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CHAPEL HILL, NC -- The book that set the pace for a new genre and set new standards for convenience, conciseness and economy may have spawned challengers, but has bet no peer. Just updated to a third edition, Ventana Press's DOS, WordPerfect & Lotus Office Companion by Robert W. Harris is still the yardstick by which the others are measured.

Harris's handy guide was the first to recognize that combining the three preeminent programs for DOS business users would save time, money and desk space (not to mention the frustration of plowing through ponderous tomes in search of the simplest solution!). In clear, everyday language, Harris has users quickly moving around in their programs, managing files and customizing their systems for improved efficiency.

Fully updated for the latest versions of the programs that together make up the world's most widely used software "suite," DOS, WordPerfect & Lotus Office Companion, Third Edition, takes users through simple tutorials on each program and includes tips on

- *Mastering the mouse to speed applications and bypass cumbersome commands.
- *Creating macros and batch files to direct the program to do its own typing.
- *Profiting from new features like DOS's AntiVirus and improved Backup, WordPerfect's graphics mode and multiple windowing, and Lotus's SmartIcons.

"We want this book to be current, but that doesn't mean assuming that everybody upgrades everything at the same time," comments Harris, explaining that the new edition also includes information on previous versions of the software. "The Office Companion has been completely updated to include the following software releases: DOS versions through 6.0, WordPerfect versions through 6.0 and Lotus 1-2-3 releases through 2.4."

Robert W. Harris is a free-lance writer and instructional designer and the author of a half-dozen books on personal computing and desktop publishing. DOS, WordPerfect & Lotus Office Companion, Third Edition, is soft cover with a suggested retail price of \$21.95.

Ventana Press publishes books and other materials that help computer users become more productive, including Looking Good in Print, Voodoo DOS, Desktop Publishing With WordPerfect and The Official America OnLine Membership Kit & Tour Guide. All titles are available in bookstores and through Ventana Press, P.O. Box 2468, Chapel Hill, NC 27515.