

BUSINESS CALENDAR OF THINGS TO DO TODAY Page 1

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03/19/25

BUSINESS CALENDAR OF THINGS TO DO TODAY Page 2

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03/19/25

BUSINESS CALENDAR OF THINGS TO DO TODAY Page 3

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03/19/25

PERSONAL CALENDAR OF THINGS TO DO TODAY Page 1

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03/19/25

PERSONAL CALENDAR OF THINGS TO DO TODAY Page 2

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PERSONAL CALENDAR OF THINGS TO DO TODAY    Page 3

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03/19/25

BUSINESS CALENDAR OF THINGS TO DO THIS WEEK Page 1

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PERSONAL CALENDAR OF THINGS TO DO THIS WEEK    Page 1  
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PERSONAL CALENDAR OF THINGS TO DO THIS WEEK    Page 2  
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PERSONAL CALENDAR OF THINGS TO DO THIS WEEK    Page 3

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BUSINESS CALENDAR OF THINGS TO DO -FUTURE DATE Page 1

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BUSINESS CALENDAR OF THINGS TO DO -FUTURE DATE Page 2

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BUSINESS CALENDAR OF THINGS TO DO -FUTURE DATE Page 3

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PERSONAL CALENDAR OF THINGS TO DO -FUTURE DATE    Page 1  
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PERSONAL CALENDAR OF THINGS TO DO -FUTURE DATE    Page 2  
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PERSONAL CALENDAR OF THINGS TO DO -FUTURE DATE    Page 3

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BUSINESS PHONE BOOK

|               |      |          |   | ##### |
|---------------|------|----------|---|-------|
| #####         |      |          |   | PAD   |
| Name          | Area | Phone    |   |       |
|               | Code | Number   |   |       |
|               |      |          | A |       |
|               |      |          | B |       |
| Bob Compton   |      | 879-5027 | C |       |
| Beth Levine   | 804  | 282-9828 | D |       |
| Bill Gardner  |      | 539-4377 | E |       |
| John Devlin   |      | 321-6221 | F |       |
| Al Helfenbein |      | 269-0211 |   |       |
| Debbie Turner |      | 269-0311 |   |       |
| Bill Kelly    |      | 879-0607 |   |       |

PERSONAL PHONE BOOK

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| Name | Area<br>Code | Phone<br>Number |
|------|--------------|-----------------|
|------|--------------|-----------------|

DIRECTORY OF INFORMATION ON BUSINESS NOTEPADS

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CONTENTS OF NOTEPAD

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(Note: the first line of each notepad entry is shown above.)

Only after a worksheet is saved and recalled will this directory  
update with the first line entered on business notepad pages before  
saving the file.

CRITEREON FOR PERSONAL OR BUSINESS PHONE BOOK SEARCH:

(THIS IS WORK AREA ONLY USED BY THE PROGRAM)

NAME

Beth Levine

BUSINESS NOTEPAD A

A /xml1~

#####

-

B /xml5~

D /xml10~

P /xml15~

T /xml20~

BUSINESS NOTEPAD B

#####

X /xml25~

0

BUSINESS NOTEPAD C

#####

Sheet1

M /xml50~

N /xml60~

BUSINESS NOTEPAD D

#####

S /xml68~

L /xml75~

BUSINESS NOTEPAD F

#####

Q /xml85~

U /xml91~

I /xml97~

PERSONAL COMPUTER PROJECT LIST

#####

O /XML103~

R /XML110~

Z /XML117~

PC

Turns to home computer project page.

{goto}pc~

Daily

Turns to first page of today`s business calendar.

{goto}calbustoday~

Directory

Gives first line entry of each business notepad for reference.

{goto}dr~

Daily

Turns to first page of today's personal calendar

{goto}calpertoday~

Personal Phone Book

Turns to first page of personal phone book.

{goto}personal phone~

Bus. Cal.

Allows access to daily, weekly, and future business calendar

/xg\b~

{goto}intro~

/cpada~padaa~

/cpadb~padbb~

/cpadc~padcc~

/cpadd~paddd~

/cpade~padee~

/cpadf~padff~



## Sheet1

Erase notes.

Erase notepad entries from selected business notepads.

/xgln~

A

Erase business notepad A.

/reera~

First time save.

Save pad with your entries to disk for the first time.

/fs~

Personal Phone Book.

Search personal phone book for the phone number to go with an entered name.

/XLEnter name to look up number:~h24~

/dqil-PHONE~CTEL. CRITEREON~F

Bus. Cal.

Print daily, weekly, or future business calendar.

/xglu~

Daily.

Print daily business calendar pages.

/PPRPRINTDAYBUSCAL~AG

Daily.

Print daily personal calendar pages.

/PPRPRINTDAILYPERS~AG

Personal.

Print personal phone book.

/PPRPRINTPERSPHONE~AG

PC

Print personal computer projects sheet.

/PPRPRINTPC~AG

Directory.

Print business notepad directory-first line of each notepad.

/PPRPRINTDIR~AG

Business.

Turns to business projects page.

{goto}ew~

Weekly

Turns to first page of weekly business calendar.

{goto}calbusweek~

A

Turns to business notepad A.

{goto}NA~

Weekly

Turns to first page of weekly personal calendar.

{goto}calperweek~

Business Phone Book

Turns to first page of business phone book.

{goto}business phone~

Pers. Cal.

Allows access to daily, weekly, and future personal calendar

/xg\p~

## Sheet1

Look.  
Look at or search pads for selected data.  
/xgli~

B  
Erase business notepad B.  
/reerb~

Save again.  
Save pad entries (if saved before to same disk) and erase worksheet.  
/fs~r/vey

Business Phone Book.  
Search business phone book for the phone number to go with an entered name.  
/XLEnter name to look up number:~h24~  
/dqil-BPHONE~CTEL. CRITEREON~F

Pers. Cal.  
Print daily, weekly, or future personal calendar.  
/xgli~

Weekly  
Print weekly business calendar pages.  
/PPRPRINTWEEKBUSCAL~AG

Weekly.  
Print weekly personal calendar pages.

/PPRPRINTWEEKPERS~AG

Business.

Print business phone book.

/PPRPRINTBUSPHONE~AG

Business.

Print business projects sheet.

/PPRPRINTBUSPROJ~AG

A

Print business notepad A.

/PPRPRINTA~AG

Menu.

Return to main menu.

/xg\x~

Future

Turns to first page of future business calendar.

{goto}calbusfuture~

B

Turns to business notepad B.

{goto}NB~

Future

Turns to first page of future personal calendar.

{goto}calperfuture~

Menu.

Return to main menu.

/xg\x~

Tel. #s.

Allows access to personal or business phone book

/xg\t~

Save.  
Save latest pad entries.  
/xgls~

C  
Erase business notepad C.  
/reerc~

Abort.  
Abort save for now-continue working with pad.  
/xq~

Text.  
Lotus version 1A does not provide sophisticated searching of text-press enter..  
/xq~

Telephone Book.  
Print phone directory.  
/xglo~

Future.  
Print future business calendar pages.  
/PPRPRINTFUTBUSCAL~AG

Future.  
Print future personal calendar pages.

/PPRPRINTFUTPERS~AG

Menu.  
Return to main menu.  
/xg\~

Menu.  
Return to main menu.  
/xg\~

B  
Print business notepad B.  
/PPRPRINTB~AG



## Sheet1

Menu.  
Return to main menu.  
/xg\x~

C  
Turns to business notepad C.  
{goto}NC~

Notes-D.  
Turns to business notepad D.  
{goto}ND~

Menu.  
Return to main menu.  
/xg\x~

=Projects.  
Allows access to notes on special projects.  
/xg\la~

Notes- Bus.  
Allows access to business note pages  
/xg\ld~

Sheet1

Print.  
Print selected pages.  
/xG\q~

Menu.  
Return to main menu.  
/xg\X~

D  
Erase business notepad D.  
/reerd~

E  
Erase business notepad E.  
/reere~

Menu.  
Return to main menu.  
/xg\X~

Menu.  
Return to main menu.  
/xg\X~

Special projects.  
Print a project page.  
/xg\r~

Notes- bus.  
Print a business notepad page.  
/xg\z~

Menu.  
Return to main menu.  
/xg\X~

Menu.  
Return to main menu.

/xglx~

C  
Print business notepad C.  
/PPRPRINTC~AG

D  
Print business notepad D.  
/PPRPRINTD~AG

## Sheet1

E

Turns to business notepad E.  
{goto}NE~

F

Turns to business notepad F.  
{goto}NF~

Housekeeping.

Erase selected pages, search pages, save worksheet, print pages.  
/xg\m~

## Sheet1

F  
Erase business notepad F.  
/reerf~

Menu.  
Return to main menu.  
/xg\X~

Menu.  
Return to main menu.  
/xg\X~

E  
Print business notepad E.  
/PPRPRINTE~AG

F  
Print business notepad F.  
PPRPRINTF~AG

Menu.  
Return to main menu.  
/xg\~

Menu.  
Return to main menu.  
/xg\~



SPECIAL BUSINESS PROJECTS PAGE

#####

1. Bob Compton  
Eastern Plating 1982 Report Revision

2. Beth Levine  
Winchester Proposal  
Marchetti Report

BUSINESS NOTEPAD E

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WELCOME TO THE PAD!!!

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Version 1.2 December 31, 1983

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This Lotus worksheet is a menu-driven worksheet which I designed to provide access to various notepads containing pages of tasks to be done, telephone numbers, business notes and other notes. This spreadsheet provides the capability to print and/or view selected pages and search several telephone directories for a phone number based on your entry of

## Sheet1

a name to look up. "The pad" does not provide the capability to search pages of text for words within paragraphs because this capability does exist in the current 1A version of Lotus.

Press PgDn Key To Continue

I would welcome any comments about this program or suggestions on how to improve it. You may contact me at:

Frank D. Girard  
Office Automation Consultant  
Ernst & Whinney  
153 East 53rd Street  
New York, N.Y. 10022  
Business Phone: (212) 888-9100 extension 5519  
For Source Mail Use ID #STW 592  
For Telex Use ITT Telex Number 4995485

Press PgDn Key To Continue

To gain access to the pad's main menu, press the Alt and X key. You can use this keyboard combination to gain access to the main menu at any time.

Press Alt and X key to proceed with program

|                   |  |
|-------------------|--|
| #####             |  |
| ENJOY THE PAD !!! |  |

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