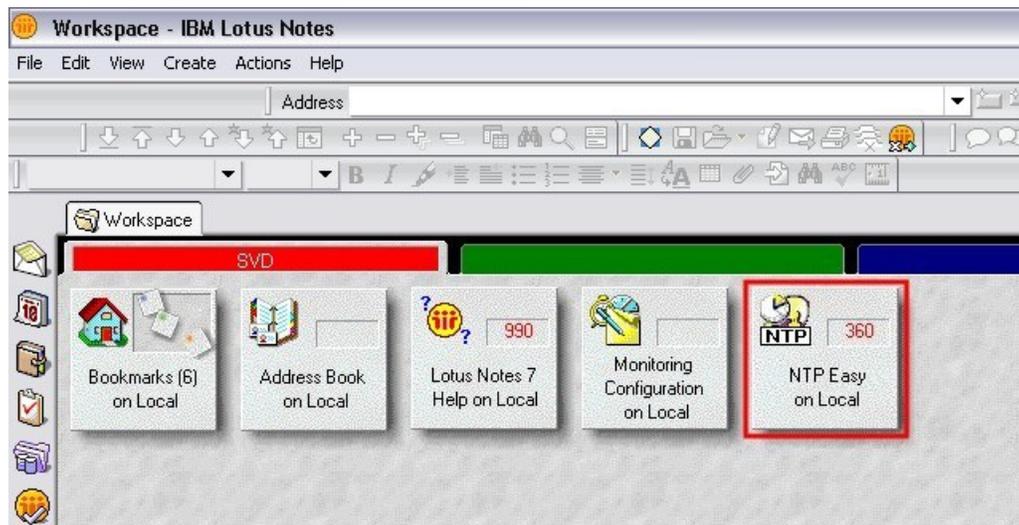
After successful installation of NotesToPaper Easy, you first have to add the sample database "NTPEasy.nsf" to your workspace. Do this by starting your Notes client and opening the database dialog with "File -> Database -> Open".



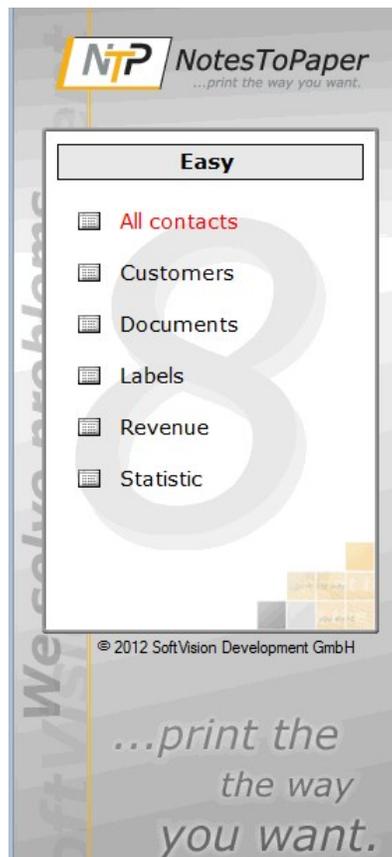
Select the database "NTPEasy.nsf" in the dialog, and then click on "Open".



The Notes client opens the database and simultaneously adds it to the workspace.



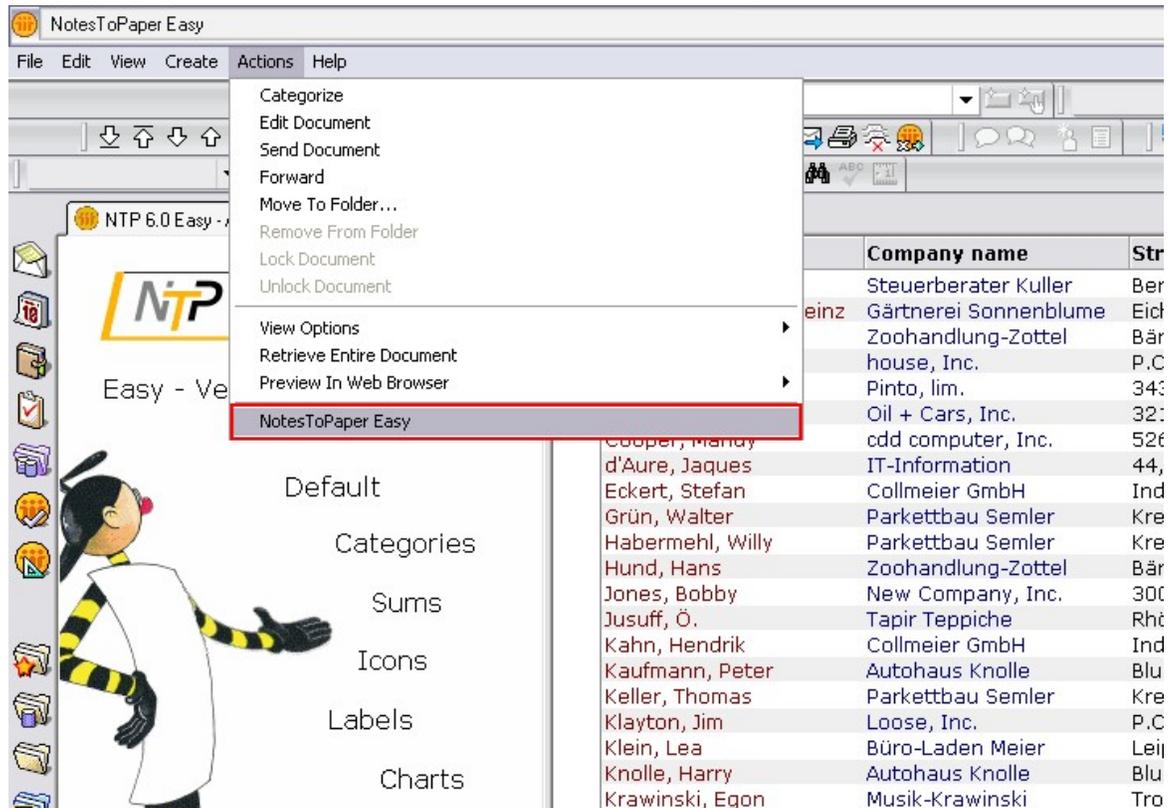
Now switch to the view you want.



4.1.2 Step 2

②

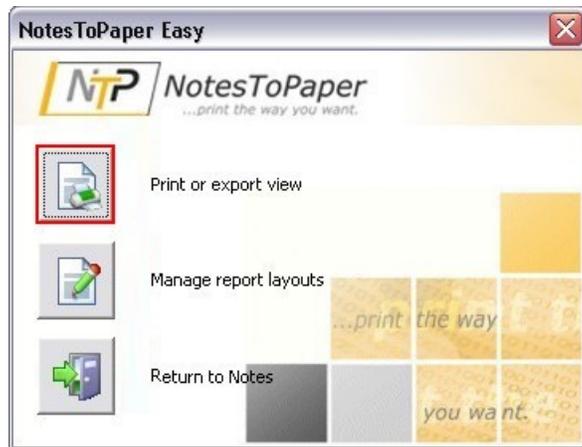
You are now in the view of your choice. To start NotesToPaper Easy, all you have to do is select the NotesToPaper Easy function in the Actions menu.



4.1.3 Step 3

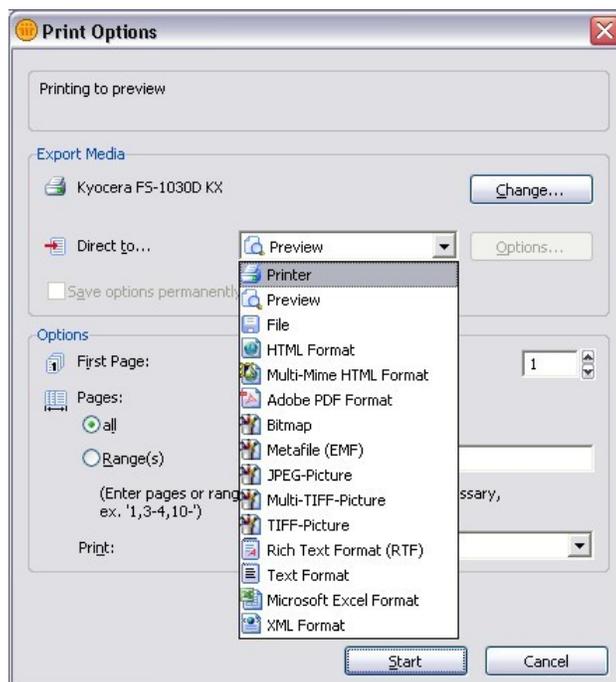
3

When you have started NotesToPaper Easy in the Actions menu, the NotesToPaper Easy "Command Center" appears. The action "Print or export view" now generates the report you want.



The following printer dialog includes all the options for print control. For example, it permits assignment of a printer or page setup.

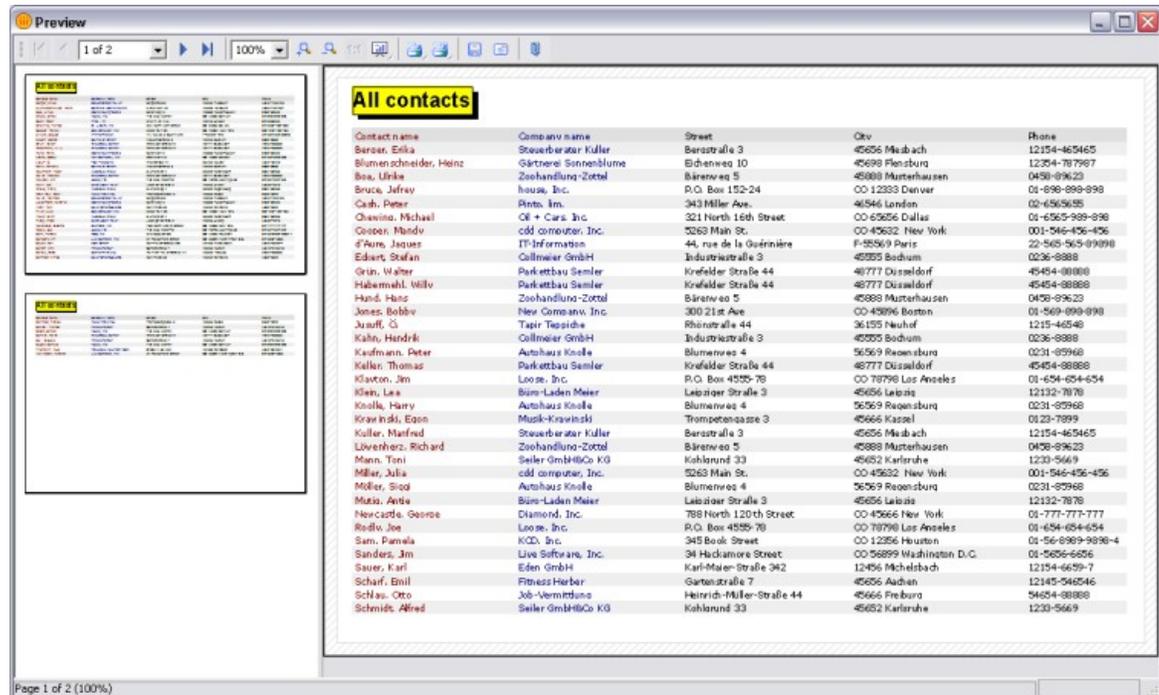
The report can also be converted to a desired export format (e.g. PDF or RTF) in the printer dialog (see illustration).



If you click on the "Start" button without further changes to the preconfigured options in the

printer dialog, you will generate the print-ready report of the view. As well as the print function, the action bar offers you various other options, such as zoom or a presentation mode.

You will find further details in the description of the Layout Editor of NotesToPaper Easy



4.2 Dialogs

In the preceding section we showed you how simple it is to generate reports, in just a few steps. You have seen various dialogs, which will now be explained in detail.

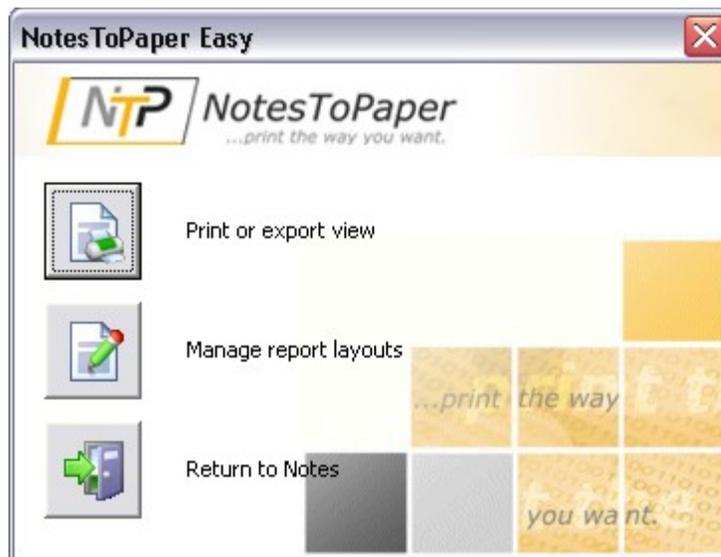
In the basic function, NotesToPaper Easy uses a standard template for generating and displaying the report. This report will be adequate for the requirements in many cases, as it is closely related to the design of the selected view. However, if you want to alter the output and use these design changes permanently as a template, you have to use further NotesToPaper Easy functions. The following section therefore also shows you how to generate, manage and edit your own templates.

4.2.1 Command Center

When you start NotesToPaper Easy in the Actions menu of the Notes client, the "Command Center" appears.



In order to call up the entry, you must have selected or opened a database. Otherwise, the "NotesToPaper Easy" entry is shown grayed out and cannot be called up.



The "Command Center" is the central dialog for activation of print/export output, and for administration of report templates. It is divided into three parts:

-  Print or export view
-  Manage report layouts
-  Back to Notes

4.2.2 Report Manager



In the "Command Center", select the action "Manage report layouts" to start the Report Manager for NotesToPaper Easy.

The Report Manager includes various actions for the administration of your NotesToPaper Easy reports. Use the Report Manager to generate new report layouts, assign new printers to them, rename them or edit their layouts. In the section "[Generating a New Report](#)", we take a closer look at the various possibilities, and explain how to use them.



The tools can be selected directly from an action bar. Simply click on the button of your choice. Some actions are only available after a report has been created.

These buttons are self-explanatory : If you hold the mouse pointer on the button for a moment without pressing a button, an explanation of the button's function will appear in a small window.

-  Edit an existing report layout
-  Assign a printer to the report
-  Cancel the printer assignment for a report
-  Generate a new report
-  Copy an existing report
-  Import a report from the file system
-  Export a report to the file system
-  Rename a report
-  Delete a report

4.2.2.1 Generating a New Report

Switch from the "Command Center" to the Report Manager. In the Report Manager, you can manage individually designed reports for every view. You only ever see the reports that are defined for the currently selected view.



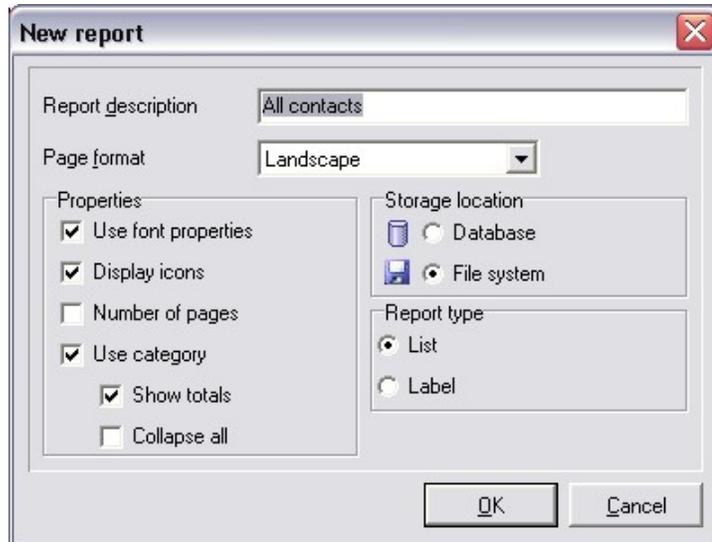
To create a permanent template in NotesToPaper Easy, please click on  in the action bar. This action opens a dialog that offers you various options for the definition and storage of the report.

| | |
|---------------------|---|
| Report description | Report display name in the Report Manager - the name of the view is used as default here. |
| Page format | Defines the orientation of the report output (portrait or landscape format). |
| Copy font | Enables complete transfer of the font settings for the selected view. |
| Show icons | Copies the icons used in the view. |
| Number of pages | Generates page numbering in the report layout. |
| Use category | Copies a category included in the view into the report layout. |
| Show totals | Transfer of the totals calculated in the view. |
| Collapse categories | Option to automatically collapse the categories of the view. |
| Storage location | The location for storing the NotesToPaper Easy Report layout can be specified here. |
| Report type | The selection of the report type allows you to chose if the data is displayed as lables or as a list. |

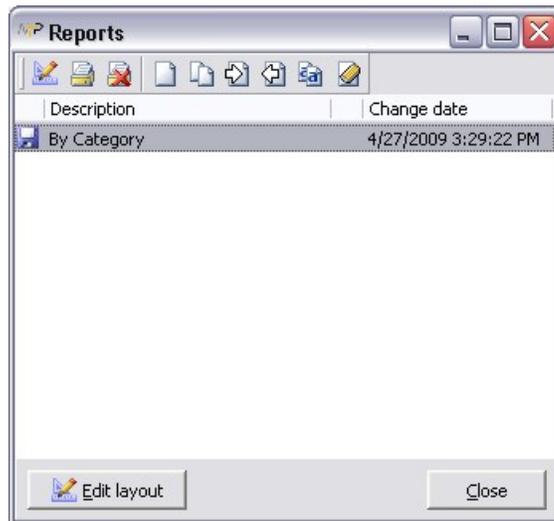


After exiting the dialog for this report, you can no longer change the settings you have selected. So make sure that the selection of settings is complete.

When you confirm the dialog with "OK", NotesToPaper Easy creates the report with the selected settings.



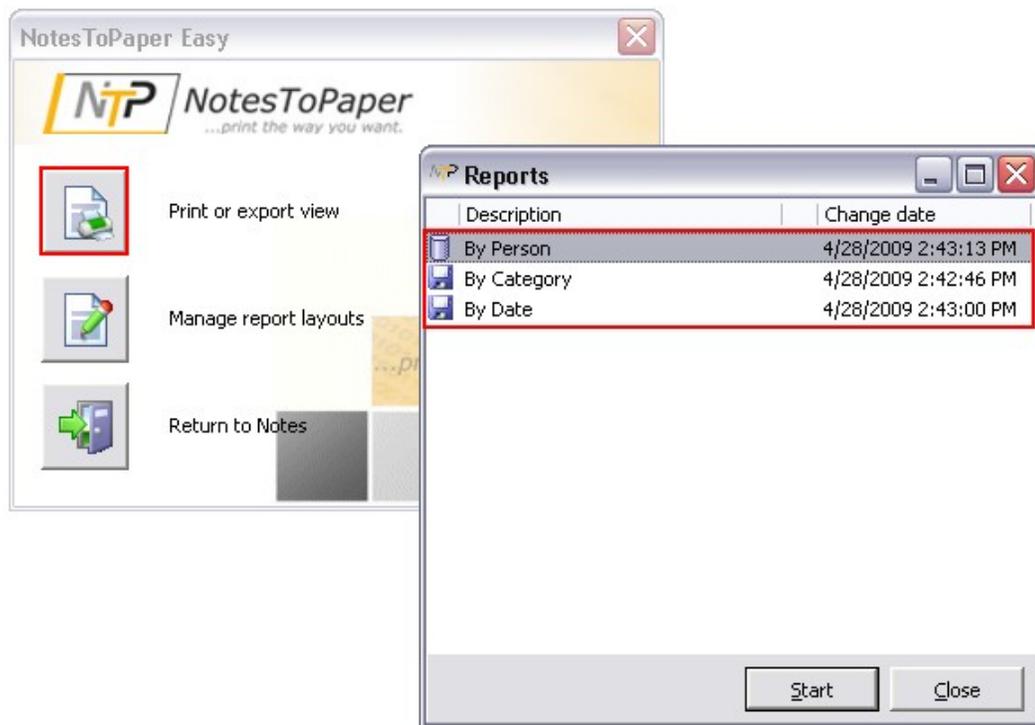
The report you have defined now appears in the Report Manager.



Created reports are stored individually for each user: a report that you have generated is not visible to another user of the database. You can also easily copy previous reports here , and adjust them for changed requirements. If you want to delete  or rename  an existing report, these functions are also available to you in the Report Manager.

As soon as multiple entries are present in the Report Manager, a selection dialog is displayed for

report execution. In this dialog you will see all the reports that are available for the view. Choose a report, and click on "Start" to execute it.

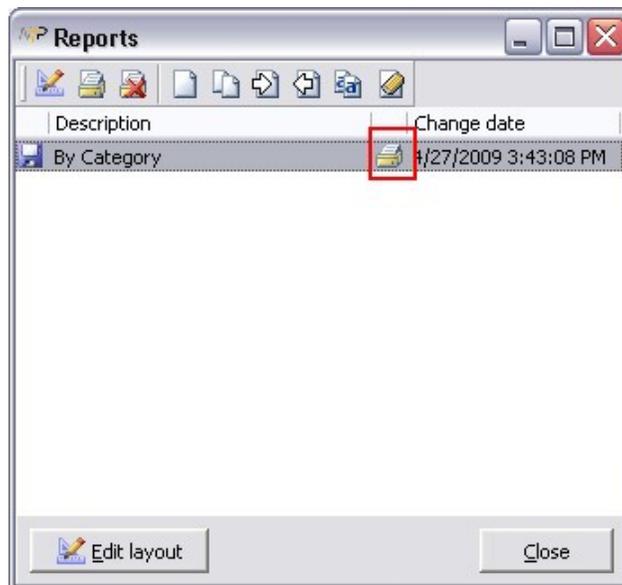


4.2.2.2 Assigning a Printer

You can assign a printer to a report  and thereby further adapt your report to your requirements. This printer is then chosen as default every time the report is executed. You can naturally also remove this assignment .



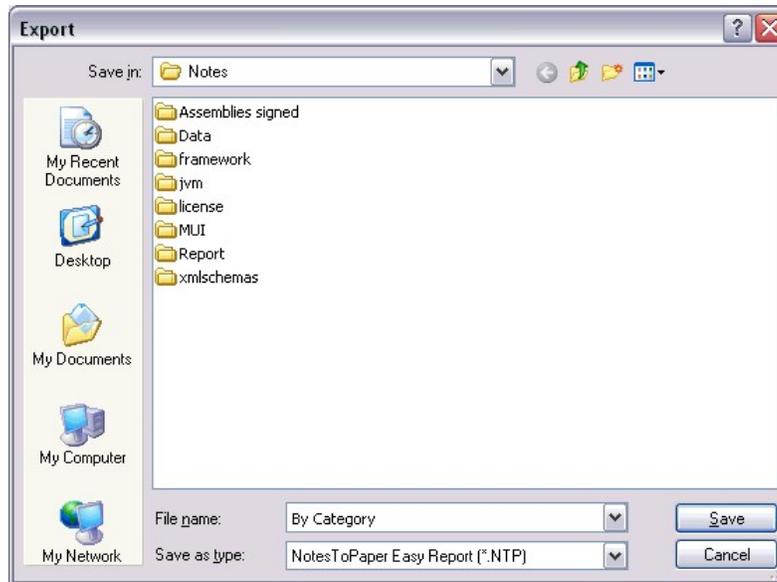
An existing printer assignment is indicated by a printer icon.



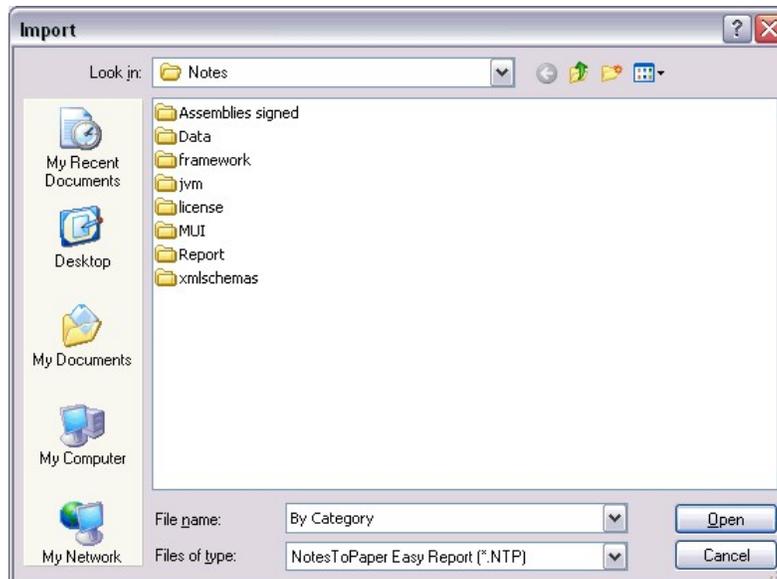
4.2.2.3 Importing and Exporting Templates

NotesToPaper Easy reports are always only visible to the person who created them. If you want to make your reports available to other users, you can do this with the Export function  .

Export the report and store the report in the file system.



The icon  in the Report Manager can be used e.g. by another user, for importing the report back. The report is then also available to the other user.



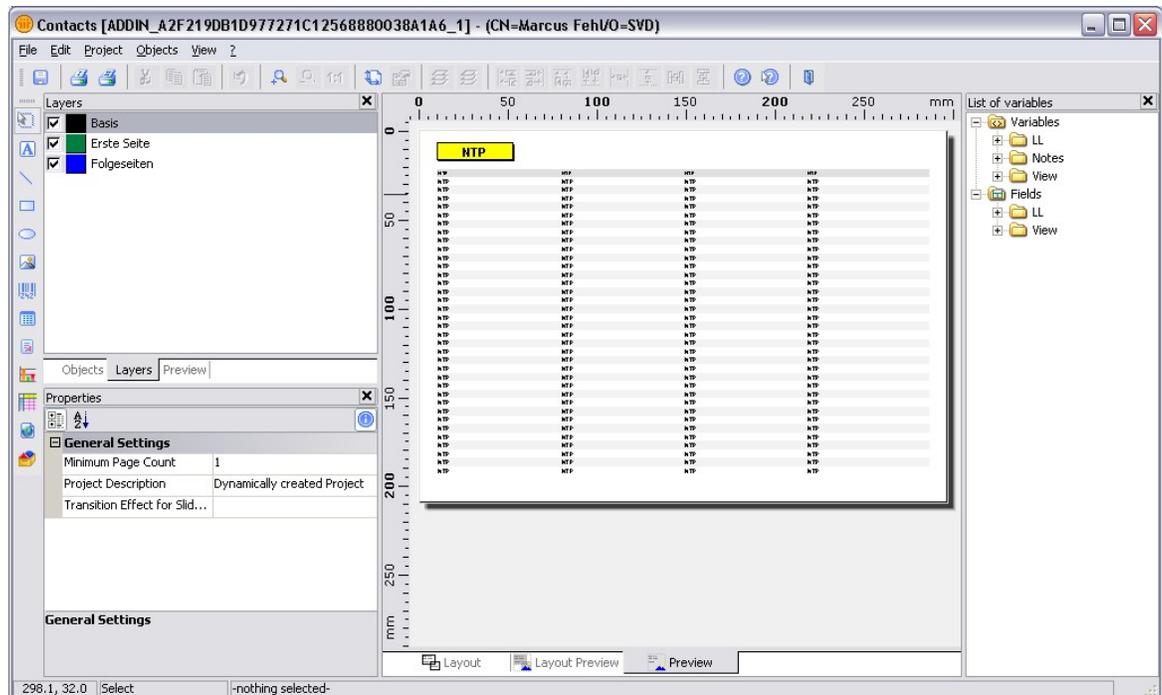
4.2.2.4 Editing the Report Layout

If the customization options already shown do not satisfy your wishes or requirements, you can also access and edit the layout of the NotesToPaper Easy report directly.

If you actuate the button "Edit Layout" , you can further customize the automatically created report layout of NotesToPaper Easy as you wish.

The description of the Layout Editor of NotesToPaper Easy can be found in a separate Help file. Please click on the link below to open this documentation.

Documentation for the Layout Editor of NotesToPaper Easy:



5 Appendix

5.1 Sample Database

5.1.1 General



After the database is opened, there is a navigator (A) on the left, for switching between the different views of the database. The reporting functionality of NotesToPaper Easy itself is provided in the Actions menu (B).

The individual views and the possibilities offered here by NotesToPaper Easy will now be explained in detail.

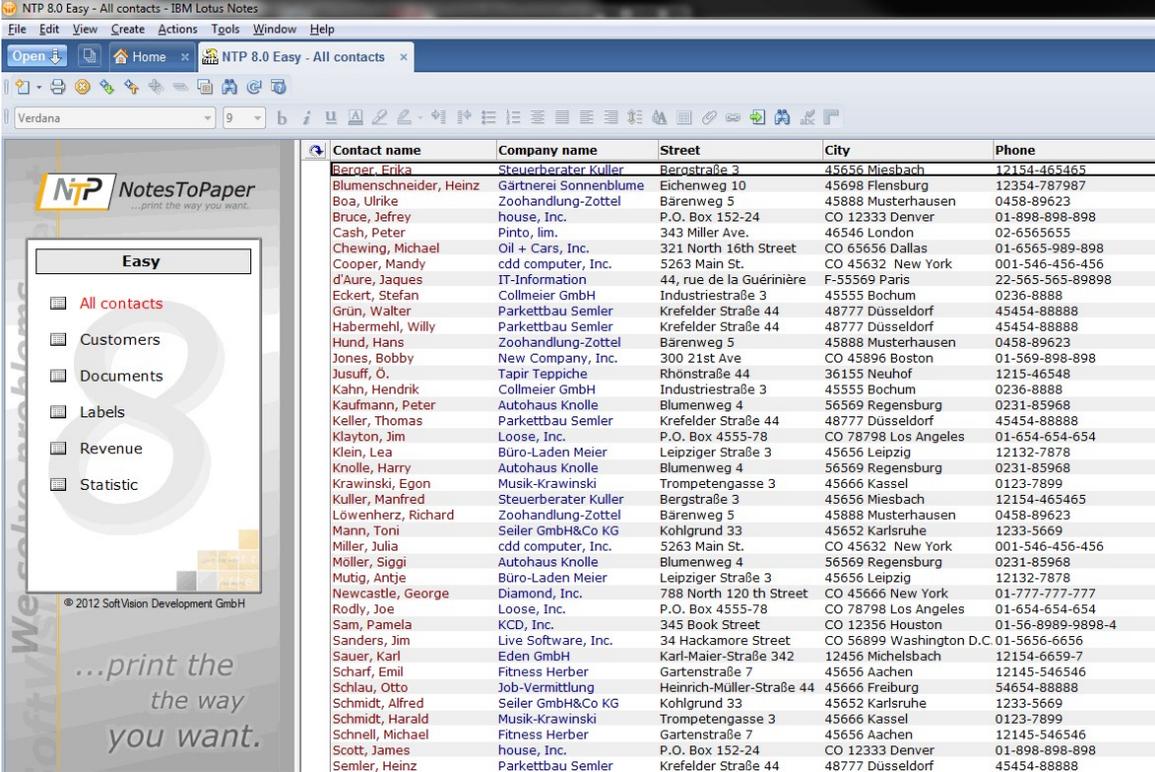


The screenshot shows the NTP 8.0 Easy interface within IBM Lotus Notes. The main window displays a table of contacts with columns for Name, Company name, Street, and City. An 'Actions' menu is open, listing various options such as 'Categorize', 'Edit Document', 'Send Document', 'Forward', 'Move To Folder...', 'Remove From Folder', 'View Options', 'Retrieve Entire Document', 'Preview in Web Browser', and 'NotesToPaper Easy'. A large orange letter 'B' is overlaid on the table.

| ct name | Company name | Street | City |
|------------------|-----------------------|--------------------------|---------------|
| Erka | Steuerberater Kuller | Bergstraße 3 | 45656 Miesbac |
| Schneider, Heinz | Gärtnerei Sonnenblume | Eichenweg 10 | 45698 Flensbu |
| Ulrike | Zoohandlung-Zottel | Bärenweg 5 | 45888 Musterh |
| Jefrey | house, Inc. | P.O. Box 152-24 | CO 12333 Den |
| Peter | Pinto, lim. | 343 Miller Ave. | 46546 London |
| ng, Michael | Oil + Cars, Inc. | 321 North 16th Street | CO 65656 Dall |
| in Mandy | cdd computer, Inc. | 5263 Main St. | CO 45632 Nev |
| raques | IT-Information | 44, rue de la Guérinière | F-55569 Paris |
| tefan | Collmeier GmbH | Industriestraße 3 | 45555 Bochum |
| brün, Walter | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseld |
| tehehl, Willy | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseld |
| Hund, Hans | Zoohandlung-Zottel | Bärenweg 5 | 45888 Musterh |
| Jones, Bobby | New Company, Inc. | 300 21st Ave. | CO 45896 Bost |
| Jusuff, Ö. | Tapir Teppiche | Rhönstraße 44 | 36155 Neuhof |
| Kahn, Hendrik | Collmeier GmbH | Industriestraße 3 | 45555 Bochum |
| Kaufmann, Peter | Autohaus Knolle | Blumenweg 4 | 56569 Regensl |
| Keller, Thomas | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseld |
| Klayton, Jim | Loose, Inc. | P.O. Box 4555-78 | CO 78798 Los. |
| Klein, Lea | Büro-Laden Meier | Leipziger Straße 3 | 45656 Leipzig |
| Knolle, Harry | Autohaus Knolle | Blumenweg 4 | 56569 Regensl |
| Krawinski, Egon | Musik-Krawinski | Trompetengasse 3 | 45666 Kassel |
| Kuller, Manfred | Steuerberater Kuller | Bergstraße 3 | 45656 Miesbac |

5.1.2 "All contacts" View

The "All contacts" view shows how the view can be previewed, printed or exported with NotesToPaper Easy, without further action from the user.



| Contact name | Company name | Street | City | Phone |
|------------------------|-----------------------|---------------------------|--------------------------|-------------------|
| Berner, Erika | Steuerberater Kuller | Bergstraße 3 | 45656 Miesbach | 12154-465465 |
| Blumenschnieder, Heinz | Gärtnerei Sonnenblume | Eichenweg 10 | 45698 Flensburg | 12354-787987 |
| Boa, Ulrike | Zoohandlung-Zottel | Bärenweg 5 | 45888 Musterhausen | 0458-89623 |
| Bruce, Jeffrey | house, Inc. | P.O. Box 152-24 | CO 12333 Denver | 01-898-898-898 |
| Cash, Peter | Pinto, ltm. | 343 Miller Ave. | 46546 London | 02-6565655 |
| Chewing, Michael | Oil + Cars, Inc. | 321 North 16th Street | CO 65656 Dallas | 01-6565-989-898 |
| Cooper, Mandy | cdd computer, Inc. | 5263 Main St. | CO 45632 New York | 001-546-456-456 |
| d'Aure, Jaques | IT-Information | 44, rue de la Guérinière | F-55569 Paris | 22-565-565-89898 |
| Eckert, Stefan | Collmeier GmbH | Industriestraße 3 | 45555 Bochum | 0236-8888 |
| Grün, Walter | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseldorf | 45454-88888 |
| Habermehl, Willy | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseldorf | 45454-88888 |
| Hund, Hans | Zoohandlung-Zottel | Bärenweg 5 | 45888 Musterhausen | 0458-89623 |
| Jones, Bobby | New Company, Inc. | 300 21st Ave | CO 45896 Boston | 01-569-898-898 |
| Jusuff, Ö. | Tapir Teppiche | Rhönstraße 44 | 36155 Neuohof | 1215-46548 |
| Kahn, Hendrik | Collmeier GmbH | Industriestraße 3 | 45555 Bochum | 0236-8888 |
| Kaufmann, Peter | Autohaus Knolle | Blumenweg 4 | 56569 Regensburg | 0231-85968 |
| Keller, Thomas | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseldorf | 45454-88888 |
| Klayton, Jim | Loose, Inc. | P.O. Box 4555-78 | CO 78798 Los Angeles | 01-654-654-654 |
| Klein, Lea | Büro-Laden Meier | Leipziger Straße 3 | 45656 Leipzig | 12132-7878 |
| Knolle, Harry | Autohaus Knolle | Blumenweg 4 | 56569 Regensburg | 0231-85968 |
| Krawinski, Egon | Musik-Krawinski | Trompetengasse 3 | 45666 Kassel | 0123-7899 |
| Kuller, Manfred | Steuerberater Kuller | Bergstraße 3 | 45656 Miesbach | 12154-465465 |
| Löwenherz, Richard | Zoohandlung-Zottel | Bärenweg 5 | 45888 Musterhausen | 0458-89623 |
| Mann, Toni | Seiler GmbH&Co KG | Kohlgrund 33 | 45652 Karlsruhe | 1233-5669 |
| Miller, Julia | cdd computer, Inc. | 5263 Main St. | CO 45632 New York | 001-546-456-456 |
| Möller, Siggie | Autohaus Knolle | Blumenweg 4 | 56569 Regensburg | 0231-85968 |
| Mutig, Antje | Büro-Laden Meier | Leipziger Straße 3 | 45656 Leipzig | 12132-7878 |
| Newcastle, George | Diamond, Inc. | 788 North 120 th Street | CO 45666 New York | 01-777-777-777 |
| Rodly, Joe | Loose, Inc. | P.O. Box 4555-78 | CO 78798 Los Angeles | 01-654-654-654 |
| Sam, Pamela | KCD, Inc. | 345 Book Street | CO 12356 Houston | 01-56-8989-9898-4 |
| Sanders, Jim | Live Software, Inc. | 34 Hackamore Street | CO 56896 Washington D.C. | 01-5656-6656 |
| Sauer, Karl | Eden GmbH | Karl-Maier-Straße 342 | 12456 Michelsbach | 12154-6659-7 |
| Scharf, Emil | Fitness Herber | Gartenstraße 7 | 45656 Aachen | 12145-546546 |
| Schlaue, Otto | Job-Vermittlung | Heinrich-Müller-Straße 44 | 45666 Freiburg | 54654-88888 |
| Schmidt, Alfred | Seiler GmbH&Co KG | Kohlgrund 33 | 45652 Karlsruhe | 1233-5669 |
| Schmidt, Harald | Musik-Krawinski | Trompetengasse 3 | 45666 Kassel | 0123-7899 |
| Schnell, Michael | Fitness Herber | Gartenstraße 7 | 45656 Aachen | 12145-546546 |
| Scott, James | house, Inc. | P.O. Box 152-24 | CO 12333 Denver | 01-898-898-898 |
| Semler, Heinz | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseldorf | 45454-88888 |

5.1.3 "Customer" View

The "Customer" view shows the support of categorized views. The output can likewise be generated without further user interaction. The [Report Manager](#) contains a few settings for this (Collapse categories), but these are only needed if you want to customize the view output to meet your requirements.

| Doc type | Date | Subject |
|----------|------------|---|
| | | ▼ Mandy Cooper (Phone: 001-546-456-456) |
| Mailing | 28.05.1998 | NotesToPaper-the reporting-tool for Lotus Notes |
| Letter | 28.05.1998 | NotesToPaper Product Information |
| Call | 28.05.1998 | Request for a NotesToPaper demo-version (from Mandy Cooper to Peter Hoffmann) |
| | | ▼ Collmeier GmbH ; Bochum |
| | | ▼ Collmeier GmbH (0236-8888) |
| | | ▼ Hendrik Kahn (Phone: 0236-8888) |
| Mailing | 28.05.1998 | NotesToPaper-the reporting-tool for Lotus Notes |
| | | ▼ Stefan Eckert (Phone: 0236-8888) |
| Mailing | 28.05.1998 | NotesToPaper-the reporting-tool for Lotus Notes |
| Invoice | 07.03.2000 | Your order |
| | | ▼ Diamond, Inc. ; New York |
| | | ▼ Diamond, Inc. (01-777-777-777) |
| | | ▼ George Newcastle (Phone: 01-777-777-777) |
| Mailing | 28.05.1998 | NotesToPaper-the reporting-tool for Lotus Notes |
| Call | 28.05.1998 | Problems downloading NotesToPaper (from Peter Hoffmann to George Newcastle) |
| | | ▼ Eden GmbH ; Michelsbach |
| | | ▼ Eden GmbH (12154-6659-7) |
| | | ▼ Karl Sauer (Phone: 12154-6659-7) |
| Mailing | 28.05.1998 | NotesToPaper-the reporting-tool for Lotus Notes |
| Call | 28.05.1998 | Order of a 5-user licence (from Karl Sauer to Peter Hoffmann) |
| Mailing | 28.05.1998 | Your company as reference for NotesToPaper |
| | | ▼ Fitness Herber ; Aachen |
| | | ▼ Fitness Herber (12145-546546) |
| | | ▼ Claudia Soll (Phone: 12145-546546) |
| Mailing | 28.05.1998 | NotesToPaper-the reporting-tool for Lotus Notes |
| Call | 28.05.1998 | Order 100-user (from Claudia Soll to Peter Hoffmann) |
| Mailing | 28.05.1998 | Your company as reference for NotesToPaper |
| | | ▼ Emil Scharf (Phone: 12145-546546) |
| Invoice | 07.03.2000 | Your order |
| Mailing | 28.05.1998 | NotesToPaper-the reporting-tool for Lotus Notes |
| Call | 28.05.1998 | Request for additional info (from Emil Scharf to Peter Hoffmann) |
| | | ▼ Michael Schnell (Phone: 12145-546546) |
| Mailing | 28.05.1998 | NotesToPaper-the reporting-tool for Lotus Notes |
| | | ▼ Gärtnerei Sonnenblume ; Flensburg |
| | | ▼ Gärtnerei Sonnenblume (12354-787987) |
| | | ▼ Heinz Blumenschneider (Phone: 12354-787987) |
| Call | 28.05.1998 | Infos about NotesToPaper (from Peter Hoffmann to Heinz Blumenschneider) |
| Mailing | 28.05.1998 | NotesToPaper-the reporting-tool for Lotus Notes |

5.1.4 "Documents" View

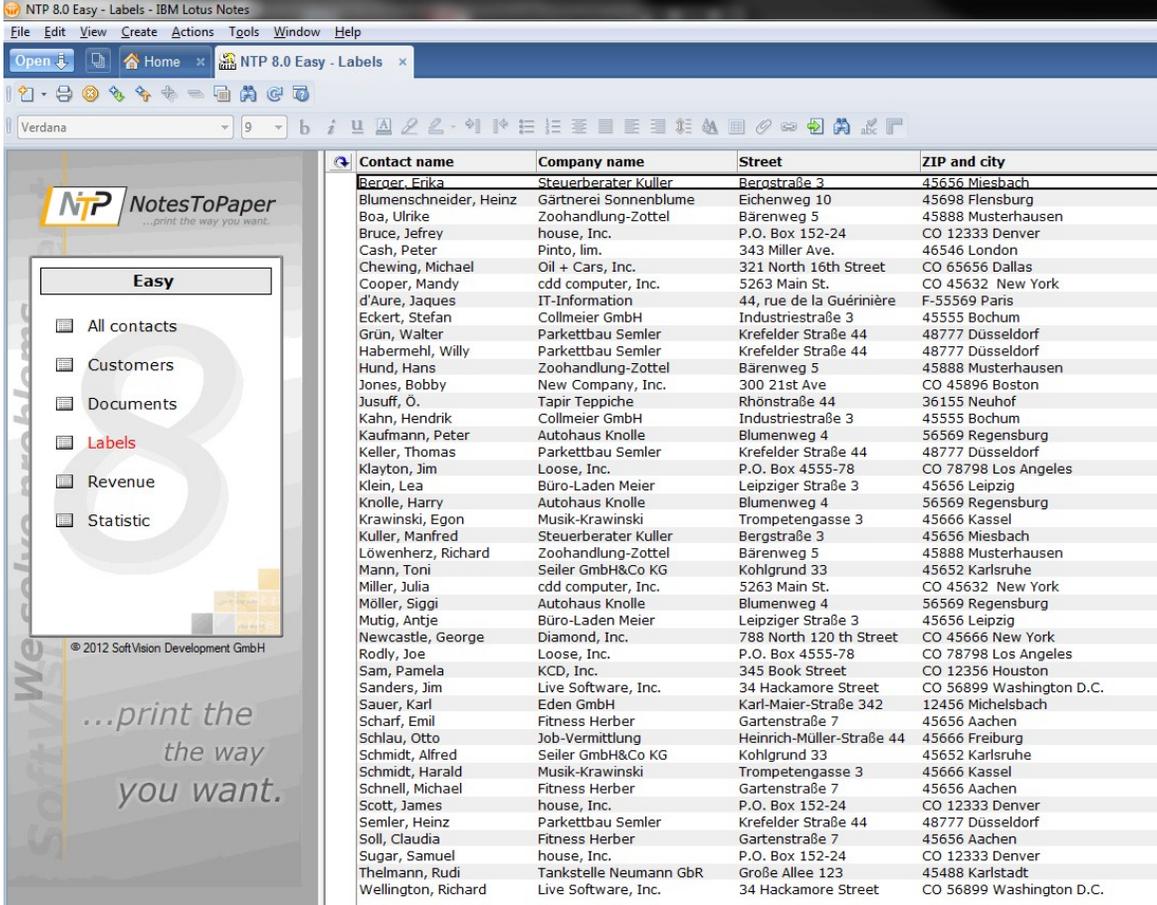
In the "Documents" view, you can see the support of icons displayed in the view; this can likewise be deactivated with a single click in the [Report Manager](#).

The screenshot shows the NTP 8.0 Easy - Documents - IBM Lotus Notes interface. The left sidebar displays a navigation menu with the following items: All contacts, Customers, Documents (highlighted), Labels, Revenue, and Statistic. The main content area displays a table of documents with the following columns: Order, Status, Format, KBytes, Title, Import, Convert, Link, and Embed.

| Order | Status | Format | KBytes | Title | Import | Convert | Link | Embed |
|-------|--------------------------|--------|--------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 | <input type="checkbox"/> | JPG | 25 | Bull shark | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | <input type="checkbox"/> | GIF | 174 | Clown fish | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | <input type="checkbox"/> | BMP | | Dragonfly | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 | <input type="checkbox"/> | PNG | 315 | Grasshopper | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 | <input type="checkbox"/> | TIF | 226 | Honeybee | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6 | <input type="checkbox"/> | PCX | | Lion | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 | <input type="checkbox"/> | TGA | | Lynx | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 | <input type="checkbox"/> | EMF | | Manta ray | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9 | <input type="checkbox"/> | PSD | | Panther | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10 | <input type="checkbox"/> | WMF | 507 | Pufferfish | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11 | <input type="checkbox"/> | RTF | 148 | Wasp | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12 | <input type="checkbox"/> | DOC | | Tiger | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 13 | <input type="checkbox"/> | XLS | 26 | Revenue | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14 | <input type="checkbox"/> | PPT | | Demo show | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15 | <input type="checkbox"/> | HTM | 15 | Notes and the PDF format | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16 | <input type="checkbox"/> | ODT | 41 | Blue whale | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17 | <input type="checkbox"/> | ODP | | n2pdf Web Application | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18 | <input type="checkbox"/> | ODS | 32 | Schule | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19 | <input type="checkbox"/> | PDF | 41 | n2pdf order form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

5.1.5 "Labels" View

The Labels view shows the simple generation of labels with NotesToPaper Easy. All you have to do when generating the new [report](#) is to select the Report type "Label". NotesToPaper Easy will then generate labels from the documents of the view. Further customization, such as the label size or the number and format, can be defined in the Layout Designer. You can also select specific predefined labels of well-known manufacturers there.



The screenshot shows the NTP 8.0 Easy - Labels - IBM Lotus Notes application. The interface includes a menu on the left with options: All contacts, Customers, Documents, Labels (selected), Revenue, and Statistic. The main window displays a table of contact information with the following columns: Contact name, Company name, Street, and ZIP and city.

| Contact name | Company name | Street | ZIP and city |
|------------------------|------------------------|---------------------------|--------------------------|
| Berger, Erika | Steuerberater Kuller | Bergstraße 3 | 45656 Miesbach |
| Blumenschnieder, Heinz | Gärtnerei Sonnenblume | Eichenweg 10 | 45698 Flensburg |
| Boa, Ulrike | Zoohandlung-Zottel | Bärenweg 5 | 45888 Musterhausen |
| Bruce, Jeffrey | house, Inc. | P.O. Box 152-24 | CO 12333 Denver |
| Cash, Peter | Pinto, lim. | 343 Miller Ave. | 46546 London |
| Chewing, Michael | Oil + Cars, Inc. | 321 North 16th Street | CO 65656 Dallas |
| Cooper, Mandy | cdd computer, Inc. | 5263 Main St. | CO 45632 New York |
| d'Aure, Jaques | IT-Information | 44, rue de la Guérinière | F-55569 Paris |
| Eckert, Stefan | Collmeier GmbH | Industriestraße 3 | 45555 Bochum |
| Grün, Walter | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseldorf |
| Habermehl, Willy | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseldorf |
| Hund, Hans | Zoohandlung-Zottel | Bärenweg 5 | 45888 Musterhausen |
| Jones, Bobby | New Company, Inc. | 300 21st Ave | CO 45896 Boston |
| Jusuff, Ö. | Tapir Teppiche | Rhönstraße 44 | 36155 Neuhoof |
| Kahn, Hendrik | Collmeier GmbH | Industriestraße 3 | 45555 Bochum |
| Kaufmann, Peter | Autohaus Knolle | Blumenweg 4 | 56569 Regensburg |
| Keller, Thomas | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseldorf |
| Klayton, Jim | Loose, Inc. | P.O. Box 4555-78 | CO 78798 Los Angeles |
| Klein, Lea | Büro-Laden Meier | Leipziger Straße 3 | 45656 Leipzig |
| Knolle, Harry | Autohaus Knolle | Blumenweg 4 | 56569 Regensburg |
| Krawinski, Egon | Musik-Krawinski | Trompetengasse 3 | 45666 Kassel |
| Kuller, Manfred | Steuerberater Kuller | Bergstraße 3 | 45656 Miesbach |
| Löwenherz, Richard | Zoohandlung-Zottel | Bärenweg 5 | 45888 Musterhausen |
| Mann, Toni | Seiler GmbH&Co KG | Kohlgrund 33 | 45652 Karlsruhe |
| Miller, Julia | cdd computer, Inc. | 5263 Main St. | CO 45632 New York |
| Möller, Siggie | Autohaus Knolle | Blumenweg 4 | 56569 Regensburg |
| Mutig, Antje | Büro-Laden Meier | Leipziger Straße 3 | 45656 Leipzig |
| Newcastle, George | Diamond, Inc. | 788 North 120 th Street | CO 45666 New York |
| Rodly, Joe | Loose, Inc. | P.O. Box 4555-78 | CO 78798 Los Angeles |
| Sam, Pamela | KCD, Inc. | 345 Book Street | CO 12356 Houston |
| Sanders, Jim | Live Software, Inc. | 34 Hackamore Street | CO 56899 Washington D.C. |
| Sauer, Karl | Eden GmbH | Karl-Maier-Straße 342 | 12456 Michelsbach |
| Scharf, Emil | Fitness Herber | Gartenstraße 7 | 45656 Aachen |
| Schlau, Otto | Job-Vermittlung | Heinrich-Müller-Straße 44 | 45666 Freiburg |
| Schmidt, Alfred | Seiler GmbH&Co KG | Kohlgrund 33 | 45652 Karlsruhe |
| Schmidt, Harald | Musik-Krawinski | Trompetengasse 3 | 45666 Kassel |
| Schnell, Michael | Fitness Herber | Gartenstraße 7 | 45656 Aachen |
| Scott, James | house, Inc. | P.O. Box 152-24 | CO 12333 Denver |
| Semler, Heinz | Parkettbau Semler | Krefelder Straße 44 | 48777 Düsseldorf |
| Soll, Claudia | Fitness Herber | Gartenstraße 7 | 45656 Aachen |
| Sugar, Samuel | house, Inc. | P.O. Box 152-24 | CO 12333 Denver |
| Thelmann, Rudi | Tankstelle Neumann GBR | Große Allee 123 | 45488 Karlstadt |
| Wellington, Richard | Live Software, Inc. | 34 Hackamore Street | CO 56899 Washington D.C. |

5.1.6 "Revenue" View

The "Revenue" view shows the support of totals in categorized views. The output of totals can be deactivated in the [Report Manager](#).

| Product | Year | Country | Q1 | Q2 | Q3 | Q4 |
|----------|------|---------|-------|-------|-------|-------|
| ▼ n2pdf | | | 7067 | 7360 | 8922 | 5230 |
| | 2007 | England | 988 | 2196 | 1261 | 1722 |
| | 2007 | France | 1724 | 2149 | 2388 | 146 |
| | 2007 | Germany | 1514 | 1149 | 3659 | 1852 |
| | 2007 | Italy | 1211 | 145 | 1165 | 32 |
| | 2007 | USA | 1630 | 1721 | 449 | 1478 |
| ▼ NTP | | | 5564 | 4063 | 5826 | 9179 |
| | 2007 | England | 1400 | 1023 | 2235 | 2779 |
| | 2007 | France | 186 | 1186 | 468 | 2045 |
| | 2007 | Germany | 1945 | 1000 | 1891 | 2899 |
| | 2007 | Italy | 1332 | 593 | 1143 | 1091 |
| | 2007 | USA | 701 | 261 | 89 | 365 |
| ▼ SOC | | | 4491 | 5652 | 4743 | 2643 |
| | 2007 | England | 1171 | 1746 | 179 | 137 |
| | 2007 | France | 920 | 421 | 720 | 1185 |
| | 2007 | Germany | 1136 | 1830 | 1908 | 336 |
| | 2007 | Italy | 817 | 840 | 964 | 644 |
| | 2007 | USA | 447 | 815 | 972 | 341 |
| ▼ webPDF | | | 6024 | 2936 | 4754 | 3138 |
| | 2007 | England | 1548 | 835 | 1653 | 1654 |
| | 2007 | France | 1487 | 1048 | 293 | 733 |
| | 2007 | Germany | 2516 | 227 | 2376 | 89 |
| | 2007 | Italy | 392 | 98 | 177 | 313 |
| | 2007 | USA | 81 | 728 | 255 | 349 |
| | | | 23146 | 20011 | 24245 | 20190 |

5.1.7 "Statistics" View

The "Statistics" view shows how diagrams can be generated automatically with a predefined report using NotesToPaper Easy.

The screenshot displays the 'NotesToPaper Easy' application interface. On the left, a sidebar menu lists various report categories: All contacts, Customers, Documents, Labels, Revenue, and **Statistic**. The main area shows a data table with the following structure:

| Product | Year | Country | Q1 | Q2 | Q3 | Q4 |
|---------------|------|---------|-------|-------|-------|-------|
| n2pdf | | | 7067 | 7360 | 8922 | 5230 |
| | 2007 | England | 988 | 2196 | 1261 | 1722 |
| | 2007 | France | 1724 | 2149 | 2388 | 146 |
| | 2007 | Germany | 1514 | 1149 | 3659 | 1852 |
| | 2007 | Italy | 1211 | 145 | 1165 | 32 |
| | 2007 | USA | 1630 | 1721 | 449 | 1478 |
| NTP | | | 5564 | 4063 | 5826 | 9179 |
| | 2007 | England | 1400 | 1023 | 2235 | 2779 |
| | 2007 | France | 186 | 1186 | 468 | 2045 |
| | 2007 | Germany | 1945 | 1000 | 1891 | 2899 |
| | 2007 | Italy | 1332 | 593 | 1143 | 1091 |
| | 2007 | USA | 701 | 261 | 89 | 365 |
| SOC | | | 4491 | 5652 | 4743 | 2643 |
| | 2007 | England | 1171 | 1746 | 179 | 137 |
| | 2007 | France | 920 | 421 | 720 | 1185 |
| | 2007 | Germany | 1136 | 1830 | 1908 | 336 |
| | 2007 | Italy | 817 | 840 | 964 | 644 |
| | 2007 | USA | 447 | 815 | 972 | 341 |
| webPDF | | | 6024 | 2936 | 4754 | 3138 |
| | 2007 | England | 1548 | 835 | 1653 | 1654 |
| | 2007 | France | 1487 | 1048 | 293 | 733 |
| | 2007 | Germany | 2516 | 227 | 2376 | 89 |
| | 2007 | Italy | 392 | 98 | 177 | 313 |
| | 2007 | USA | 81 | 728 | 255 | 349 |
| | | | 23146 | 20011 | 24245 | 20190 |