

INSTRUCTIONS FOR THE TELEPHONE LOG SPREADSHEET

- 1.) Propagate row 2 down thru as many rows as you think you will need using the Fill Down command (Command-D).
- 2.) If you wish to use the included macro (Tel Log Macro), be sure to load it (File menu, Macros).
- 3.) Make sure Auto Calc is checked (on) under the Calculate menu.
- 4.) Never, never do a manual Calculate Now. Doing this will result in all of your past dates and times in the log changing to the current date and time. If you inadvertently do this, close the document and do not save.
- 5.) When Calling, you may use the macro to insert the current date into column B by positioning the cell selector in column B and then by depressing the F9 key.
- 6.) Type telephone # into column C and the name of the callee into column D. Then use the right arrow key to position the cell selector in column F.
- 7.) Dial the number.
- 8.) When the party answers, enter the call start time into column F by depressing the F9 key again.
- 9.) When the call terminates, enter the call's end time into column G by depressing the F9 key again. (If there is no answer, you may if you like type "No answer" in columns F or G or both.)
- 10.) The call's time of duration will be automatically calculated in column H. The duration is in minutes plus decimal portion of minute. Hence .5 means one-half minute.
- 11.) Comments about the call can be entered in Column I.
- 12.) It is recommended that you log in 800 area code numbers. These numbers will not show up on your telephone bill, so here in the log you will have a place to refer to them.
- 13.) Look up past called numbers by using the Claris Find feature to search on the callee's name.