

ACT! version 3.0

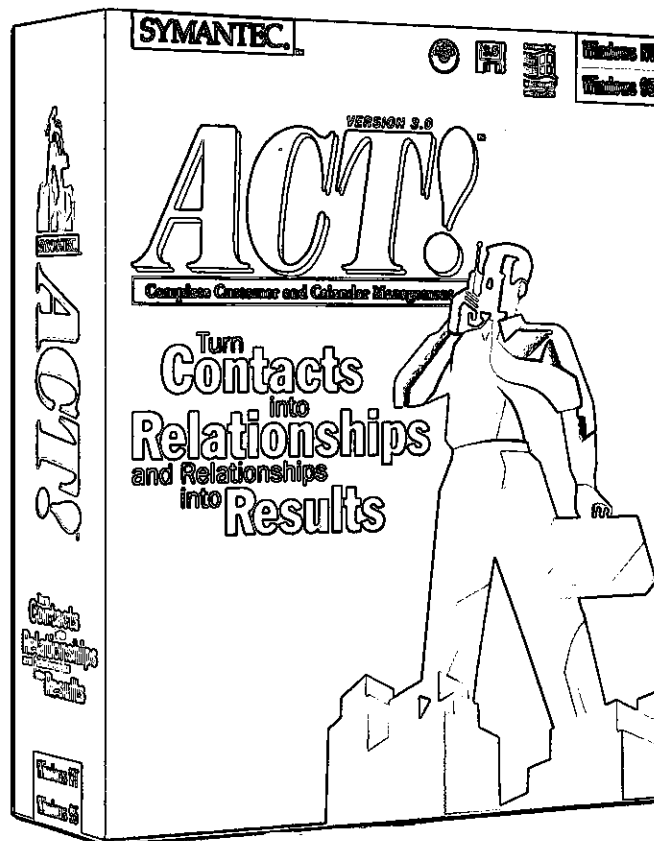
Designed for
Microsoft®
Windows®95

Windows NT
Windows 95

**Get ACT!™ and
get results.**

ACT!™

- Access customer and client information instantly.
- Launch client Web sites and emails from the database.
- Share customer information across your team.
- Manage every day more efficiently.
- Leverage your contacts to create new business.



*ACT! is simply the best way to
manage your business relationships.*

Build better business relationships by knowing more about your customers and clients.

Access information instantly.



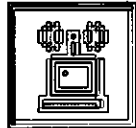
Build a networked database of your customers and prospects.

Now it's easy to track important facts about people—everything from their kids' names to the last order shipped.

- **Find what you need fast.** ACT! has a keyword search that allows you to quickly find the specific client or information you're looking for.
- **Locate a group of contacts.** Step-by-step Lookups allow you to identify all the contacts in a certain state or area, then narrow or broaden the list to just "Prospects" or "Customers."
- **Know your client's history.** Set up history fields that tell you exactly when leads became prospects, and when prospects became customers.
- **Identify who's calling you.** When someone calls you, ACT! identifies the person and pulls up the corresponding database record using Caller ID. If the call needs to be transferred, you can do it instantly right from within the record.

- **Receive a ready-to-use database.** ACT! comes with 70 pre-defined fields and 10 database templates.
- **Customize your database easily.** You can add new fields, create your own forms, and enter unlimited notes for any contact. You can even block certain fields from being edited.
- **Save time with auto-fill fields.** If you've already typed in an entry, just type the first letter or two of duplicate entries, and the rest will be completed for you automatically.

Leverage the Internet.



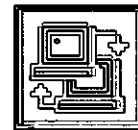
Launch Web sites from the database. You can store clients' Web addresses in the ACT! customer database and view their Web sites simply by double-clicking the field.

- **Send email through Microsoft Exchange.** ACT! works with Microsoft Exchange so you can send and receive email and manage your customers, all within the same program.

- **Stay current with free updates.**

ACT! periodically combs the Symantec Web site for software updates and product tips and automatically downloads them, free of charge.

Share information across your team.



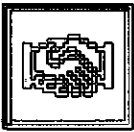
Pass it around. If you work with other ACT! users, you can email notes, job histories, and other database information as attachments.

- **Find a meeting time that works.** ACT! lets you view others' calendars and schedule meetings. You can search for schedule openings, check for conflicts, and find a time that works best for everyone. All scheduled meetings are linked to contacts so you can be better prepared.
- **Manage from a central location.** It's easy to gather information from mobile salespeople and manage their databases from one location. If you're the one working remotely, you'll have access to the entire central database or just the records you need.

Build better business relationships by knowing more about your customers and clients.

- **Use ACT! as a server.** In a group setting, ACT! doubles as a synchronization server. It can check for incoming database updates, apply them, and send out the updates to mobile users.

Manage your day more efficiently.



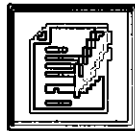
Simplify your life. ACT! lets you view your schedule by day, week, month or quarter.

- **Drag and drop calendar entries.** When you need to rework your schedule to make room for new activities, ACT! lets you drag and drop calendar entries instead of retyping them.
- **Keep an eye on big projects.** Multi-day activities are displayed as banners so you know exactly where your time is going.
- **Never let an action item slip past.** In case you don't finish something on any particular day, the uncompleted activity automatically rolls over to the next day.
- **Stay ahead of the game.** The to-do list and on-screen alarms keep you informed of conference calls, meetings

and appointments. (There's even a nifty alarm "snooze" feature designed to buy you more time.)

- **Be compatible with your organizer.** When you need to dash out for an appointment, you can print a copy of your calendar to fit neatly into any one of 30 personal organizers, including Day Timer, Day Runner, Franklin, and Filofax.

Create new business.



See who's hot and who's not. ACT! finds the hottest prospects and business opportunities in your database for any particular day, week, or month.

- **Get the inside scoop on someone.** Twelve ready-to-use reports tell you everything there is to know about a particular client or prospect. The History Report, for instance, details a customer's ordering patterns, while the Task List Report helps you plan for the future.

- **Target your efforts.** Armed with your best leads and info, you can print, fax, or mail targeted communications and proposals. You can even create reports that sell off the page, using the new Custom Report feature.
- **Be compatible with your word processor.** ACT! supports leading word processors like Microsoft Word and WordPerfect. It even comes with its own!
- **Attach documents to your database.** Whenever you create a document, you can attach it to a specific contact in your database. So when people start calling to discuss what you've sent, you'll know precisely what they're talking about.
- **Become an expert in no time.** ACT! comes with a 10-minute audio track instructing you on how to grow your business using ACT! from best-selling author George Columbo, a respected authority on sales automation.

ACT!™ The secret to better salesmanship.

Flexible Customer Database

- Get started right away with 70 preset user fields.
- Customize the database with your own fields, custom screens and on-line forms.
- Work in form or list view.
- Find contacts fast with instant lookups.
- Attach files, such as spreadsheets and documents, to your contacts.
- Record date and time-stamp notes for each contact.
- Track company and project information in separate "group" records.
- Track history, activities, and changes to contacts in the automatic history log.

Easy Contact Entry

- Import data from popular formats including ASCII (text), Q&A, dBASE, Maximizer, GoldMine, Sharkware, Organizer, Sidekick, Schedule+, Janna Contact, Ecco Professional, and Tracker.
- Type repetitive entries fast. Simply type the first letter and Autofill completes the entry.

Calendar and To-Do List

- View activities by day, week, or month.
- Prioritize your activities with a customizable to-do list.
- Remember meetings and appointments with on-screen alarms.
- Print calendars and an address book using 30+ supported organizer formats.

Quick, Effective Customer Communication

- Identify and group your hottest prospects.
- Create targeted letters and proposals using Microsoft Word or the built-in ACT! word processor.
- Fax documents using WinFax PRO or Microsoft Fax.
- Print labels and envelopes in more than 20 customizable formats.
- Dial the phone right from ACT!
- Pull up a customer record automatically when someone calls (requires Caller ID).

Prebuilt and Custom Reports

- Track contact history, referrals, completed activities, and more with 12 prebuilt reports.
- Create custom reports using graphics, headers, footers, totals, subtotals, and statistics.

Built-in Contact and Calendar Sharing

- Share ACT! contacts over a LAN with three levels of security.
- Schedule activities for your team and view group calendars.
- Email contact information to other ACT! users.
- Configure ACT! as a dial-in server for sharing data for a workgroup.

Internet Ready

- Create, send, and receive Internet email (requires Microsoft Exchange).
- Send contact information, calendars, and database updates as attachments to other ACT! users.
- Store your clients' Web addresses within their records.
- Visit client Web sites with a single click.
- Supports most popular Web browsers.
- Download ACT! patches and updates, via dial-in modem or the Internet.

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System requirements

IBM PC or 100% compatible
Windows NT 3.51 or higher, Windows 95
80486 processor minimum
8 MB RAM
23 MB hard disk space
Mouse or other Windows-compatible pointing device

Optional

Windows-compatible modem
Word Processor: WordPerfect 6.0, Microsoft Word 6.0 or 7.0
Fax: Symantec WinFax PRO™ 4.0 or higher, or Microsoft FAX
Email: Lotus cc:Mail Windows or cc:Mail Mobile, Microsoft Mail, Microsoft Exchange, CompuServe, or Internet Email. (Internet Email requires Microsoft Exchange)
LAN: Novell Netware version 3.12 or 4.1, Microsoft NT 3.51 or 4.0, or Windows 95

Money-back guarantee

If for any reason you're not completely satisfied with Symantec ACT!, simply return it within 60 days for a full refund, minus shipping and handling.

Trust a leader

Since 1982, Symantec has been one of the world's leading providers of desktop and network software. All of our products are designed to give you more control over your computing experience.

SYMANTEC.™

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