

TabView Organizer Help

Table of Contents

1	Startup & About.....	3
1.1	View End-user license agreement (Trial, Full Version).....	4
1.2	How to buy.....	6
1.3	How it works	7
1.4	Features	8
1.5	System requirements	9
1.6	Demo	10
1.7	SOFTWARE UPDATE & ACTIVATION.....	12
1.8	Installation.....	15
2	Working with TabView Organizer	17
2.1	Basics.....	17
2.2	General TabView Organizer Options.....	18
2.3	Folder Options	19
2.3.1	Accessing Folder Options	19
2.3.2	About Folder Options.....	20
2.3.3	How to...	22
2.3.3.1	Start TabView Organizer Wizard to set up Tabs	22
2.3.3.2	Customize user-defined keywords lists	23
2.3.3.3	Store Tabs selection.....	24
2.3.3.4	Import/Export Tabs settings.....	25
2.3.3.5	Manage Tab Bars	26
2.4	TabView Organizer Wizard.....	27
2.4.1	Accessing TabView Organizer Wizard.....	27
2.4.2	About TabView Organizer Wizard	28
2.4.2.1	Initial Step.....	29
2.4.2.2	Step 1 of 4.....	30
2.4.2.3	Step 2 of 4.....	32
2.4.2.4	Step 3 of 4.....	33
2.4.2.5	Step 4 of 4.....	35
2.4.2.6	How to...	36
2.4.2.6.1	Select Tab Bars for the setup of Tabs	36
2.4.2.6.2	Create Tabs by frequent values	37
2.4.2.6.3	Create Tabs with user-defined keywords	38
2.4.2.6.4	Customize user-defined keywords lists in TabView Organizer Wizard.....	39
2.4.2.6.5	Create Tabs with predefined values	40
2.4.2.6.6	Create Tabs with Views	41
2.4.2.6.7	Limit the number of displayed keywords.....	42
2.4.2.6.8	Remove all existing Tabs.....	43
2.4.2.6.9	Manage Tab Bars in TabView Organizer Wizard	44
2.4.2.6.10	Change Tab order on a Tab Bar	45
2.4.2.6.11	Add keywords exceeding the limit from the found list.....	46
2.4.2.6.12	Merge several Tabs into one Tab	47
2.4.2.6.13	Rename Tabs	48
2.4.2.6.14	Remove unwanted Tabs	49
2.5	Customize keywords lists.....	50
2.5.1	Accessing THE Customize keywords lists option	50
2.5.2	About customizing keywords lists.....	51
2.5.3	How to...	53
2.5.3.1	Set default list of user-defined keywords as Tabs.....	53
2.6	Manage Tab Bar	54
2.6.1	Accessing THE Manage Tab Bar option.....	54

2.6.2	About Manage Tab Bar option.....	55
2.6.3	How to... ..	57
2.6.3.1	Change Tab order in a Tab Bar	57
2.6.3.2	Create Tabs with Views	58
2.6.3.3	Add new Tab	59
2.6.3.4	Apply a filter to a new Tab	60
2.6.3.5	Merge several Tabs into one Tab.....	61
2.6.3.6	Rename Tabs	62
2.6.3.7	Change filter on a Tab	63
2.6.3.8	Remove unwanted Tabs.....	64
2.7	Drop-down menus	65
2.7.1	Accessing drop-down menus	65
2.7.2	About the main Tab Bar menu	66
2.7.3	About drop-down menu on Tabs	67
2.7.4	About changing filter criteria	68
3	FAQ & Troubleshooting	70
3.1	Frequently asked questions (FAQ)	70
3.2	Trial (License) Version Expired	73
3.3	Product Update	74
3.4	To Uninstall:	75
4	Other 4Team and Partner Products:	76
5	Report Problem, Suggestions.....	77
6	Support.....	78
7	Glossary.....	79
8	Index.....	81

Startup & About

ABOUT TABVIEW ORGANIZER (FOR MICROSOFT® OUTLOOK® 2002/2003)

TabView Organizer is a Microsoft Outlook add-on solution for easy, smart and flexible sorting out of emails, tasks, contacts and other items. TabView Organizer software provides a possibility to narrow down the search within Personal folders by applying filters, which can overlap. Take advantage of TabView Organizer as a tool, capable of finding all needed items in only a few clicks. If you are looking for means to save your valuable time, this software program is for you.



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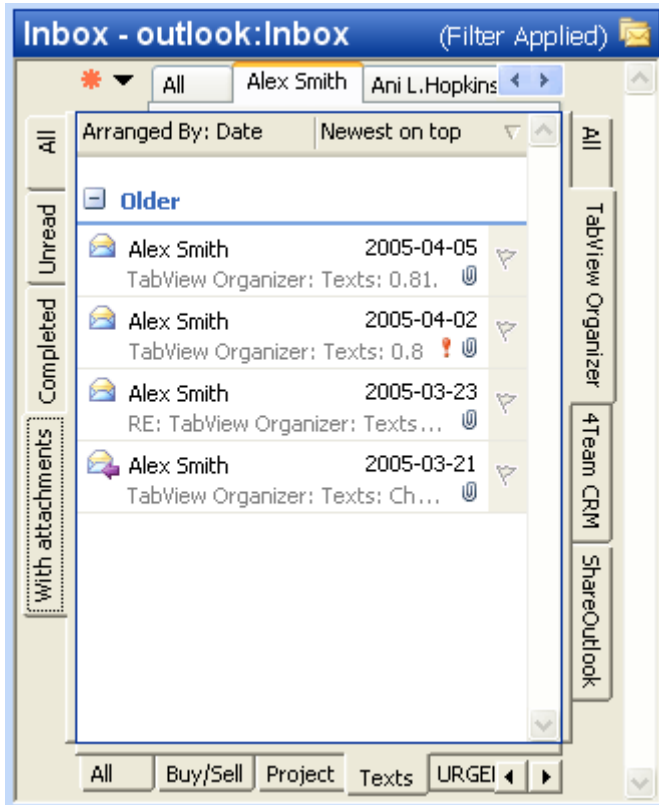
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1.2 HOW TO BUY

- To **buy the license**, please visit the website: http://www.4team.biz/purchase_tabview.asp.
- All our customers who purchased the program or added a new license are eligible to get free updates for a year from the last purchase date.
- If you are looking for other 4Team products for Microsoft® Outlook®, you can get them at significantly reduced prices; just send us an email with your order number, product name, and the number of licenses that you wish to purchase.
- for more information please check out product website.

1.3 HOW IT WORKS

▶ TabView Organizer adds up to four **Tab Bars**, surrounding active window on four sides – top, right, bottom and left. Each **Tab Bar** contains the selected number of Tabs, set up either by Wizard or manually. Tabs operate as filters, sorting out only those items that include keywords, displayed on Tabs. Furthermore, TabView Organizer is capable of sorting out the items by four keywords, selected on different **Tab Bars**, simultaneously, as filters, set on Tabs, can overlap. Active Tabs display which filters are applied:



1.4 FEATURES

TabView Organizer - the easiest way to **view, search, sort and filter** information within Microsoft® Outlook®.

✓ **Microsoft Outlook Folders integrated plug-in**

Fully integrated in a chosen folder View; expands the standard features of Outlook search, filter, sorting and views.

✓ **One Click Tab Switch between Customized Views and Filters**

Set up your Microsoft Outlook customized views and assign them to easy-to-switch tabs. Filter your email, contacts, tasks and appointments with only one click on the tab.

✓ **Manage and Edit Tabs**

Easily manage Tab Filter and View options, Add new, Rename, Merge, Delete and Move Tabs or Tabs panel to any side of the screen.

✓ **Move your tabs and filter settings to other PCs or similar folders**

Create Outlook views, tabs and filters, and share them with your group or move them to your second PC.

✓ **Easy Tabs setup by a smart & flexible Wizard**

The easiest way to set up Tabs is using TabView Organizer Wizard. In this case, you only need to select:

- **Tab Bars**, which you want to set up;
- What you want to set on these **Tab Bars**;
- Keywords, displayed on Tabs of these **Tab Bars**.

For the setup of Tabs, during the first step, the Wizard offers you to analyse some criteria which are important to particular folders, e.g. Inbox – Frequent Senders, Calendar – Frequent Contacts, Contacts – Frequent Companies etc. Moreover, the Wizard can also create Tabs with either predefined values (e.g. Unread, Flagged in Mail folders), or keywords, defined by user.

✓ **Precise search results**

TabView Organizer is designed to narrow down the search within Personal folders, which is gained by simply clicking Tabs on different **Tab Bars** one after another. Therefore TabView Organizer selects and displays only those items that include all keywords, displayed on the Tabs you have clicked.

✓ **Easy switching of filters**

You can change the view filter by simply clicking another Tab.

✓ **Multitude of filter combinations**

The main feature of filters, set on Tabs, is their ability to overlap. Therefore TabView Organizer provides a possibility to set various filter combinations for each folder. For example, if there are 10 Tabs set on the Upper, 15 – on the Right, 4 – on the Lower and 5 – on the Left **Tab Bar**, TabView Organizer provides 3,000 filter combinations overall, and each combination can be set in only 4 clicks.

✓ **Storing options**

If the “**Restore Tabs selection**” option is checked, TabView Organizer remembers which Tabs were selected last time you were using the folder, and you will be able to see them when you open this folder in Microsoft Outlook next time. Similarly, if you click the “**Save current Tabs selection**” button, TabView Organizer remembers which Tabs are selected at the moment and saves this selection. So, even if you change your Tabs selection on the folder afterwards, each time you open this folder TabView Organizer displays the selection, which was saved.

✓ **Handy access for management of Tab Bars**

TabView Organizer settings can be modified from drop-down menus, which are accessible by clicking the arrow button on a **Tab Bar** or by right-clicking any Tab. General information about TabView Organizer and help topics can also be accessed from these menus.

1.5 SYSTEM REQUIREMENTS

▶ **Software:**

- ✓ Microsoft Windows 98/ME/NT4/2000/XP
- ✓ Microsoft Outlook version **2002/XP (SP-2), 2003**
- ✓ Internet Explorer 5.5 or later
- ✓ **Incompatible with Outlook Express, or Outlook versions prior to 2002/XP (SP-2)**

▶ **Hardware:**

CPU: at least Pentium 400 MHz

Memory: minimum requirement is 64MB (256MB recommended)

▶ **Minimum requirements** for optimum functioning of the program are:

- ✓ Windows **Administrator rights** in order to install TabView Organizer for Microsoft Outlook;

1.6 DEMO

Before you start working with TabView Organizer, in order to better understand its functionality, please check this demo link: <http://tabview.4team.biz/demo/>.

Note: Be sure that your computer is online (connected to the Internet) if you want to use this link.

PRODUCT™ VERSIONS

- ▶ Trial - a fully functional 14-day trial version
- ▶ Full - a fully functional version.

Important: There is no difference in functionality between these two versions.

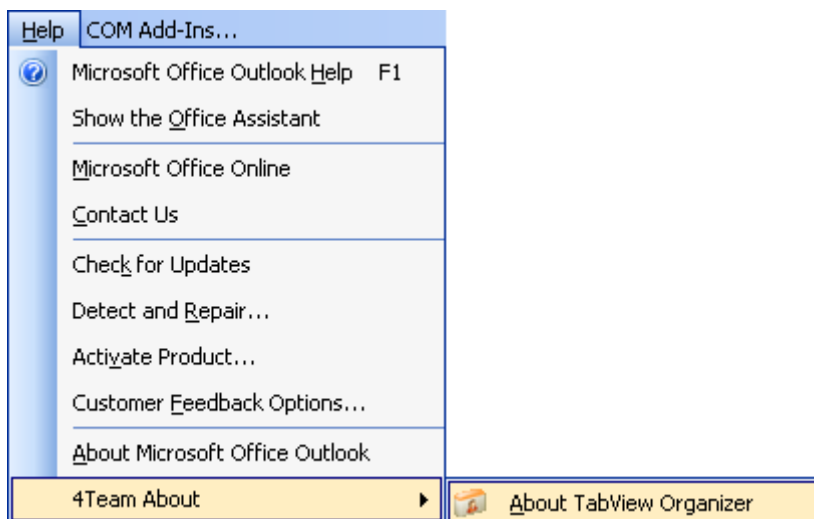
1.7 SOFTWARE UPDATE & ACTIVATION

↳ [What happens if you don't activate your copy of the product?](#)

Before you activate TabView Organizer, you may run it for a limited amount of time (trial version). TabView Organizer will go into **Reduced Functionality Mode** when this trial period expires. In Reduced Functionality Mode, you will not be able to view and change TabView Organizer content. No existing Outlook items or documents will be harmed, and you can easily get TabView Organizer out of this mode after activation.

↳ **Product Activation:**

1. Connect to the Internet.
2. Go to **Microsoft Outlook Help** menu, point to **4Team About** and select **About TabView Organizer**.



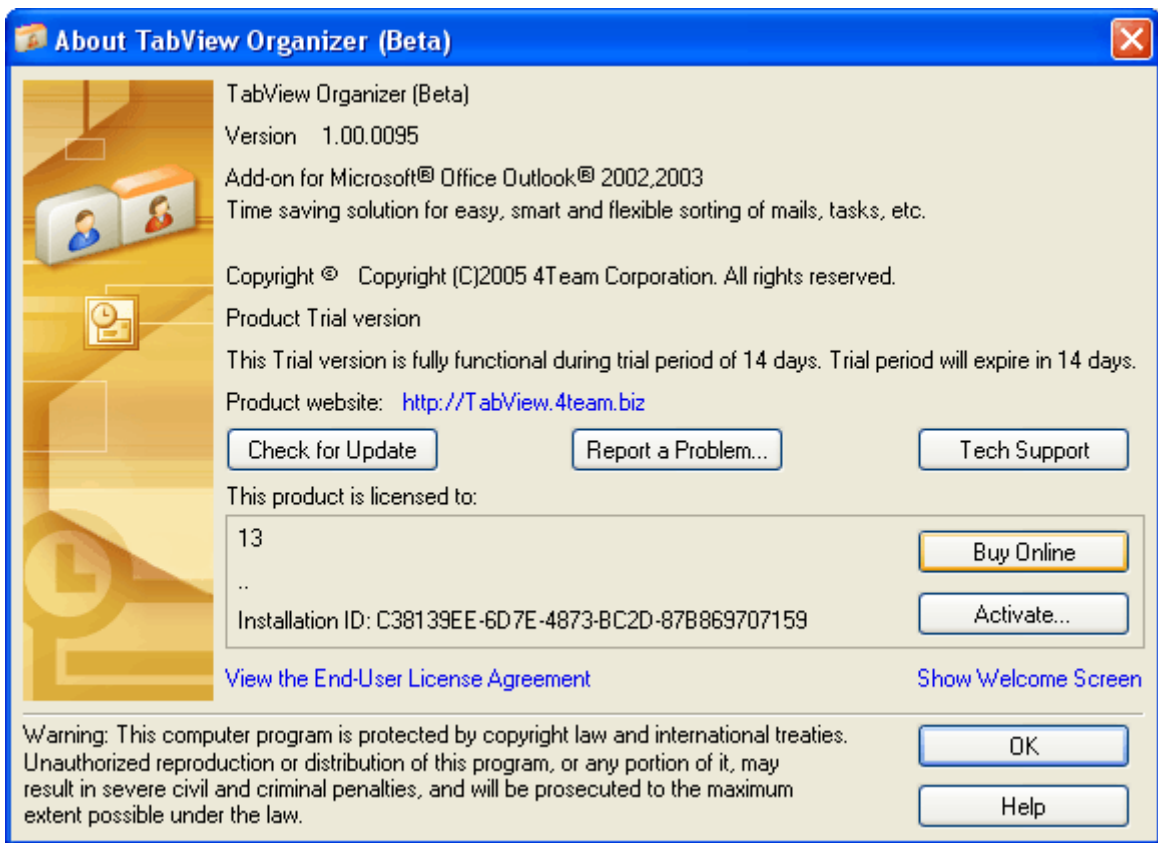
3. Click the **Activate...** button.
4. Enter your* Activation Code in the Activation Code field.**
5. Click **Next**.

The program will continue functioning as a full version.

If you receive the **Activation failed** dialog, click "< Back" and reenter your Activation Code. If this does not help, go to the **Support** by phone or LiveChat.

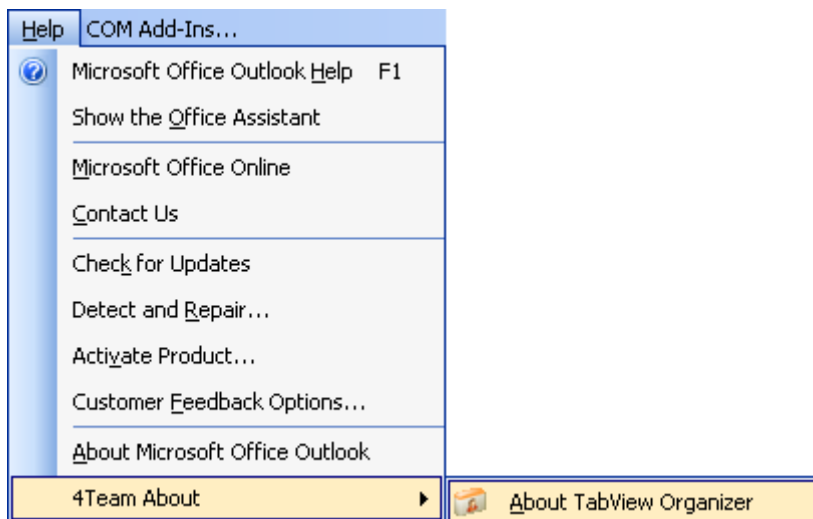
*Activation Code will be sent to you by e-mail after you purchase the product. You can purchase the product by clicking here.

In order to activate the product you need to purchase it and obtain the activation code. Click the **Buy online button in the **About TabView Organizer** form to go directly to product website.



► Software Update

1. **Connect** to the Internet.
2. Go to **Microsoft Outlook Help** menu, point to **4Team About** and select **About TabView Organizer**.



3. Click the **Check for Update** button.
4. If a new version of the product has been released, **remove the old version** (Control Panel→Add/Remove Programs) and download and install the new one.

Note: All your data will be saved and securely translated into a new version. Your Activation Code (your order number) will be required. Please click "**Activate**" in the product menu and enter the Code. You may purchase a group license or separate licenses for each group member from the product website. For program activation, the Code has to be entered on each group member's computer.

► [About product activation](#)

After the trial version period is over, you will need to activate your copy of the product in order to continue using it. This wizard will guide you, step-by-step, through the process of activating via the Internet or over the telephone.

4Team Product Activation is an anti-piracy technology designed to verify that software products have been legitimately licensed. It is quick, simple, and helps protect customer privacy.

Product Activation works by verifying that a software activation code, which you must use in order to activate the product, has not been used on more personal computers than intended by the software's license.

Note: Please be aware that your Activation (License) Code is linked to your computer(s), and the program can be installed only on as many computers as many licenses you have purchased. If you need to move the program to another computer, please contact our customer support.

Activation Code will be sent to you by e-mail after you purchase the product. You can purchase it on the website: http://www.4team.biz/purchase_tabview.asp

1.8 INSTALLATION

▶ Prior to installation:

1. You need to have **Windows® Administrator rights** in order to install TabView Organizer for *Microsoft® Outlook®*.
2. Please check that you are running Microsoft Outlook 2002 (SP-2) or 2003 as TabView Organizer is **incompatible** with any **Outlook** version **prior to 2002/XP (SP-2)**; check other System Requirements as well. You can update your Microsoft Outlook version on the website: <http://office.microsoft.com/en-us/officeupdate/default.aspx>
3. Download the latest version of TabView Organizer setup file from the TabView Organizer website http://tabview.4team.biz/try_tabvieworganizer.asp and save it to an easy-to- find place.

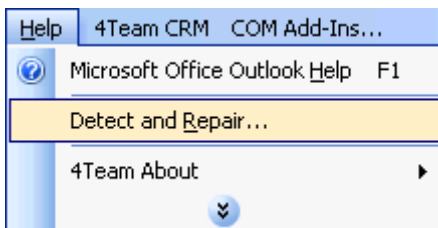
▶ **Installation steps:**

1. **Close** Microsoft Outlook and all open programs.
2. **Install** the previously downloaded product by clicking the "setup" file Follow the instruction on the screen.
3. **Start** Microsoft Outlook.
4. **Navigate** to any folder in the Personal Folders list.
5. When you enter the folder, the "**Enable TabView Organizer?**" notification will automatically appear for your convenience.
6. You are now ready to start using the program!

▶ If installation was interrupted or incomplete.

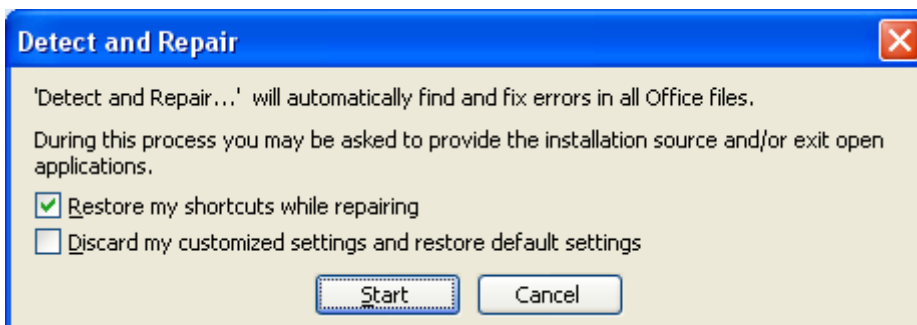
...the problem might be related to Microsoft Outlook integrity. Prior to reinstalling TabView Organizer, please perform the following:

1. Uninstall Product (Start→ Control Panel→ Add or Remove Programs).
2. Use the **Detect and Repair** feature in Microsoft Outlook Help menu to make sure it is operating properly.



You may need the original Microsoft Office® or Microsoft Outlook CD-Rom. If **Detect and Repair** was unsuccessful, please address the issue to Microsoft support team: <http://support.microsoft.com/> or IT Professionals: <http://www.tech24.com/default.asp>. Installation of 4Team software will not be possible until Microsoft Outlook integrity is restored.

- Please keep in mind that the "**Detect and Repair**" feature is not related to our software and recommended to be performed each time you experience functional problems with Microsoft Outlook.



- Please refer to our FAQ & Troubleshooting section of the HELP documentation.
- **For IT Professionals in order to restore Microsoft Outlook integrity:**

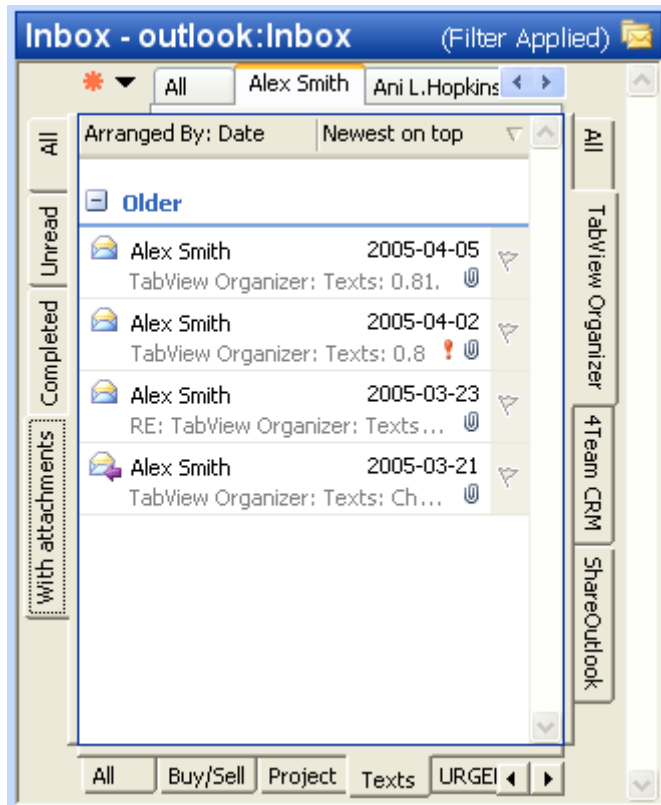
- Use the "Detect and Repair" feature in your Microsoft Outlook (you may need the original Microsoft Office or Microsoft Outlook CD-Rom). If this feature is successfully fulfilled, you may proceed to the next step. If not, we recommend that you save your *.pst file and repeat the procedure, but this time with "Discard my..." checked. Use the SCANPST feature, which will check the integrity of your *.pst file. Find this file in your computer and remember the name. Close Microsoft Outlook.
- Find the SCANPST.EXE file on your hard disk. Launch the program by clicking on SCANPST.EXE.
- In the dialogue box click "Browse..." and choose the path for your *.pst file. Click "Open". Then click "Start". If the program finds any problems, click "Repair". Click "Close". If the problems persist, address them to Microsoft support team: <http://support.microsoft.com/>.

Our **customer support** will be happy to answer all your questions regarding product installation and functionality, by email: support@outlook4team.com or through **Live Help** Chat/Feedback on our Web site at: <http://tabview.4team.biz>, over the phone at: (954) 796-8161.

2 Working with TabView Organizer

2.1 BASICS

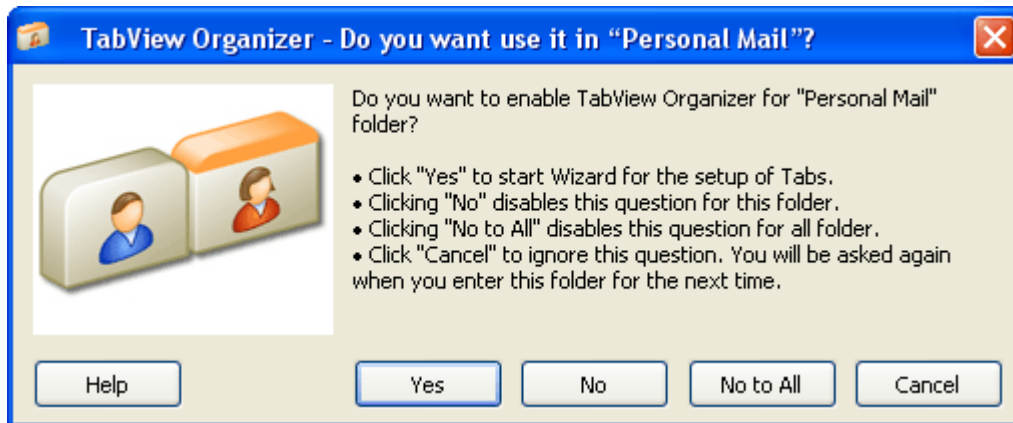
TabView Organizer displays up to four **Tab Bars**, surrounding active window on four sides – top, right, bottom and left. Each **Tab Bar** contains the selected number of Tabs and one fixed Tab “All” (no **filter** (**Filter**: Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords, set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window) applied). **Tab Bar** also displays an arrow button (▼) for opening the main **Tab Bar** menu and an orange asterisk (*) for switching every **Tab Bar** to the “All” Tab.



2.2 GENERAL TABVIEW ORGANIZER OPTIONS

The **TabView Organizer Options** form is accessible by pointing to **4Team Options** on Microsoft Outlook **Tools** menu and selecting **TabView Organizer Options**. This form allows you to select the following options:

- **Ask whether to enable TabView Organizer when you enter the folder.** Selecting this check box allows "**Enable TabView Organizer?**" notification to appear when you enter different Outlook folders for the first time.



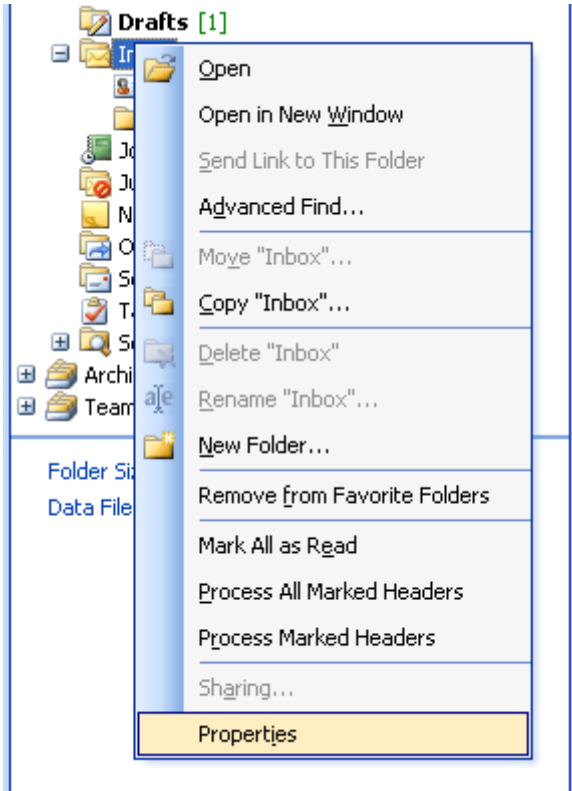
- **Customize keywords lists** for the setting of Tabs with **user-defined keywords** (**User-defined keyword**: in TabView Organizer, user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values).

2.3 FOLDER OPTIONS

2.3.1 ACCESSING FOLDER OPTIONS

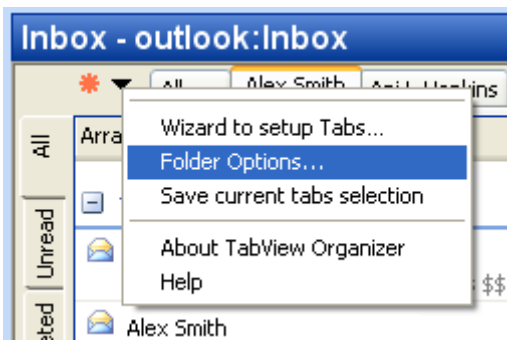
The **Folder Options** form is used to specify various TabView Organizer settings for the selected folder. This form is accessible in the following ways:

- By selecting the **TabView Organizer** tab in the standard Outlook **Folder Properties** form:



Note: If TabView Organizer is disabled, it is the only way to access **Folder Options** and enable **Tab Bars** (**Tab Bar**: A bar on top, bottom, right or left side of Main Window, on which the Tabs are located. A **Tab Bar** also displays an arrow button for opening main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to "All" Tab).

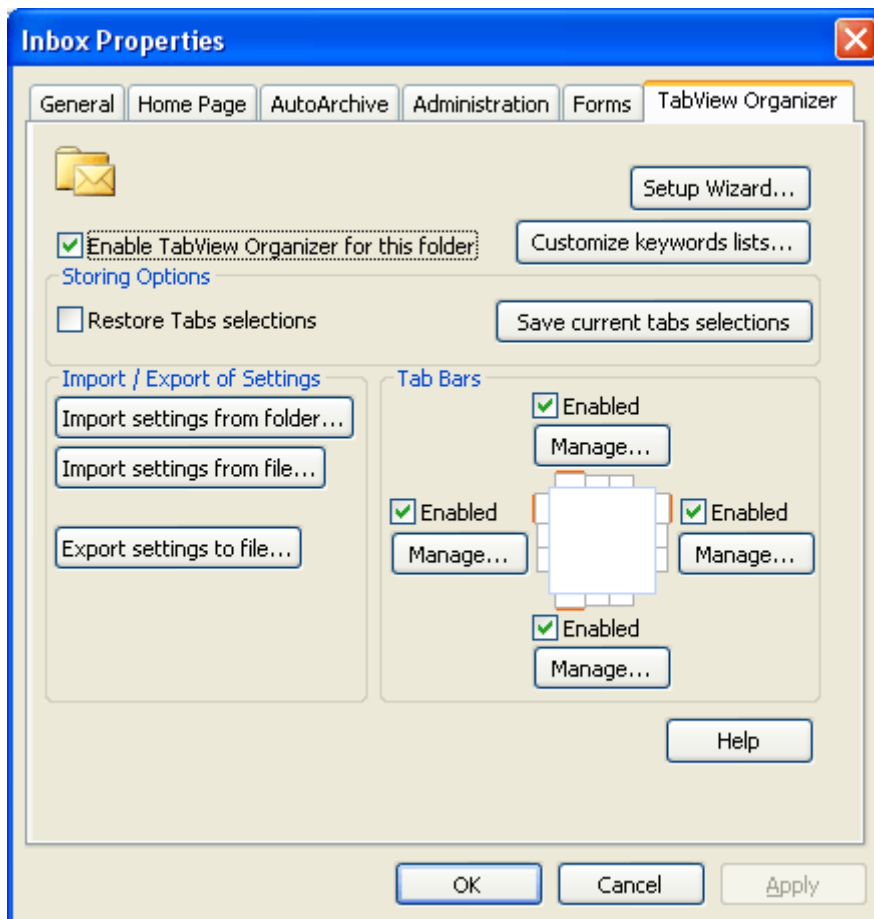
- By selecting **Folder Options** on drop-down menus:



Note: The drop-down menus are accessible only when TabView Organizer is enabled.

2.3.2 ABOUT FOLDER OPTIONS

The **Folder Options** form allows you to enable/disable TabView Organizer for this folder, start TabView Organizer Wizard for the setup of Tabs and customize the keywords lists. Here you can select one of the storing options: restore the previous Tabs selection or save the current Tabs selection. Additionally, you can import and export Tabs settings and manage the enabled **Tab Bars**.



Note: If you enable TabView Organizer for this folder, make sure that at least one **Tab Bar** (**Tab Bar**: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A **Tab Bar** also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to the "All" Tab) is enabled.

▶ Control element index

Control element	Description
Enable TabView Organizer for this folder check box	Enables TabView Organizer for this folder.
Setup Wizard button	Starts TabView Organizer Wizard to set up Tabs for this folder.
Customize keywords lists button	Opens user-defined keywords (User-defined keyword : in TabView Organizer, user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values) lists for customizing. User-defined keywords can be

	set as Tabs in one of the Tab Bars for your mail folders (except for "Words to ignore in subject").
Restore Tabs selection check box	Restores your previous Tabs selection so that you could see them when you open this folder in Microsoft Outlook next time.
Save current Tabs selection button	Saves your current Tabs selection on this folder. Therefore, even if you change your Tabs selection on the folder afterwards, each time you open this folder TabView Organizer displays the selection, which was saved.
Import settings from folder button	Imports Tabs settings from another Outlook folder. For the selection of the folder, this button opens standard Outlook Select Folder dialog box: <div data-bbox="475 593 1212 1200" data-label="Image"> </div>
Import setting from file button	Replaces all current Tabs settings with the settings from a previously exported file. For the selection of the file, this button opens standard Windows Open dialog box.
Export settings to file button	Exports all Tabs settings of this folder to a file. For the selection of the file, this button opens standard Windows Save As dialog box.
Manage button	Opens the managing form for the Tabs in a particular (Upper, Right, Lower, Left) Tab Bar .
Enabled check box	Enables a particular Tab Bar for setup and managing.

2.3.3 HOW TO...

2.3.3.1 START TABVIEW ORGANIZER WIZARD TO SET UP TABS

In order to start TabView Organizer Wizard for the setup of Tabs on a particular folder, do the following:

1. Right-click the folder and select **Properties** on the drop-down menu.
2. In the **Folder Properties** form, select the **TabView Organizer** tab.
3. Select the **Enable TabView Organizer for this folder** check box and click **Wizard**.

If TabView Organizer is already enabled for the selected folder, do one of the following:

- Click the arrow button (▼) on a **Tab Bar** (*Tab Bar: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A Tab Bar also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every Tab Bar to the "All" Tab*) and select Tabs Setup **Wizard** on the drop-down menu;
- Right-click any Tab and select Tabs Setup **Wizard** on the drop-down menu.

Note: You may also start TabView Organizer Wizard by clicking **Yes** in the "Enable TabView Organizer?" dialog box, which appears when you enter the folder for the first time.

2.3.3.2 CUSTOMIZE USER-DEFINED KEYWORDS LISTS

1. Right-click any folder and select **Properties** on the drop-down menu.
2. In the **Folder Properties** form, select the **TabView Organizer** tab.
3. Select the **Enable TabView Organizer for this folder** check box and click **Customize keywords lists**.
4. Select one of three **user-defined keywords** (**User-defined keyword**: in *TabView Organizer*, *user-defined keyword* is a word, set as a *Tab* filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. *Inbox - Frequent Senders*) or match some predefined values) lists.
5. Customize the selected list according to your preferences.

Note: Type each keyword in a new line. TabView Organizer recognizes each line as a single keyword.

If TabView Organizer is already enabled for a selected folder, you can access the **Folder Options** form in the following ways:

- Click the arrow button (▼) on a **Tab Bar** (**Tab Bar**: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A **Tab Bar** also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to the "All" Tab) and select **Folder Options** on the drop-down menu,
- Right-click any Tab and select **Folder Options** on the drop-down menu.

Note: You may also customize the user-defined keywords lists during the first step of the Wizard.

2.3.3.3 STORE TABS SELECTION

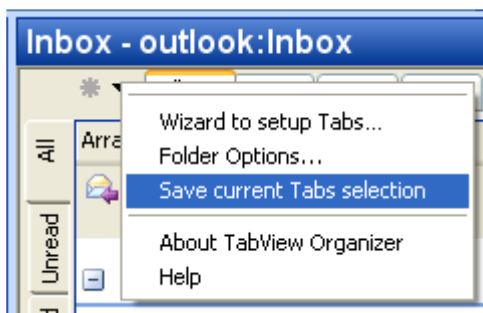
In order to store the Tabs selection on a particular folder, do the following:

1. Right-click the folder and select **Properties** on the drop-down menu.
2. In the **Folder Properties** form, select the **TabView Organizer** tab.
3. Select the **Enable TabView Organizer for this folder** check box and choose one of the storing options:
 - Select the **Restore Tabs selection** check box to restore your previous Tabs selection when you open this folder in Microsoft Outlook next time.
 - Click the **Save current Tabs selection** button to save your current Tabs selection on this folder. In this case, even if you change your Tabs selection on the folder afterwards, each time you open this folder TabView Organizer displays the selection, which was saved.

If TabView Organizer is already enabled for a selected folder, you can access the **Folder Options** form in the following ways:

- Click the arrow button (▼) on a **Tab Bar** (*Tab Bar: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A Tab Bar also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every Tab Bar to the "All" Tab*) and select **Folder Options** on the drop-down menu.
- Right-click any Tab and select **Folder Options** on the drop-down menu.

Note: You may also **Save current Tabs selection** directly from drop-down menus.



2.3.3.4 IMPORT/EXPORT TABS SETTINGS

1. Right-click the folder and select **Properties** on the drop-down menu.
2. In the **Folder Properties** form, select the **TabView Organizer** tab.
3. Select the **Enable TabView Organizer for this folder** check box.
 - Click the **Import settings from folder** button to import Tabs settings from another Outlook folder.
 - Click the **Import setting from file** button to import Tabs settings from a previously exported file.
 - Click the **Export settings to file** button to export all Tabs settings of this folder to a file.

If TabView Organizer is already enabled for a selected folder, you can access the **Folder Options** form in the following ways:

- Click the arrow button (▼) on a **Tab Bar** (*Tab Bar: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A Tab Bar also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every Tab Bar to the "All" Tab*) and select **Folder Options** on the drop-down menu,
- Right-click any Tab and select **Folder Options** on the drop-down menu.

2.3.3.5 MANAGE TAB BARS

In order to manage **Tab Bars** (**Tab Bar**: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A **Tab Bar** also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to the "All" Tab) on a particular folder, do the following:

1. Right-click the folder and select **Properties** on the drop-down menu.
2. In the **Folder Properties** form, select the **TabView Organizer** tab.
3. Select the **Enable TabView Organizer for this folder** check box.
4. Click the **Manage** button next to the enabled **Tab Bar**.
5. Manage the selected **Tab Bar** by using various buttons (**Move Up, Move Down, Rename, etc.**) on the right-hand side of the managing form.

If TabView Organizer is already enabled for a selected folder, right-click any Tab and select **Manage this Tab Bar** on the drop-down menu.

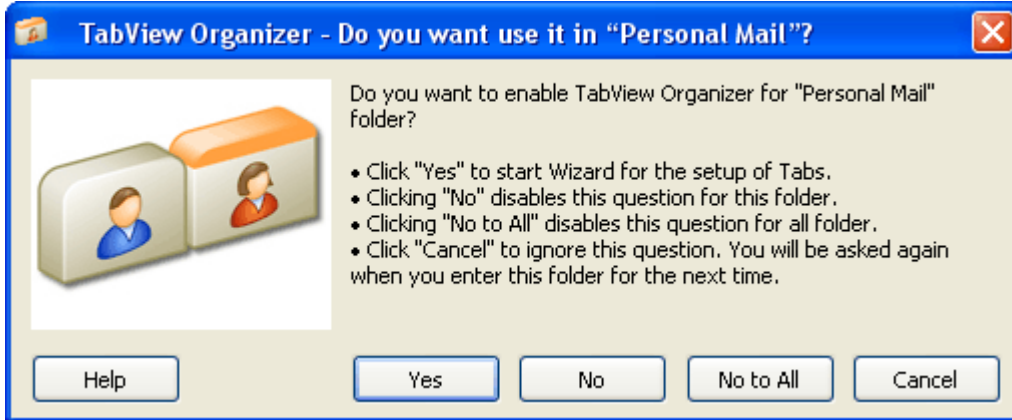
Note: You may also manage **Tab Bars** during the third step of the Wizard.

2.4 TABVIEW ORGANIZER WIZARD

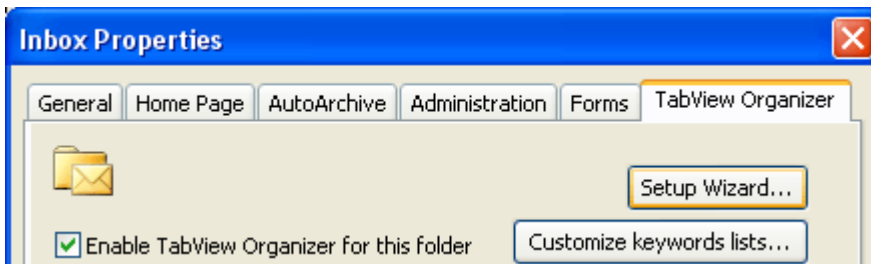
2.4.1 ACCESSING TABVIEW ORGANIZER WIZARD

The easiest way to set up Tabs is using **TabView Organizer Wizard**. You can start this Wizard in the following ways:

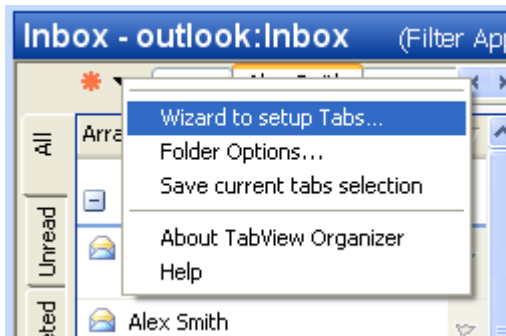
- By clicking **Yes** button in the “**Enable TabView Organizer?**” notification, which appears when you enter the folder for the first time,



- By clicking the **Wizard** button in **Folder Options**,



- By selecting Tabs Setup **Wizard** on the drop-down menus.



Note: The drop-down menus are accessible only when TabView Organizer is enabled.

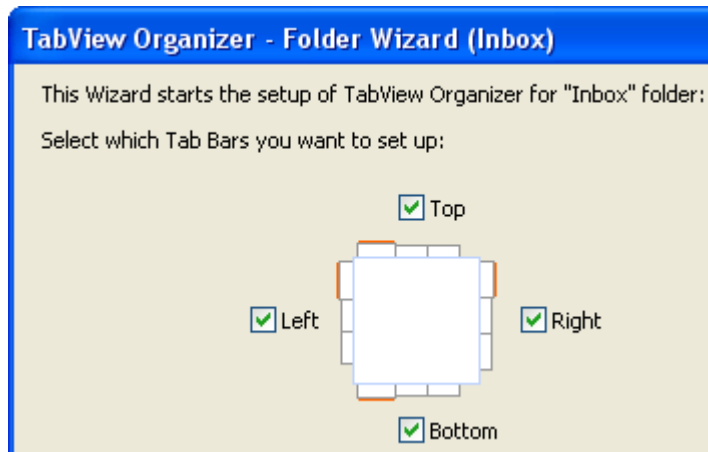
2.4.2 ABOUT TABVIEW ORGANIZER WIZARD

TabView Organizer Wizard is designed to set up the selected number and character of Tabs by four simple steps:

- ▶ Initial Step
- ▶ Step 1 of 4
- ▶ Step 2 of 4
- ▶ Step 3 of 4
- ▶ Step 4 of 4

2.4.2.1 INITIAL STEP

During the initial step of the Wizard you can select **Tab Bars** (**Tab Bar**: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A **Tab Bar** also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to the "All" Tab) for the setup of Tabs:



The Wizard will either analyze the content of the folder by frequent values and create Tabs with them or create Tabs with **user-defined keywords** (**User-defined keyword**: in TabView Organizer, user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values) or predefined values.

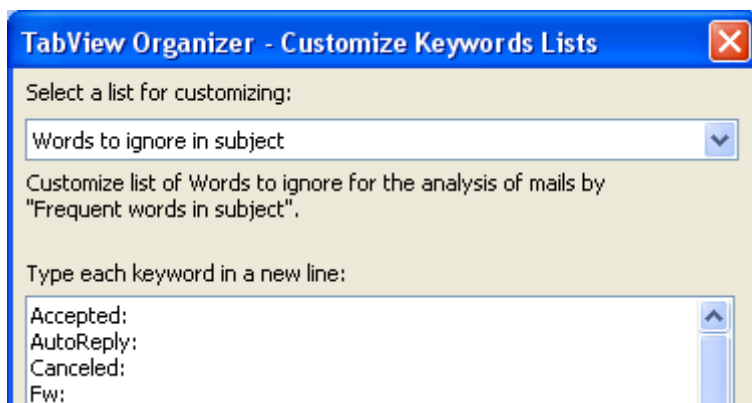
2.4.2.2 STEP 1 OF 4

During the first step the Wizard offers you to select one of the following:

- Frequent values in appropriate folders (e.g. Inbox – Frequent Senders, Calendar – Frequent Contacts, etc.) for analysis of the folder **items** (**Item**: An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents),
- **User-defined keywords** (**User-defined keyword**: in TabView Organizer, user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values) in the subject line of mail items in order to set them as Tabs. Together with this selection, the Wizard also allows you to customize the keywords lists by enabling the **Customize** button:



Note: When you select **Frequent words in subject** for the analysis of email messages, the Wizard will also enable the **Customize** button. In this case you can customize Words to be ignored in the subject list:



- Predefined values (e.g. Unread, Flagged - in Mail folders, Statuses – in Tasks folder, etc.) in order to set them as Tabs,
- Standard Outlook **Views** (**Views**: Views enable different ways to look at the same information in a folder by putting it in different arrangements and formats. There are standard views for each folder) of this folder in order to set them as Tabs.

Note: To find out more about standard Views of folders, search for “Views” in Microsoft Outlook Help.

Additionally, you can choose to limit the number of displayed **keywords** (**Keyword**: in TabView Organizer, keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. For example, if you select “Alex Smith” as a keyword for sorting out of your mails by frequent sender, TabView Organizer displays only the mails, sent by Alex Smith) by selecting **Maximum items** or to remove all existing Tabs on this folder when the Wizard is completed by selecting **Remove existing Tabs**.

Customize...

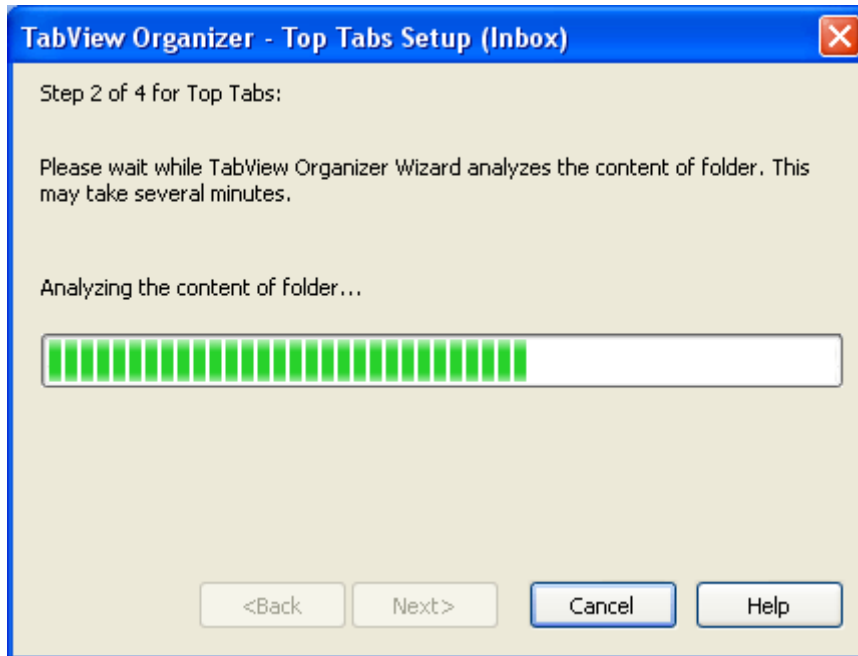
Maximum items 8

Remove existing Tabs

<Back

2.4.2.3 STEP 2 OF 4

During the second step the Wizard analyzes the content of the folder by frequent values, selected during the first step.



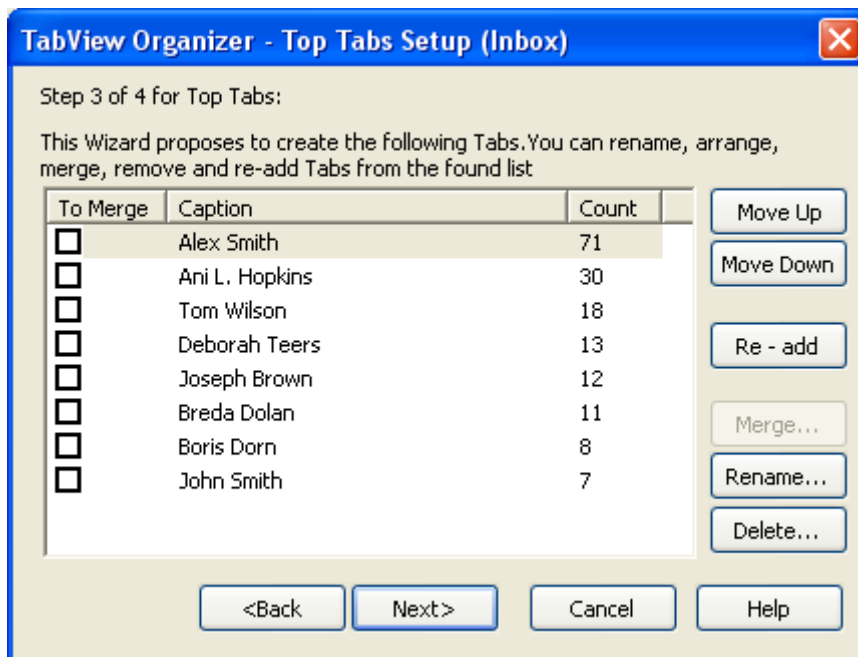
Note: The Wizard performs analysis of the folder only when frequent values are selected during the first step. Otherwise, the Wizard skips this step and moves directly to the third step.

2.4.2.4 STEP 3 OF 4

During the third step the Wizard displays the following values, according to your selection during the first step:

- **Keywords** (**Keyword**: in TabView Organizer, keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. For example, if you select "Alex Smith" as a keyword for sorting out of your mails by frequent sender, TabView Organizer displays only the mails, sent by Alex Smith), found by analyzing the folder by frequent values,
- **User-defined keywords** (**User-defined keyword**: in TabView Organizer, a user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values) for mail items,
- **Predefined values** (**Predefined value**: a certain default Microsoft Outlook value, e.g., colors of Notes (Blue, Green, Pink) that can be set as a Tab filter on a Tab),
- All **Views** (**Views**: Views enable different ways to look at the same information in a folder by putting it in different arrangements and formats. There are standard views for each folder) of this folder.

During this step of the Wizard, you can manage **Tab Bars** (**Tab Bar**: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A **Tab Bar** also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to the "All" Tab) : arrange Tabs in the order you want, join two or more Tabs into one, change their captions and remove unwanted Tabs. Here you can also add keywords exceeding the limit (i.e. exceeding "Maximum items") of keywords from the found list by clicking the **Re - add** button.



Note: If you select frequent values (e.g. Inbox – Frequent Senders) for analysis of the folder during the first step of the Wizard, the right column of the table (**Count**) will show how many times the keyword has been found while analyzing this folder. Otherwise, the right column of the table (**Order**) will display the order of keywords.

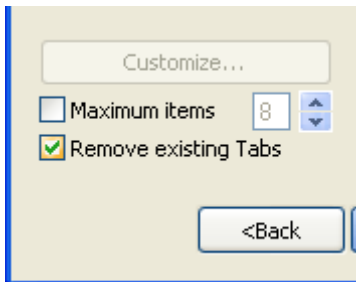
▸ Control element index

Control element	Description
Move Up button	Shifts selected Tab upwards.
Move Down button	Shifts selected Tab downwards.

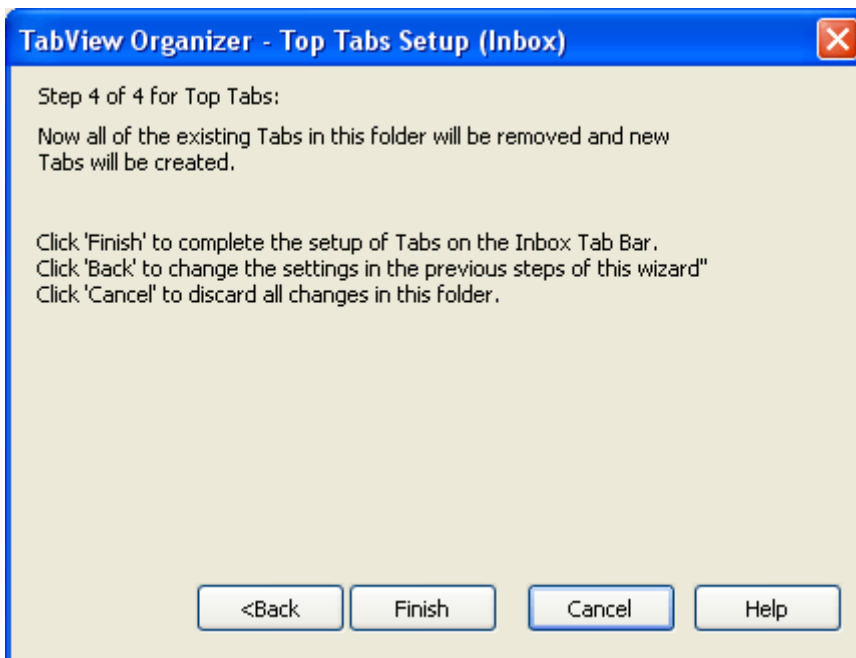
Re – add button	<p>Adds one keyword (Keyword: in TabView Organizer, keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. For example, if you select "Alex Smith" as a keyword for sorting out of your mail by frequent sender, TabView Organizer displays only the email messages, sent by Alex Smith) exceeding the limit (i.e. exceeding "Maximum items") from the found list. For example, if you select <input checked="" type="checkbox"/> Maximum items <input type="text" value="8"/> during the first step of the Wizard, clicking Re – add adds the ninth keyword from the found list; if you click this button again, it adds the tenth keyword, and so on.</p>																				
Merge button	<p>Joins two or more Tabs into one. In order to merge Tabs, check several boxes on To Merge next to the displayed captions of Tabs and click the Merge button:</p> <table border="1" data-bbox="568 533 1378 797"> <thead> <tr> <th>To Merge</th> <th>Caption</th> <th>Order</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Buy</td> <td>16</td> <td rowspan="5"> <input type="button" value="Move Up"/> <input type="button" value="Move Down"/> <input type="button" value="Re - add"/> <input type="button" value="Merge..."/> </td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Sell</td> <td>15</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Project</td> <td>14</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Meeting</td> <td>13</td> </tr> <tr> <td><input type="checkbox"/></td> <td>VIP</td> <td>12</td> </tr> </tbody> </table>	To Merge	Caption	Order		<input checked="" type="checkbox"/>	Buy	16	<input type="button" value="Move Up"/> <input type="button" value="Move Down"/> <input type="button" value="Re - add"/> <input type="button" value="Merge..."/>	<input checked="" type="checkbox"/>	Sell	15	<input type="checkbox"/>	Project	14	<input type="checkbox"/>	Meeting	13	<input type="checkbox"/>	VIP	12
To Merge	Caption	Order																			
<input checked="" type="checkbox"/>	Buy	16	<input type="button" value="Move Up"/> <input type="button" value="Move Down"/> <input type="button" value="Re - add"/> <input type="button" value="Merge..."/>																		
<input checked="" type="checkbox"/>	Sell	15																			
<input type="checkbox"/>	Project	14																			
<input type="checkbox"/>	Meeting	13																			
<input type="checkbox"/>	VIP	12																			
Rename button	<p>Changes the caption of a selected Tab.</p> <p>Note: Renaming of a Tab does not change the existing filter (Filter: Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window) (i.e. keyword set on the selected Tab).</p>																				
Delete button	<p>Removes a selected Tab.</p>																				

2.4.2.5 STEP 4 OF 4

During the fourth step the Wizard creates new Tabs. If you select **Remove existing Tabs** during the first step,



The Wizard will remove all existing Tabs in this folder and set the new Tabs only. Otherwise, the Wizard will keep the existing Tabs and add the new ones.



2.4.2.6 HOW TO...

2.4.2.6.1 SELECT TAB BARS FOR THE SETUP OF TABS

1. Start **TabView Organizer Wizard**.
2. During the **initial step** of the Wizard, select the check boxes next to the location of **Tab Bars** (**Tab Bar**: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A **Tab Bar** also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to the "All" Tab) (Top, Right, Left, Bottom).

Note: Wizard will perform a full setup for each selected **Tab Bar**.

2.4.2.6.2 CREATE TABS BY FREQUENT VALUES

1. Start **TabView Organizer Wizard**.
2. During the **first step** of the Wizard, select frequent values in the appropriate folder (e.g. Inbox – Frequent Senders, Frequent words in subject).
3. During the **second step** the Wizard analyzes the content of the folder by selected values.
4. During the **third step** the Wizard displays the found list of keywords. You can manage this list by using various buttons (e.g. **Move Up, Move Down, Re-add**) on the right-hand side of the managing form.
5. During the **fourth step** the Wizard creates Tabs with the customized list of keywords.

Note: When you select "Frequent words in subject" for analysis of mail folders, the Wizard enables the **Customize** button so you could customize the "Words to ignore in subject" list. The keywords from this list will be ignored while analyzing the subject lines of mail **items** (**Item:** *An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents*).

2.4.2.6.3 CREATE TABS WITH USER-DEFINED KEYWORDS

1. Start **TabView Organizer Wizard**.
2. During the **first step** of the Wizard, select **User-defined keywords** in mail folders.
3. Click the **Customize** button to customize the user-defined keywords lists.
4. During the **third step** the Wizard displays the list of **user-defined keywords** (**User-defined keyword**: *in TabView Organizer, a user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values*). You can manage this list by using various buttons (e.g. **Move Up, Move Down, Rename**) on the right-hand side of the managing form.
5. During the **fourth step** the Wizard creates Tabs with the customized list of user-defined keywords.

2.4.2.6.4 CUSTOMIZE USER-DEFINED KEYWORDS LISTS IN TABVIEW ORGANIZER WIZARD

1. Start **TabView Organizer Wizard**.
2. During the **first step** of the Wizard, select **Frequent words in subject** or **User-defined keywords** for mail folders.
3. Click the **Customize** button.
4. Select one of three **user-defined keywords** (**User-defined keyword**: in TabView Organizer, user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values) lists.
5. Customize the selected list according to your preferences.

Note: Type each **keyword** (**Keyword**: in TabView Organizer, keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. For example, if you select "Alex Smith" as a keyword for sorting out of your mails by frequent sender, TabView Organizer displays only the email, sent by Alex Smith) in a new line. TabView Organizer recognizes each line as a single keyword.



2.4.2.6.5 CREATE TABS WITH PREDEFINED VALUES

1. Start **TabView Organizer Wizard**.
2. During the **first step** of the Wizard, select predefined values in the appropriate folder (e.g. Inbox - Unread, Flagged, With Attachments, Notes - Colors, etc.).
3. During the **third step** the Wizard displays the list of predefined values. You can manage this list by using various buttons (e.g. **Move Up**, **Move Down**, **Rename**) on the right-hand side of the managing form.
4. During the **fourth step the** Wizard creates Tabs with the customized list of predefined values.

2.4.2.6.6 CREATE TABS WITH VIEWS

1. Start **TabView Organizer Wizard**.
2. During the **first step** of the Wizard, select **All Views**.
3. During the **third step the** Wizard displays a list of standard Outlook **Views** (**Views**: *Views enable different ways to look at the same information in a folder by putting it in different arrangements and formats. There are standard views for each folder*) of the selected folder. You can manage this list by using various buttons (e.g. **Move Up**, **Move Down**, **Rename**) on the right-hand side of the managing form.
4. During the **fourth step the** Wizard creates Tabs with the customized list of Views.

2.4.2.6.7 LIMIT THE NUMBER OF DISPLAYED KEYWORDS

1. Start **TabView Organizer Wizard**.
2. During the **first step** of the Wizard, select the **Maximum items** check box  **Maximum items** and your preferred number of displayed **keywords** (**Keyword:** in *TabView Organizer*, keyword is a word, set as a *Tab filter* for sorting out of Microsoft Outlook items. For example, if you select "Alex Smith" as a keyword for sorting out of your mails by frequent sender, *TabView Organizer* displays only the emails, sent by Alex Smith) in the list box .

2.4.2.6.8 REMOVE ALL EXISTING TABS

1. Start **TabView Organizer Wizard**.
2. During the **first step** of the Wizard, check the **Remove existing Tabs** box  Remove existing Tabs .

Note: When the **Wizard** is completed, all existing Tabs on this folder will be removed.

2.4.2.6.9 MANAGE TAB BARS IN TABVIEW ORGANIZER WIZARD



1. Start **TabView Organizer Wizard**.
2. During the **third step the** Wizard displays a list of **keywords** (**Keyword:** in *TabView Organizer*, a keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. For example, if you select "Alex Smith" as a keyword for sorting out of your mail by frequent sender, *TabView Organizer* displays only the email messages, sent by Alex Smith). You can manage this list by using various buttons (e.g. **Move Up**, **Move Down**, **Rename**, etc.) on the right-hand side of the managing form.

2.4.2.6.10 CHANGE TAB ORDER ON A TAB BAR

1. Start **TabView Organizer Wizard**.
2. During the **third step** of the Wizard, select the Tab you want to move up/down.
3. Click the **Move Up** or **Move Down** button on the right-hand side of the managing form.

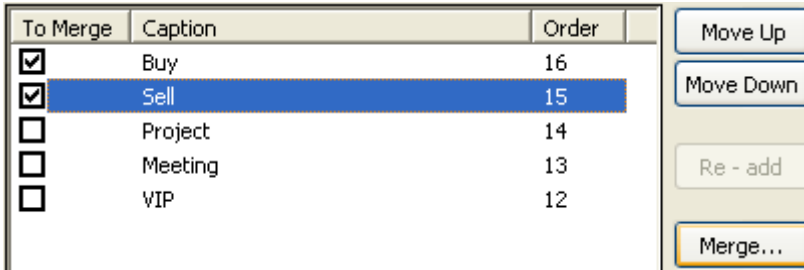
2.4.2.6.11 ADD KEYWORDS EXCEEDING THE LIMIT FROM THE FOUND LIST

1. Start **TabView Organizer Wizard**.
2. During the **third step** of the Wizard, click the **Re-add** button on the right-hand side of the managing form.

Note: Clicking **Re-add** adds one **keyword** (**Keyword:** in *TabView Organizer*, keyword is a word, set as a *Tab filter* for sorting out of Microsoft Outlook items. For example, if you select "Alex Smith" as a keyword for sorting out of your mails by frequent sender, *TabView Organizer* displays only the mails, sent by Alex Smith) exceeding the limit (i.e. exceeding "Maximum items") from the found list. For example, if you select Maximum items   during the first step of the Wizard, clicking **Re – add** will add the ninth keyword from the found list; if you click this button again, it will add the tenth keyword, and so on.

2.4.2.6.12 MERGE SEVERAL TABS INTO ONE TAB

1. Start **TabView Organizer Wizard**.
2. During the **third step** of the Wizard, check several boxes in the **To Merge** column next to the displayed captions of Tabs.
3. Click the **Merge** button:



2.4.2.6.13 RENAME TABS

1. Start **TabView Organizer Wizard**.
2. During the **third step** of the Wizard, select a Tab you want to rename.
3. Click the **Rename** button on the right-hand side of the managing form.
4. Change the caption of Tab in the "**TabView Organizer - Rename Tab**" dialog box.

Note: Renaming Tab does not change the existing filter (*Filter: Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window*) (i.e. keyword set on the selected Tab).

2.4.2.6.14 REMOVE UNWANTED TABS

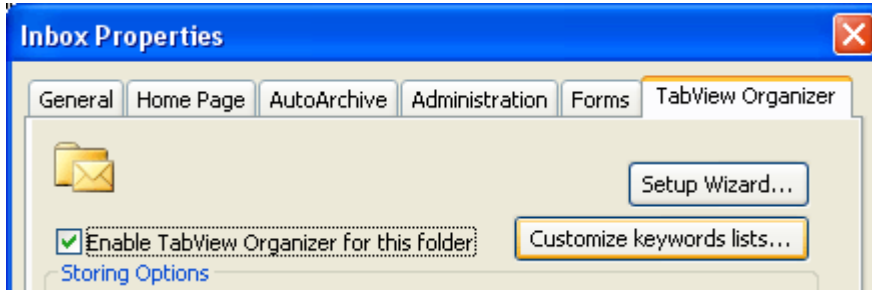
1. Start **TabView Organizer Wizard**.
2. During the **third step** of Wizard, select a Tab you want to remove.
3. Click the **Delete** button on the right-hand side of the managing form.

2.5 CUSTOMIZE KEYWORDS LISTS

2.5.1 ACCESSING THE CUSTOMIZE KEYWORDS LISTS OPTION

The **Customize keywords lists** option opens **user-defined keywords** (***User-defined keyword:** in TabView Organizer, a user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values*) lists for customizing. This option is accessible in the following ways:

- By clicking **Customize keywords lists** in **Folder Options**:



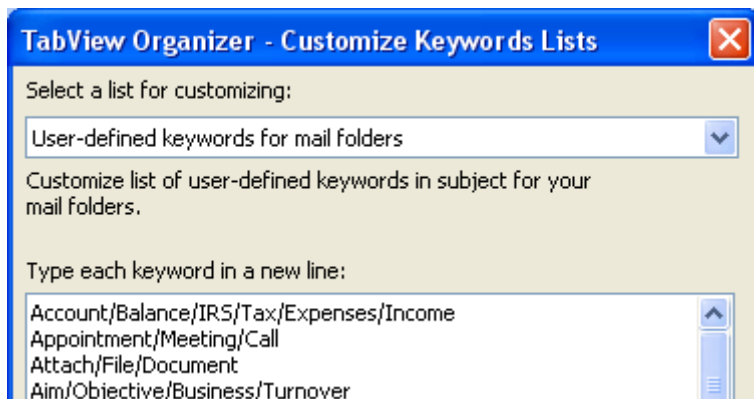
- By clicking the **Customize** button during the first step of the Wizard for mail folders:



2.5.2 ABOUT CUSTOMIZING KEYWORDS LISTS

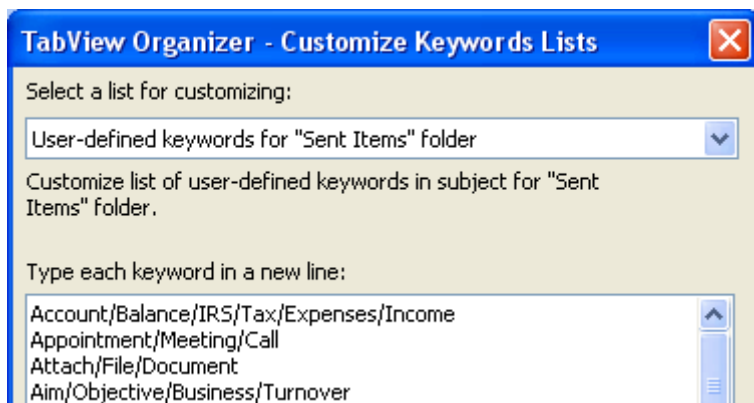
The **Customize keywords lists** option allows you to customize up to three keywords lists:

- **User-defined keywords** (**User-defined keyword**: in TabView Organizer, user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values) list in the subject line for mail folders:



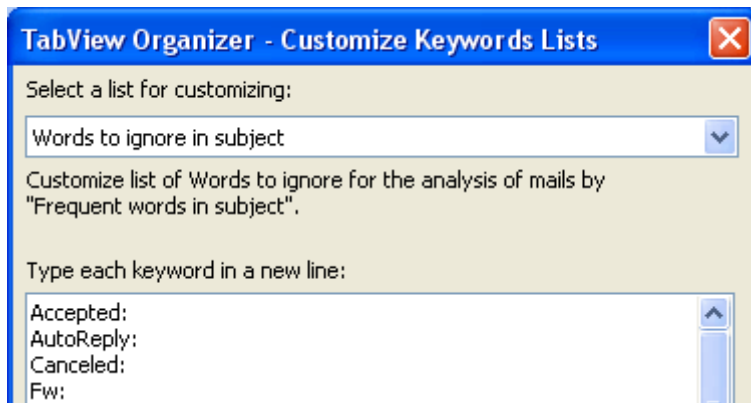
User-defined keywords can be set as Tabs in one of the **Tab Bars** (**Tab Bar**: a bar on top, bottom, right or left side of Main Window, on which the Tabs are located. A **Tab Bar** also displays an arrow button for opening main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to "All" Tab) for your mail folders.

- User-defined keywords list in the subject line for the "Sent Items" folder:



User-defined keywords can be set as Tabs in one of the **Tab Bars** for the "Sent Items" folder.

- Words to be ignored in the subject list for analysis of e-mails by "Frequent words in subject":



Keywords from this list will be ignored while analyzing the subject lines of mail **items** (**Item**: An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include email messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents) during the second step of the Wizard.

Important: Type every favorable keyword in a new line. TabView Organizer sets as many Tabs, as many lines you fill.

Note: TabView Organizer contains default lists of keywords. Therefore, user-defined keywords can be set as tabs even if you do not customize the keywords lists.

2.5.3 HOW TO...

2.5.3.1 SET DEFAULT LIST OF USER-DEFINED KEYWORDS AS TABS

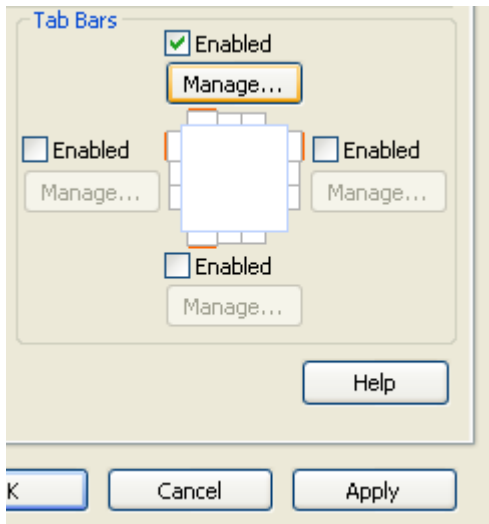
1. Start **TabView Organizer Wizard**.
2. During the **initial step** of the Wizard, check the box next to the location of **Tab Bars** (Top, Right, Left, Bottom) for the setup of Tabs.
3. During the **first step** of the Wizard, select **User-defined keywords** for mail folders.
4. During the **third step** the Wizard displays a default list of **user-defined keywords** (**User-defined keyword**: *in TabView Organizer, user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values*).
5. During the **fourth** step the Wizard creates Tabs with the default list of user-defined keywords.

2.6 MANAGE TAB BAR

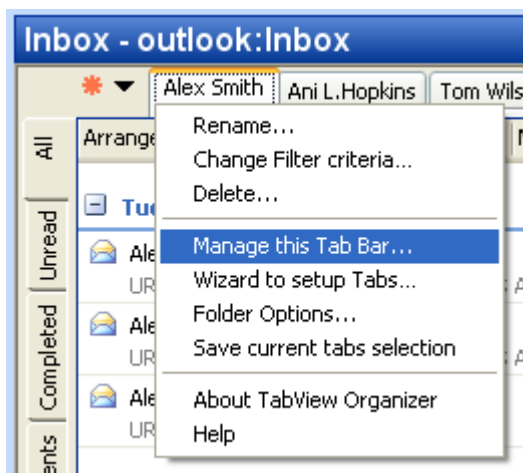
2.6.1 ACCESSING THE MANAGE TAB BAR OPTION

The **Manage Tab Bar** option opens a managing form for the Tabs in one of the **Tab Bars** (**Tab bar**: A bar on the top, bottom, right or left side of Main Window, on which the Tabs are located). A **Tab Bar** also displays an arrow button for opening main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to the "All" Tab(Upper, Right, Lower, Left (Upper, Right, Lower, Left)). This option is accessible in the following ways:

- By clicking the **Manage** button in **Folder Options**:



- By selecting **Manage this Tab Bar** on the drop-down menu of Tabs:

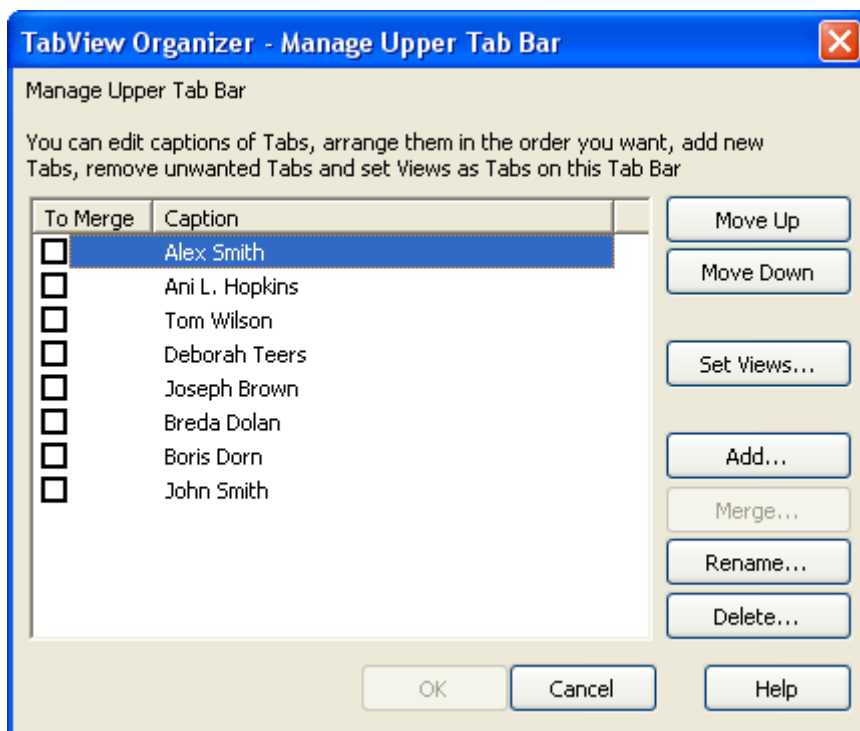


Note:

- ▶ The drop-down menus are accessible only when TabView Organizer is enabled.
- ▶ You may also manage **Tab Bars** during the third step of the Wizard.

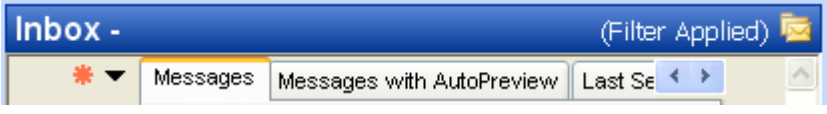
2.6.2 ABOUT MANAGE TAB BAR OPTION

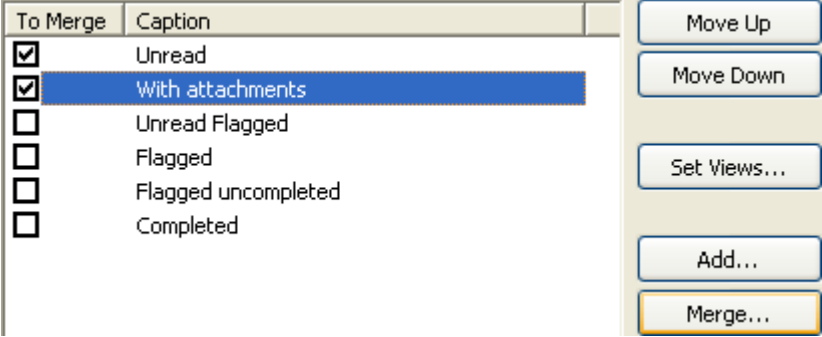
The **Manage Tab Bar** form allows you to arrange Tabs in the order you want, add new Tabs, merge two or more Tabs into one, change their captions and remove unwanted Tabs. Additionally, you can replace all current Tabs with all **Views** (**Views**: Views enable different ways to look at the same information in a folder by putting it in different arrangements and formats. There are standard views for each folder) of this folder by clicking the **Set Views** button.



Note: If you add new Tabs, they do not operate as filters, because no filter is applied to them (similarly to the „All“ Tab (**All“ Tab**: a fixed Tab at the **Tab Bar** with no filter applied. "All" tab displays all the items of the folder)). In order to apply a filter to a new Tab, select **Change filter criteria** on the drop-down menu on a new Tab.

▶ Control element index

Control element	Description
Move Up button	Shifts selected Tab upwards.
Move Down button	Shifts selected Tab downwards.
Set Views button	Removes all current Tabs and sets all Views of this folder as Tabs on this Tab Bar (Tab Bar : A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A Tab Bar also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every Tab Bar to the "All" Tab): 
Add button	Adds a new Tab to this Tab Bar . Note: A new Tab does not operate as a filter (Filter : Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window) , because no filter is applied to it (similarly to the "All" Tab). In order to apply a filter to a new Tab, select Change

	filter criteria on the <u>drop-down menu</u> on a new Tab.
Merge button	<p>Merges two or more Tabs into one. In order to merge Tabs, check several boxes on the To Merge column next to the displayed keywords (Keyword: in <i>TabView Organizer</i>, keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. For example, if you select "Alex Smith" as a keyword for sorting out of your emails by frequent sender, <i>TabView Organizer</i> displays only the email messages, sent by Alex Smith) and click the Merge button:</p> 
Rename button	<p>Changes the caption of a selected Tab.</p> <p>Note: Renaming of a Tab does not change the existing filter (i.e. keyword set on the existing Tab).</p>
Delete button	Removes the selected Tab.

2.6.3 HOW TO...

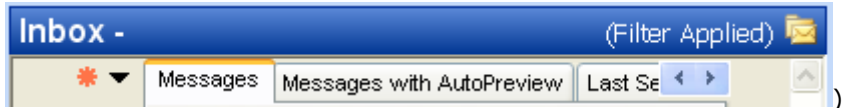
2.6.3.1 CHANGE TAB ORDER IN A TAB BAR

1. Access the **Manage Tab Bar** option.
2. Select a Tab you want to move up/down.
3. Click the **Move Up** or **Move Down** button on the right-hand side of the managing form.

2.6.3.2 CREATE TABS WITH VIEWS

1. Access the **Manage Tab Bar** option.
2. Click the **Set Views** button on the right-hand side of the managing form.

Note: Clicking **Set Views** removes all current Tabs and sets all **Views** (**Views:** Views enable different ways to look at the same information in a folder by putting it in different arrangements and formats. There are standard views for each folder) of this folder as Tabs on this **Tab Bar** (**Tab Bar:** A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A **Tab Bar** also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every **Tab Bar** to the "All" Tab) (e.g. Views of Inbox folder on the upper **Tab Bar**:



2.6.3.3 ADD NEW TAB

1. Access the **Manage Tab Bar** option.
2. Click the **Add** button on the right-hand side of the managing form.
3. Type the name of a new Tab in the "**TabView Organizer - Rename Tab**" dialog box.

Note: A new Tab does not operate as a filter, because no filter is applied to it (similarly to "**All**" Tab ("**All**" Tab: a fixed Tab on a **Tab Bar** with no filter applied. The "All" tab displays all the items of folder)).

2.6.3.4 APPLY A FILTER TO A NEW TAB

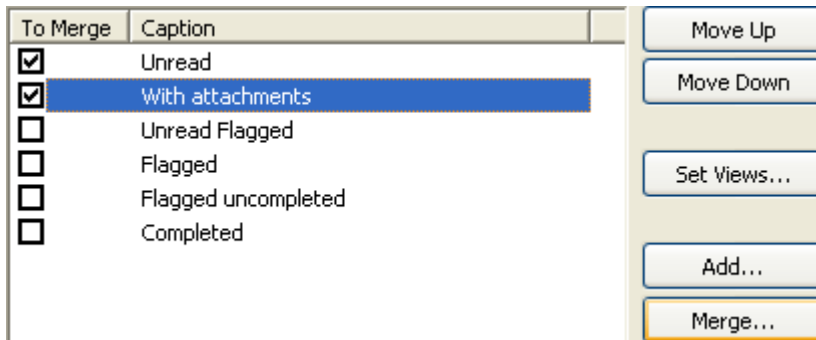
1. Add a new Tab.
2. Right-click the new Tab on a **Tab Bar**.
3. Select **Change filter criteria** on the drop-down menu.
4. Click **Filter** button on the **Customize View** form.
5. Select the **Edit these criteria directly** check box on the **SQL** tab.
6. Apply filter (**Filter**: Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window) setting on the other tabs (e.g. **Messages**, **More Choices**, **Advanced** of mail folders):

The screenshot shows the 'Filter' dialog box in Microsoft Outlook. The 'Messages' tab is selected. The search criteria are set to 'subject field only'. The 'Where I am' checkbox is checked, and the dropdown menu is set to 'the only person on the To line'. The 'Time' dropdowns are set to 'none' and 'anytime'. The 'Clear All' button is visible at the bottom right.

Note: If you are an advanced user, you can apply filter settings directly on the **SQL** form.

2.6.3.5 MERGE SEVERAL TABS INTO ONE TAB

1. Access the **Manage Tab Bar** option.
2. Check several boxes on the **To Merge** column next to the displayed captions of Tabs.
3. Click the **Merge** button:



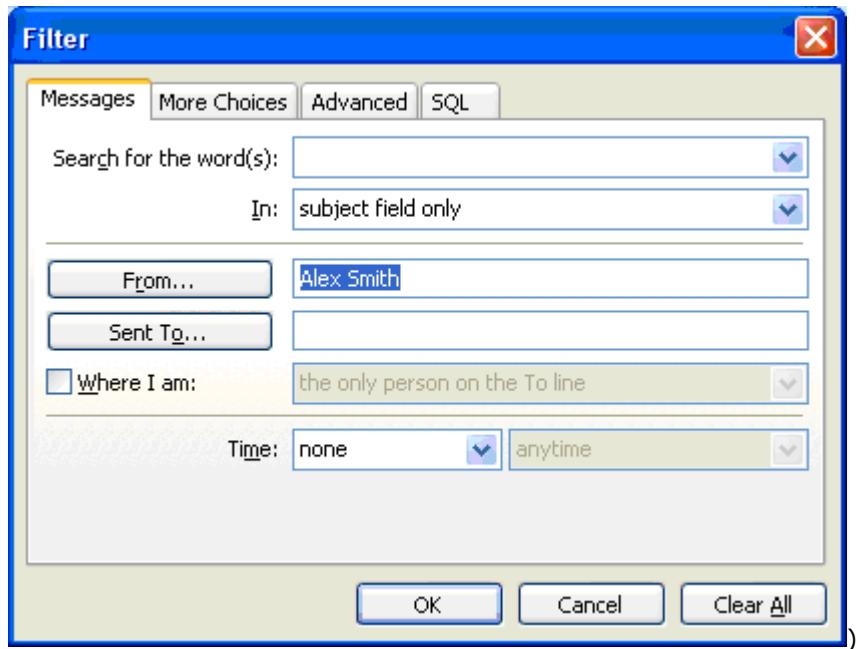
2.6.3.6 RENAME TABS

1. Access the **Manage Tab Bar** option.
2. Select a Tab you want to rename.
3. Click the **Rename** button on the right-hand side of the managing form.
4. Change the caption of Tab in the "**TabView Organizer - Rename Tab**" dialog box.

Note: Renaming of a Tab does not change the existing filter (**Filter:** *Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window*) (i.e. keyword set on the selected Tab).

2.6.3.7 CHANGE FILTER ON A TAB

1. Select a Tab on which a filter is to be changed.
2. Right-click the selected Tab on a **Tab Bar**.
3. Select **Change filter criteria** on the drop-down menu.
4. Click the **Filter** button on the **Customize View** form.
5. Check the **Edit these criteria directly** box on the **SQL** tab.
6. Change filter (**Filter**: *Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords, set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window*) setting on the other tabs (e.g. **Messages**, **More Choices**, **Advanced** of mail folders):



The screenshot shows the 'Filter' dialog box with the 'SQL' tab selected. The dialog has a title bar with a close button. Below the title bar are four tabs: 'Messages', 'More Choices', 'Advanced', and 'SQL'. The 'SQL' tab is active. The main area contains several input fields and buttons:

- 'Search for the word(s):' with a text box and a dropdown arrow.
- 'In:' with a dropdown menu set to 'subject field only'.
- 'From...' button followed by a text box containing 'Alex Smith'.
- 'Sent To...' button followed by an empty text box.
- 'Where I am:' checkbox (unchecked) followed by a dropdown menu set to 'the only person on the To line'.
- 'Time:' with two dropdown menus, the first set to 'none' and the second set to 'anytime'.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Clear All'.

Note: If you are an advanced user, you can change filter settings directly on **SQL** form.

2.6.3.8 REMOVE UNWANTED TABS

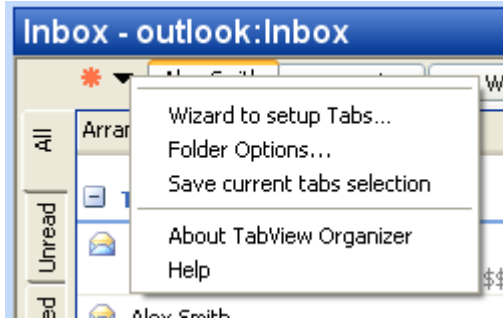
1. Access the **Manage Tab Bar** option.
2. Select a Tab you want to remove.
3. Click the **Delete** button on the right-hand side of the managing form.

2.7 DROP-DOWN MENUS

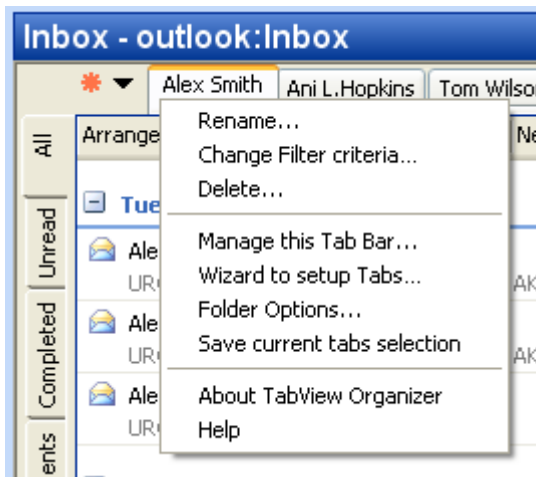
2.7.1 ACCESSING DROP-DOWN MENUS

The TabView Organizer settings can be modified from **drop-down menus**, which are accessible in the following ways:

- Main **Tab Bar** menu - by clicking the arrow button (▼) on a **Tab Bar** :



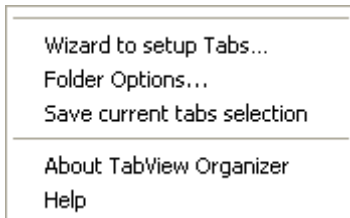
- The drop-down menu on Tabs - by right-clicking any Tab:



2.7.2 ABOUT THE MAIN TAB BAR MENU

From the **main Tab Bar menu** you can access Tabs Setup **Wizard** and **Folder Options**. **About TabView Organizer** displays the current version of TabView Organizer, allows you to report problems, contact tech support or/and purchase the product in case you are using a demo, while **Help** displays this help file.

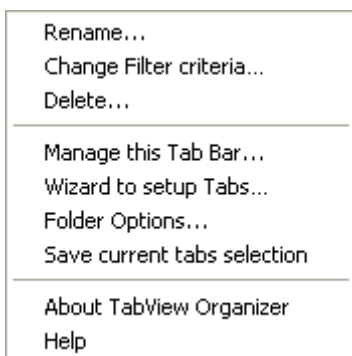
Additionally, you can select **Save current Tabs selection** option to save your current Tabs selection on this folder. In this case, even if you change your Tabs selection on the folder afterwards, each time you open this folder TabView Organizer displays the selection, which was saved.



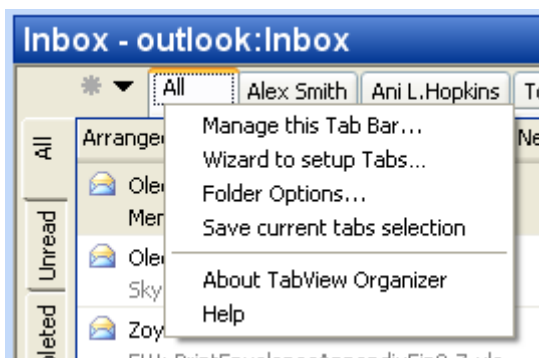
2.7.3 ABOUT DROP-DOWN MENU ON TABS

From the **drop-down menu on Tabs** you can:

- **Rename** (change the caption of) the Tab you have right-clicked,
- **Change filter criteria**,
- **Delete** the Tab you have right-clicked,
- Access the managing form for the Tabs in a particular (Upper, Right, Lower, Left) **Tab Bar (Tab Bar: A bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A Tab Bar also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every Tab Bar to the "All" Tab)**,
- Access Tabs Setup **Wizard**,
- Access **Folder Options**,
- **Save current Tabs selection** on the folder. In this case, even if you change your Tabs selection on the folder afterwards, each time you open this folder TabView Organizer displays the selection, which was saved,
- Access the **About TabView Organizer** form, which displays the current version of TabView Organizer, allows you to report problems, contact tech support or/and purchase the product in case you are using a demo,
- Access **Help**.

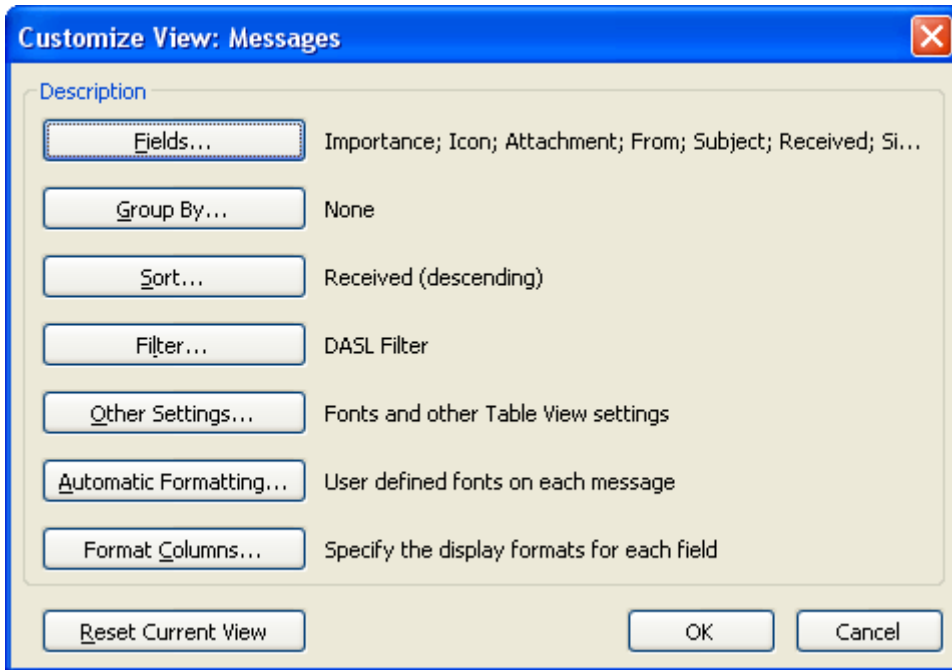


Note: The drop-down menu on the "All" Tab does not include the **Rename**, **Change Filter criteria** and **Delete** menu items, being a fixed Tab with no filter (**Filter: Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window**) applied:

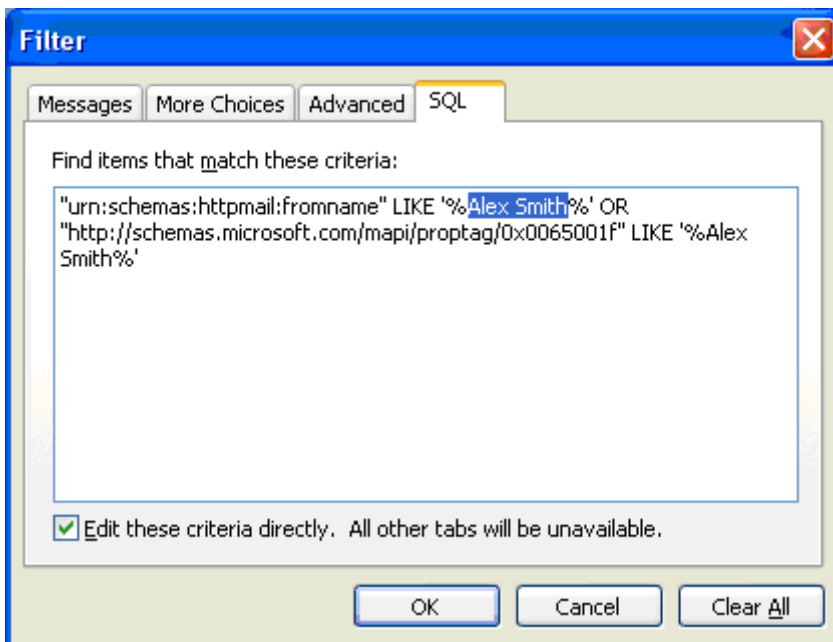


2.7.4 ABOUT CHANGING FILTER CRITERIA

The **Change filter criteria** menu item opens a standard Outlook **Customize View** form:



In order to change a **filter** (**Filter**: Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window) criteria, click the **Filter** button. Clicking this button opens a standard Outlook filter constructor with active tab **SQL**. An **SQL** form displays all information about the current filter. If you want to slightly modify the set filter (e.g. to replace "Alex Smith" by "Smith" or correct several characters in a misspelled **keyword** (**Keyword**: in TabView Organizer, keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. For example, if you select "Alex Smith" as a keyword for sorting out of your mails by frequent sender, TabView Organizer displays only the emails, sent by Alex Smith)), you can perform these modifications directly in this form:



If you are not an advanced user, you can check the **Edit these criteria directly** box and modify the filter setting on the other tabs (e.g. **Messages**, **More Choices**, **Advanced** on mail folders):

Filter ✖

Messages **More Choices** Advanced SQL

Search for the word(s):

In:

Where I am:

Time:

3 FAQ & Troubleshooting

3.1 FREQUENTLY ASKED QUESTIONS (FAQ)

1. How do I purchase your software? What delivery options do I have?

You can use your Credit Card, PayPal, wire transfer, Check (for US only). All these options are available when you order a product from our website. All software from our website is downloadable, but you can also order the 4Team BCD that contains installation files and Documentation, which are sent by regular mail.

2. Do you provide a discount for Non-Profit Organizations?

Yes, we do. Send us your NPO statement of exemption by fax and indicate the name of the actual purchaser and his/her email address, where we can send the Promo Code that will generate a 15% discount.

3. I'm not a PC professional. Can I get help to install and tune-up the trial?

Yes, you can get a free email and Live Help support in order to install and tune-up the program properly. Please check the **Support** part of our Help.

4. I have downloaded the product trial a month ago and now I am trying to install it. But I get message that "Your trial is over". What should I do?

Please refer to 4Team support by email or via Live Help.

5. I just purchased the program but still don't have the Activation Code.

We email Activation Codes within 24 hours after the purchase. But on workdays we usually send Activation Codes within 1 hour. Please send us an email or call us if you don't receive it within this period.

6. I have purchased additional licenses, but my new activation code activates the wrong number of licenses now. What should I do?

Please send us an email or call us after the purchase, and we will send you a new Activation Code.

7. Does your product work with Microsoft Exchange?

Yes, it does. TabView Organizer works on the Exchange type profiles. Please also check other system requirements as well.

8. How do I update from the previous product version to a new one?

You must **uninstall** the previous version (go to Control Panel→ Add or Remove Programs) and download and install the new one.

9. Will I loose all Product data if I reinstall it?

No.

10. Must I have administrator's privileges in my computer's Windows user account if I want to install Product?

Yes, you need to have Administrator rights to install TabView Organizer.

11. The Demo that we have downloaded has now expired and we didn't get chance to trial it properly. Is there any way that we can download and try it again for another 14 days?

Please send us the extension request to support@outlook4team.com. Please provide your name, phone number, your team size and describe the purpose of extension.

12. Does the product work with localized Outlook versions (German, Spanish, French, etc.)?

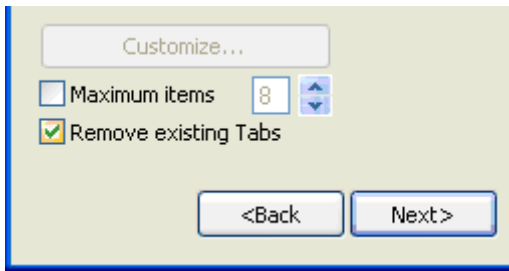
Yes, it does.

13. How do I start using TabView Organizer?

After the installation of TabView Organizer, when you enter Microsoft Outlook folders for the first time, the "**Enable TabView Organizer?**" notification will automatically appear for your convenience. Click **Yes** in this dialog box to start TabView Organizer Wizard to set up the Tabs.

14. I have started TabView Organizer Wizard to set up new Tabs, but after completing the setup program displays both previous and new Tabs. How do I remove previous Tabs?

In order to remove all existing Tabs on this folder when the Wizard is completed, select the **Remove existing Tabs** check box during the first step of the Wizard.



15. Can I change the location of Tab Bars without starting the Wizard?

The location of **Tab Bars** can easily be changed by dragging any Tab from a **Tab Bar** to the top, bottom, left or right side of the main window.

16. I did not customize any user-defined keywords lists, but the Wizard still sets them as Tabs on the Lower Tab Bar for mail folders. Why does it happen?

TabView Organizer contains default lists of keywords. Therefore user-defined keywords can be set as Tabs even if you do not customize the keywords lists.

17. I typed in four keywords in "User-defined keywords for mail folders" list, but the program created only one Tab. How do I create four Tabs?

TabView Organizer recognizes each line as a single keyword. Therefore it sets as many tabs, as many lines you fill. If you type four keywords in one line, all keywords will be set on one Tab (i.e. all four keywords will be set as one filter). In order to set each of these four keywords on a new Tab, type each keyword in a new line.

18. I added a new Tab on the Upper Tab Bar for "Contacts" folder, but when I select this Tab, the program displays all my contacts. Why doesn't the new Tab function?

The new Tab does not operate as a filter, because no filter is applied to it (similarly to „All" Tab). In order to apply a filter to a new Tab, do the following:

- a. Right-click the new Tab.
- b. Select **Change Filter criteria**.
- c. On the **Customize View: Address Cards** form, click the **Filter** button.
- d. Apply a filter to the new Tab directly on the **SQL** tab or check the **Edit these criteria directly** box and apply the filter setting on the other tabs (**Messages, More Choices, Advanced**).

19. I have renamed a Tab, set on the Inbox folder, but it still displays the former list of mails. Why doesn't the Tab sort out mails by the new keyword?

Renaming of a Tab does not change the existing filter (i.e. keyword set on the existing Tab). In order to replace the existing filter, do the following:

- a. Right-click the Tab, on which you want to change the filter.
- b. Select **Change Filter criteria**.
- c. On the **Customize View: Messages** form, click the **Filter** button.
- d. Change the filter (i.e. keyword set on the existing Tab) directly on the **SQL** tab or check the **Edit these criteria directly** box and change the filter setting on the other tabs (**Messages, More Choices, Advanced**).

20. A friend sent me an e-mail from a new temporary account. How can I attach this e-mail to the rest of the mail, sent from his common account?

In order to attach this e-mail to the rest of the mail, sent by one sender, do the following:

- a. Right-click this e-mail message.
- b. Point to **Create Tab by Sender** and select a **Tab Bar**, where Frequent Senders are set as Tabs.
- c. Right-click any Tab on this **Tab Bar** and select the **Manage this Tab Bar** option.
- d. Check the boxes on the left column (**To Merge**) next to the displayed names of the same sender and click the **Merge** button.

21. I disabled TabView Organizer for "Inbox" folder, and some of my mails disappeared. How can I restore these email messages?

- a. On the Microsoft Outlook **View** menu, point to **Arrange By**, and then click **Custom**.
- b. On the **Customize View: Messages** form, click the **Filter** button.
- c. In the lower right-hand corner of the **SQL** tab, click the **Clear All** button.

22. I have uninstalled "TabView Organizer" on my computer, but Outlook folders still include a note "Filter Applied" in the heading of the folder pane. How can I remove this note?
 - a. On the Microsoft Outlook **View** menu, point to **Arrange By** and select **Custom**.
 - b. On the **Customize View: Messages** form, click the **Filter** button.
 - c. In the lower right-hand corner of the SQL tab, click the **Clear All** button.
23. After the installation of TabView Organizer on my PC I have noticed one peculiarity in Outlook performance: when I exit Outlook and check the processes in the Task Manager, OUTLOOK.exe is in process even in quite a while. Furthermore, when I try to start the Outlook the next time, a notification about the encountered problems appears. How can solve this problem?

This problem may emerge if you do not restart your PC after the installation of TabView Organizer. In order to solve this problem, simply restart your computer.

3.2 TRIAL (LICENSE) VERSION EXPIRED

Your trial version will expire in 14 days.

If you do not renew (activate) the trial version that is about to expire, you will not be able to use TabView Organizer. It is necessary to purchase the license to make the program work.

3.3 PRODUCT UPDATE

To update TabView Organizer to a newer version, please do as follows:

- a. **Check** your current version (Outlook Help menu→ 4Team About→ About TabView Organizer).
- b. **Connect** to the Internet.
- c. **Refer** to the following link: http://tabview.4team.biz/buy_product.asp and check for available version.
- d. **Click Try Now** and **download** the latest version of software.
- e. **Remove the old version** (Control Panel→ Add or Remove Programs).
- f. **Install** the new one. All your product data will be saved and securely translated into a new version. Your Activation Code (your order number) is not required.

3.4 TO UNINSTALL:

1. Close Microsoft Outlook.
2. Go to Start→ Control Panel→ Add or Remove Programs.
3. Find **TabView Organizer** and click "Remove".

4 Other 4Team and Partner Products:

You can get acquainted with all 4Team Product line at www.4team.biz.

✓ **Groupware and Sharing tools** for Microsoft® Outlook®:

[4Team for Microsoft Outlook](#) Manage your teams, create and share projects workspaces in Microsoft Outlook with or without a Exchange server.

[ShareO](#) Groupware, sharing any personal Outlook folders without server.

[Schedules4Team](#) Utilize a Microsoft Outlook workgroup calendar and Free/Busy time without a server with special "Grid view".

[ShareContacts](#) Share and synchronize Microsoft Outlook Contacts folders without a server.

[ShareCalendar](#) Share and synchronize Microsoft Outlook Calendar folders without a server.

✓ **Internet/Intranet Groupware & Services:**

[4Team Online Service](#) Web-based project management, group calendaring & collaborative solutions. SharePoint Alternative. Web access for your 4Team software.

[4Team Online Server](#) Your "in-house" server based on 4Team Online Service.

[4Team Server](#) Server-based collaboration among the users of 4Team for Microsoft Outlook.

✓ **Fax Tools:**

[Fax4Outlook](#) Internet and regular fax solutions integrated with Microsoft Outlook and other Microsoft Office products.

✓ **Mail tools for Microsoft Outlook:**

[SendLater](#) Set a schedule for sending your email messages.

[FreeBusy](#) Autoresponse to incoming email, based on your Free/Busy (Out of Office) Status.

[CannedResponses](#) Canned text, templates, emoticons, documents integrated in the Microsoft Outlook email toolbar.

[ReplyWith](#) Simplify the process of replying repetitive email messages using predefined email templates.

✓ **Time saving tools:**

[Alphabet4Contacts](#) Alphabet Tabs with Smart filters for your Microsoft Outlook Contacts folder.

✓ **Import-Export Utilities for Microsoft Outlook:**

[vCard4Outlook](#) allows its users to easily convert (import-export) all their Outlook Contacts information from/to Vcard format.

✓ **Dashboards for Microsoft Outlook and 4Team:**

[4Team for Microsoft Outlook](#) All Outlook and Project information in one place.

[Personal Folders Dashboard](#) All your Outlook Personal Folders information in one easy-to-navigate window.

✓ **Other tools:**

[Mobile4You](#) E-mail checker - forwarder

[DVD Labeler](#) DVD Labeler automatically captures the first frame image out of each DVD chapter and creates scene indexing labels for your DVD movie.

5 Report Problem, Suggestions

- By Online Support Form: http://www.4team.biz/support_form.asp
- By “**Live Help**” at <http://tabview.4team.biz> or www.4team.biz.
- By email at: support@outlook4team.com.
- By telephone at: +1 (954) 796-8161.

6 Support

➔ Troubleshooting and Support procedure (Get Support):

1. Make sure that you are running the **latest version** of TabView Organizer on your and all your members' or personal PCs. You can download the latest product release from the 4Team Corporation TabView Organizer website using **Try Now** link.
2. **Update your Office/Outlook** with the latest updates that improve the stability and security of Microsoft Office. Click here to go to Microsoft Office website.
3. Check System Requirements.
4. Refer to Installation procedure.
5. Search the product FAQ.
6. **Contacting Support:** If you cannot solve your problem by any of the previous steps then please send the Bug Report email (Outlook Help→ 4Team About→ About TabView Organizer→ Report a Problem...) to support@outlook4team.com, or submit the Online Support Form, or use LiveHelp with the following information:
 - A **detailed description** of the problem. Include the steps you have already taken to fix the problem, and, where appropriate, the steps to take in order to repeat the problem.
 - The **Product version** that you are running (Outlook Help→ 4Team About→ About TabView Organizer).
 - The **operating system and Office/Outlook version** of the computer running the product.
 - **Screenshots** if available (press PrintScrn on the keyboard and paste (Ctrl + V) to the Word or any available picture editor).

Note: Please remember to keep all of the conversation history when you reply to our emails.

To submit to the **Online Support Form**, go to: http://www.4team.biz/support_form.asp

➔ We provide full support for product trial and full version:

- By email at: support@outlook4team.com and **Online Support Form:** http://www.4team.biz/support_form.asp.
 - By telephone at: **+1 (954) 796-8161 (pre-sale questions, activations, billing)**.
 - By "Live Help" at <http://tabview.4team.biz> or www.4team.biz.
- All our customers who purchased the program or added a new license are eligible to get free updates for one year from the last purchase date.
 - If you are looking for other 4Team products for Microsoft Outlook, you can get them at significantly discounted prices; just send us an email with your order number, product name, and number of licenses that you wish to purchase.

!!! Note: We do not provide support for Microsoft Outlook; please refer to the resources at Microsoft web site: <http://support.microsoft.com/>.

7 Glossary

#

„All“ Tab: ("All" Tab: a fixed Tab on a Tab Bar with no filter applied. The "All" tab displays all the items of folder)

F

Filter: (Filter: Tab filter is an easy way to see only those items or files stored in Microsoft Outlook folders that include keywords, set on Tabs. When you filter items, you selectively choose what items to be displayed, and only those items will appear in the Main Window)

I

Item: (Item: An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents)

K

Keyword: (Keyword: in TabView Organizer, keyword is a word set as a Tab filter for sorting out of Microsoft Outlook items. For example, if you select "Alex Smith" as a keyword for sorting out of your mail by frequent sender, TabView Organizer displays only the email messages, sent by Alex Smith)

P

Predefined value: (Predefined value: a certain default Microsoft Outlook value, e.g., colors of Notes (Blue, Green, Pink) that can be set as a Tab filter on a Tab)

T

Tab Bar: (Tab Bar: a bar on the top, bottom, right or left side of Main Window, where the Tabs are located. A Tab Bar also displays an arrow button for opening the main Tab Bar menu and an orange asterisk for switching every Tab Bar to the "All" Tab)

U

User-defined keyword: (User-defined keyword: in TabView Organizer, a user-defined keyword is a word, set as a Tab filter for sorting out of Microsoft Outlook items. The difference between keywords and user-defined keywords is that the latter can be customized by user, and the former are found by analyzing the content of the folder by frequent values (e.g. Inbox - Frequent Senders) or match some predefined values)

V

Views: (Views: Views enable different ways to look at the same information in a folder by putting it in different arrangements and formats. There are standard views for each folder)

8 Index

9			
14-DAY	9	filter setting	58
4		filter to a new Tab	58
4 CLICKS	1	are applied	5
4TEAM	1	arrange Tabs	31, 53
4Team for Microsoft Outlook	74	arrow button	15, 17, 20, 21, 22, 23
4Team Online Server	74	asterisk	15, 17
4Team Online Service	74	attach	
4Team Server	74	e-mail	68
A		B	
About customizing keywords lists	49	Basics	15, 17
About Folder Options	18	Before/start	8
About Manage Tab Bar option	53	binding legal agreement	2
ABOUT TABVIEW ORGANIZER	1, 64	buttons	4
Access		Buy	
About TabView Organizer form	65	license	4
Customize keywords lists option	48	Buy	4
Folder Options	64, 65	buy the license	76
Help	64, 65	By	75, 76
Manage Tab Bar option	52, 53, 55, 56, 57, 60, 62	By email	75, 76
Manage Tab Bar option.	59	by frequent values	30
managing form	65	By Online Support Form	75
Wizard to setup Tabs	64, 65	By telephone	75, 76
Accessing		by Wizard	5
drop-down menus	63	C	
Accessing Folder Options	17	Calendar4Outlook	74
Accessing TabView Organizer Wizard	25, 26	CannedResponses	74
ACTIVATE		Change	
TRIAL VERSION	71	caption of Tab	60
Activation		existing filter	46
license	10	filter setting	61
product	10	location of Tab Bars	68
Activation	10	Tab captions	53
Activation Code	68, 72	Tabs selections	22
Activation Codes	10	Change filter criteria	65, 66
active tab		Change filter on a Tab	61
SQL	66	change Tab captions	31
Add		Change Tab order in a Tab Bar	43
new Tab	58	CHECK	
Add button	57	AVAILABLE VERSION	72
Add new Tab	57	CURRENT VERSION	72
add new Tabs	53	System Requirements	76
add over-limited	31	Check box	
Add over-limited keywords	44	Remove existing Tabs	41
additional licenses	68	click	
ADD-ON	1	arrow button	63
Administrator	13	TRY NOW	72
Administrator rights	7	CLICK	73
administrator's privileges	68	CLOSE	
Advanced tab	58, 61, 66	MICROSOFT OUTLOOK	73
advanced user	58, 61, 66	CONNECT	
Alphabet4Contacts	74	INTERNET	72
analyze		contact	
content	27	tech support	64, 65
analyzes		Contacting Support	76
content	30, 35	Contacts4Outlook	74
apply		Contents	10
filter	53	CONTROL PANEL	
		ADD OR REMOVE PROGRAMS	72
		COPYRIGHT	2

CPU	7	Enable TabView Organizer?	13, 25, 26
Create Tabs		enable/disable TabView Organizer	18
with predefined values	27	enables	
with user-defined keywords	27	Customize button	28, 35
Create Tabs by frequent values	35	End-user license agreement	2
Create Tabs with predefined values	38	exceeding	44
Create Tabs with user-defined keywords	36	expanding text	4
Create Tabs with Views	39	EXPIRE	
creates		IN 14 DAYS	71
Tabs	35, 36, 38, 39, 51	Explorer 5.5 or later	7
creates new Tabs	33	Export settings to file button	23
customer support	13	F	
Customize button	36, 37, 48	Fax Tools	74
customize keywords lists	18, 28	Fax4Outlook	74
Customize keywords lists button	21, 48	features	6
Customize user-defined keywords lists	21	filter	
Customize user-defined keywords lists on		applied	53, 65
Wizard	37	Filter button	58, 61, 66
Customize View form	58, 61, 66	filter constructor	66
D		filters	
Dashboards	74	combinations	6
default lists		switching	6
user-defined keywords	49	FILTERS	1, 5
Delete		filters	6
Tab	65	FIND	
Delete button	47	TABVIEW ORGANIZER	73
delivery options	68	fixed Tab	15, 17
Demo		Folder Options	
expired	68	on drop-down menus	17
Demo	8	Folder Properties form	17
description		free updates	4
of the problem	76	FreeBusy	74
Detect	13	Frequent words in subject	28, 35
Discard	13	FULL	9
DISCLAIMER	2	full setup	34
discount		FULL VERSION	2
for Non-Profit Organizations	68	FUNCTIONALITY	9
discounted prices	76	G	
display		get	
previous and new Tabs	68	free updates	76
displays		Groupware & Sharing tools	74
default list	51	H	
keywords	31	Hardware	7
list of keywords	35, 42	HELP	
list of predefined values	38	to install	68
list of user-defined keywords	36	Help Navigation	4
list of Views	39	hotspots	4
predefined values	31	hyperlinks	4
user-defined keywords	31	I	
Views	31	ignore	
DOWNLOAD		while analyzing	35
LATEST VERSION	72, 76	Import setting from file button	23
Drop-down menu on	65	Import settings from folder button	23
Drop-down menu on Tabs	63, 65	import/export	18
drop-down text	4	Import/Export Tabs settings	23
DVD Labeler	74	Import-Export Utilities	74
E		in	
Easiest way	25, 26	Folder Options	48
easy setup	6	Incompatible	7
Edit these criteria directly check box	58, 61, 66	incomplete	13
Email	13	information about current filter	66

Initial Step	27	More Choices tab	58, 61, 66
INSTALL		Move Down	43
NEW VERSION	72	Move Down button	55
Installation	13	Move Up	43
Internet/Intranet Groupware	74	Move Up button	55
interrupted	13	move up/down	55
IT Professionals	13	N	
J		Navigate to	13
Join several Tabs into one Tab	45	NOT affiliated	2
join Tabs	31, 53, 59	number of keywords	40
K		O	
keep		Office/Outlook version	76
conversation history	76	Online	8
keeps existing Tabs	33	opens	
Keywords	5	managing form	52, 53
L		user-defined keywords lists	48
License	4, 10	operate	
License Activation	10	as filter	57
limit		operating system	76
displayed keywords	28	other 4Team	4
LIMIT OF WARRANTY	2	Other 4team Products	74, 76
Limit the number of displayed keywords	40	Other tools	74
links	4	Outlook Help	
list box	40	4Team About	
Live Help	13	About TabView Organizer	
LIVEHELP/Chat	2	Report a Problem	76
location of Tab Bars	34	OUTLOOK HELP MENU	
M		4TEAM ABOUT	
mail folders	36, 37, 48, 51	ABOUT TABVIEW ORGANIZER	72
Mail tools	74	Outlook® version 2002/XP (SP-2)	
mails		2003	7
disappeared	68	OVERLAP	1, 5
Main Tab Bar menu	15, 17, 63, 64	over-limited keywords	44
Manage		P	
list of keywords	35, 42	Personal Folders Dashboard	74
list of predefined values	38	phone	2
list of user-defined keywords	36	Pop-ups	4
list of Views	39	precise	6
Tab Bars	18	Prior to	13
Manage button		Prior to reinstalling TabView Organizer	13
in Folder Options	52, 53	Product data	68
Manage button	24	PRODUCT UPDATE	72
Manage Tab Bars	24	PRODUCT™ VERSIONS	9
Manage Tab Bars on Wizard	42	provide	
Manage this Tab Bar		full support	76
on drop-down menu on Tabs	52, 53	purchase	
management		LICENSE	71
Tab Bars	6	product	65
managing form	55, 56, 60, 62	TabView Organizer	68
Maximum items	28	purchase	4, 64
Maximum items check box	40	R	
Memory	7	Re – add button	31
Merge button	45	Re-add button	44
Messages tab	58, 61, 66	Reduced Functionality Mode	10
Microsoft Exchange	68	reduced prices	4
MICROSOFT® OUTLOOK® 2002/2003	1	refer to	
Minimum requirements	7	Installation procedure	76
Mobile4You	74	reinstall	68
modify		Related Topics	4
filter	66	Remove	
settings	63	all Tabs	28

OLD VERSION	72	select Maximum items	40
Tabs	53, 62	Select Tab Bars	27
remove all existing Tabs	41	Select Tab Bars for the setup of Tabs	34
Remove existing Tabs	28	SendLater	74
Remove Tabs	31	Set	5
Remove unwanted Tabs	47	Set default list of user-defined keywords as Tabs	51
removes		Set Views button	53, 56
all current Tabs	56	sets Views as Tabs	56
removes existing Tabs	33	ShareOutlook	74
Rename		simultaneously	5
tab	65	Software	7
Rename	53	sort out	
Rename button	46	by new keyword	68
Rename Tabs	46	SORTING	1
Repair	13	specify	
replace Tabs with Views	53	settings	17
ReplyWith	74	SQL tab	58, 61
report		Start	
problems	64, 65	CONTROL PANEL	
Report Problem		ADD OR REMOVE PROGRAMS	73
Suggestions	75	using TabView Organizer	68
restore		start TabView Organizer Wizard	18
mails	68	start using TabView Organizer	68
previous Tabs selections	22	Start Wizard to set up Tabs	20
Restore Tabs selections check box	22	Step 1 of 4	28
RIGHT TO USE AND DISTRIBUTE	2	Step 2 of 4	30
Right-click		Step 3 of 4	31
folder	20, 21, 22, 23, 24	Step 4 of 4	33
new Tab	58	Store Tabs selections	22
Tab	20, 21, 22, 23, 24, 61, 63	storing	6
Right-click	65	storing options	
running		restore	18
latest version	76	save	18
S		submit	
Save current Tabs selections button	22	Online Support Form	76
SCANPST	13	SUPPORT	
SCANPST.EXE file	13	for Microsoft Outlook	76
Schedules4Team	74	SUPPORT	2
Screenshots	76	SUPPORT	76
Search		System requirements	7
FAQ	76	T	
select		Tab Bar contains	5
All Views	39	Tab Bars	
Change filter criteria	58, 61	location	51
check box	51	Tab Bars	5, 15, 17
check boxes	34	Tabs	5, 15, 17
Folder Options	21, 22, 23	TabView Organizer - Rename Tab	57
frequent values	28, 35	TabView Organizer - Rename Tab	46
Frequent words in subject	37	TabView Organizer tab	17
Manage this Tab Bar	24, 52, 53	TabViewOrganizer.exe	13
predefined values	28, 38	Time saving tools	74
Properties	20, 21, 22, 23, 24	To Merge column	45
Remove existing Tabs	41	TOOL	1
several check boxes	45	TRIAL	9
storing options	18	TRIAL (LICENSE) VERSION EXPIRED	71
Tab	43, 46, 47, 61	Trial version	2, 10, 71
TabView Organizer tab	20, 21, 22, 23, 24	Troubleshooting and Support procedure	76
user-defined keywords	28, 36, 37, 51	Try Now link	76
user-defined keywords lists	21	type	
Views	28	name of new Tab	57
Wizard to setup Tabs	20		

type keyword			via e-mail	2
in a new line	21, 37, 49		W	
U			WARRANTIES	2
UNABLE			Wizard	
TO USE TABVIEW ORGANIZER	71		first step	41, 48
understand	8		Initial Step	34
UNINSTALL	73		skips step 2	30
update			third step	42, 46, 47
to a new version	68		Wizard button	
Update Office/Outlook	76		in Folder Options	25, 26
Use			Wizard button	20
LiveHelp	76		Wizard to setup Tabs	
User License Agreement	2		on drop-down menus	25, 26
User-defined keywords			Words to ignore in subject	
for	49		for analysis by	49
for mail folders	49		Words to ignore in subject	35
using			work	
buttons	24, 35, 36, 38, 39, 42		with localized Outlook versions	68
V			with Microsoft Exchange	68
VCard4Outlook	74		wrong number of licenses	68
version of TabView Organizer	64, 65			