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Here's some helpful desk accessories for Word 3.0 by John Baxter.

Install these directly into your Word 3.0 application. They're much easier to interpret than the help menu and handier than the Quick Reference Guide. (To install directly into Word, hold down the Option key when opening the Font/DA mover)

The Baxter Group publishes a series of books on Macintosh Desktop Typography, Design and Production. For more information on the Baxter Group, call 408/243-9091.