This procedure will allow an address book to be added to the Utilities (or any other menu you want). The first set is to create a macro. To do this choose Macro-Edit. Enter a new name like CONTACTS as the name of the macro in the Edit Macro Name box. Press ENTER. The macro edit screen will appear. Type the following:
Shell "CARDFILE.EXE contacts.crd"

Next to assign the macro CONTACTS to the Utilities menu, choose Macro -Assign to Menu. Highlight the CONTACT macro in the Assign Macro Name list. Then highlight the Utilities name in the Menu:. Next type the name of the CONTACT macro in the Menu Text box. Then click on the ASSIGN button. Then click on OK.

The next step is to save the changes just made. From the File menu choose Save All.

That's it. Now the next time you want to locate an address, choose Utilities-Contact. This will pop-up the CARDFILE of the contacts CARDFILE. Choose the information you want and copy it to the clipboard. Close the Cardfile, and paste the address into your document. You can even use the GTOOLS macros available in one of the Windows' libraries to print envelopes from the address book.

This is an idea I had. There may be easier ways to do it. But this way does not require spending any money.

Let me know if you have improvements or other techniques to set-up address lists that are accessible from Word 4 Windows.

Ed Spotnitz
70255,1201