

File Edit Schedule Phone Write Report Lookup View Window

CONTACTS

240 of 287

Lookup: Everyone

Group: ALL

Total: 287

10:50 PM

10/24/95

Company	Superior Printing			Address	1640 Wabash		
Contact	Barbara Reed						
Phone	708-555-9090	Ext					
Fax	708-555-9876	CC	1	City	Chicago		
Position	President			Country	IL		
Dear	Barbara			Post Code			
Call	10/24/95	None	RE	Schedule a meeting			
Meeting			RE				
To-do			RE				
Last Results	Faxed proposal to Barbara to review options and						
ID/Status	Prospect, B			Pers. As...			
Industry	Printing			Network			
Forecast	1000			Products			
User 3				Interests			
Business	Distributes printing supplies to independent print sho						
Directions	Around the corner from Bill's on 18th						
Personal	Barbara is taking a vacation to Barbados in November						

ACT! BASICS

Click a phrase, then click OK:

- What does ACT! do?
- How do I
 - create a database?
 - add a contact?
 - schedule an activity?
 - group contacts?
 - find my contacts?
 - write a letter?
 - produce a report?
- Common Questions
 - How do I import a database?
 - How do I write a form letter?

OK