ADDRESS LIST - BUSINESS

- Use <u>ALT-I</u> macro to insert an address into doc 1
   (have cursor under first letter)
- Use <u>ALT-Q</u> macro to exit if you don't want to insert and address

This is a sample address file to be retrieved with the ALTA.WPM macro. Copy this file onto your C:\WP51 directory. Individual addresses can be inserted into your working document with ALTI.WPM. Once you have the system figured out, you can edit this file to suit yourself (and edit out these instructions).

Consolidated Confusion Corporation
Big Business Boulevard
High Tech, Yourstate 99999

HALVA International
Attention: Workbook Editor
1555 N. Technology Way
Orem, UT 84057

Legal Eagles, Inc.
1,000,000 Dollar Drive
Lake ToSueMe, Anystate 00000

Note that individual addresses must be separated by a Hard Page Break [Hpg]. If you're not familiar with this, it looks like a line of equals signs. A Hard Page <u>cannot</u> be created with the equals key! To make a Hard Page Break, press the Control and Enter keys simultaneously.