

PHONBOOK.B - BUSINESS PHONE NUMBERS

This is a sample phone book for use with the ALTB.WPM macro. It is a simple WordPerfect file, with no bells or whistles, to be used as a ready reference. You can format it any way you like -- in columns, with bold or other codes to make it easier to read, etc.

You can find any name you want in a hurry with the Search feature (F2) or with Reverse Search (Shift-F2).

If you make any changes while using it, be sure to save it properly when exiting. Otherwise, you can either clear the screen with ALTC.WPM, or clear it and exit to your working document screen with ALTX.WPM.

Supervisor:

Billing Department:

Receptionist:

EMERGENCY
911

Suppliers:

Clients:

Colleagues:

Service people/repairs:

Florist:

Deli:

WordPerfect 5.1 Feature help:
1-800-541-5096