

Folder

Search:



Filter

Hilite

- [-] Ecco Folders (0/217)
  - + PhoneBook (8/55)
    - [-] Call Status
      - Call Back
      - Left Msg
      - Last Call
    - [-] Scheduling (0/121)
      - Date Stamp (113) \*
      - Daily Journal (8)
    - Appointments
    - Done (1)
    - Start Dates
    - Due Dates
    - To-Do's (4)
    - Search Results
    - Quick Notes (1)
    - Instructions (10)
    - Sample Data (9)
    - [-] New Columns (0/4)
      - Net Location (4) \*
      - Recurring Note Dates
      - Expenses Due
      - Billable Hours
      - Billing Code
      - Hourly Rate
      - Expense Type
      - Expense Amount
      - Expense Date
    - Priority (4)



EDIT

**Instructions**

- How to use this file: (double-click the item bullet at left to expand)
- Calendar View
- PhoneBook View
- To use the Completed Work view:
- Quick Notes
- Daily Journal
- Other Templates
- New Notepad views and columns
- To eliminate these instructions:
- To eliminate the sample data:

**Sample Data**

- Get Life Organized
- Need to register Ecco
- Mountain Biked
- Need to get Sandi a baby shower gift
- Biked
- Lee was late again
- Ran
- **Make Journal entries here.**
- Capture ideas just like you would on a piece of paper.



Calendar

PhoneBook

How To Use This File

Daily Journal

Files



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  - Scheduling (0/121)
    - ✓ Assign Folders
    - Edit Folders
    - Find Folder...
    - New Folder**
    - Folder Type ▶
    - Properties...
    - Auto Assign Rules...
    - Merge Folder Values...
    - Delete Folder
    - Check Folder Rules
    - ✓ Show Folder Item Count
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    - Assign/Search by Keys
    - Add Folders to View
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Calendar PhoneBook How To Use This File Daily Journal Files

Select and edit folder names 4/28/10 7:01 PM

Assign Folders

✓ Edit Folders

Find Folder...

New Folder

Folder Type ▶

Properties...

Auto Assign Rules...

Merge Folder Values...

Delete Folder

Check Folder Rules

✓ Show Folder Item Count

Check All Folder Rules

Assign/Search by Keys

Add Folders to View

Show Folder Columns

Make Public

Folder

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Pop-Up List

Quick Notes

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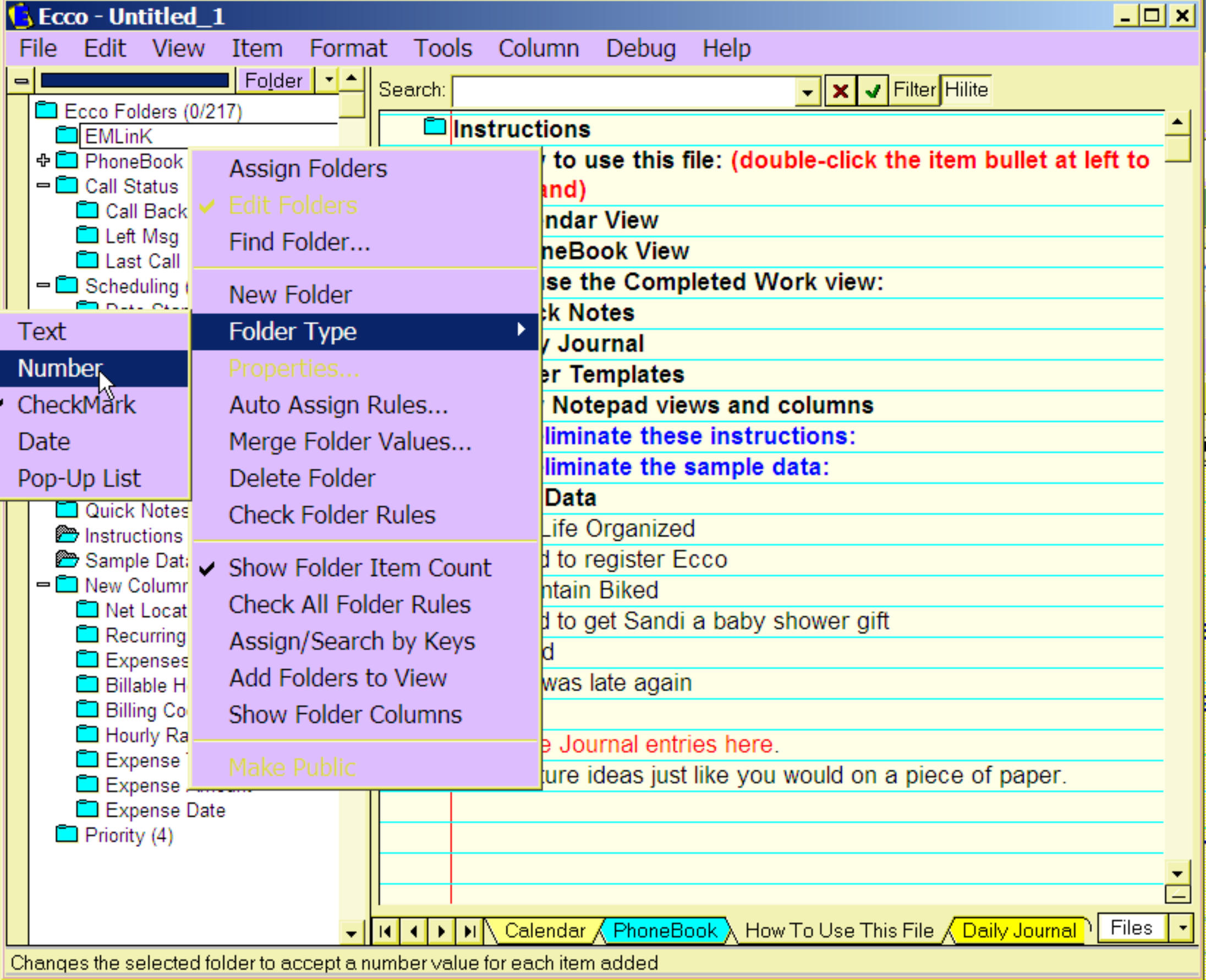
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- Assign Folders
- ✓ Edit Folders
- Find Folder...
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- Folder Type
- Properties...
- Auto Assign Rules...
- Merge Folder Values...
- Delete Folder
- Check Folder Rules
- ✓ Show Folder Item Count
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### Number Properties



Treat As Item Link Folder

OK

Format: General



Cancel

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Calendar PhoneBook How To Use This File Daily Journal Files

Select and edit folder names 4/28/10 7:02 PM

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      - Billing Code
      - Hourly Rate
      - Expense Type
      - Expense Amount
      - Expense Date
    - Priority (4)

Search: Filter Hilite EMLink

Instructions	
How to use this file: (bullet at left to expand)	<input checked="" type="checkbox"/> Show Columns Alt+Z
Calendar View	Insert Column
PhoneBook View	Remove Column
To use the Complete	Merge Column Values...
Quick Notes	Properties...
Daily Journal	Heading...
Other Templates	Format
New Notepad views a	Alignment
To eliminate these ins	Width...
To eliminate the samp	Max Height
Sample Data	Persistent Sort
Get Life Organized	Move Column...
Need to register Ecco	Show Home Folder
Mountain Biked	Make Public
Need to get Sandi a ba	
Biked	
Lee was late again	
Ran	
Make Journal entries here.	
Capture ideas just like you would on a piece of paper.	

Folder

Search:  Filter Hilite EMLinK

**Ecco Folders (0/217)**

- EMLinK #
- PhoneBook (8/55)
  - Call Status
    - Call Back
    - Left Msg
    - Last Call
  - Scheduling (0/121)
    - Date Stamp (113) \*
    - Daily Journal (8)
  - Appointments
  - Done (1)
  - Start Dates
  - Due Dates
  - To-Do's (4)
  - Search Results
  - Quick Notes (1)
  - Instructions (10)
  - Sample Data (9)
  - New Columns (0/4)
    - Net Location (4) \*
    - Recurring Note Dates
    - Expenses Due
    - Billable Hours
    - Billing Code
    - Hourly Rate
    - Expense Type
    - Expense Amount
    - Expense Date
    - Priority (4)

**Instructions**

- How to use this file: (bullet at left to expand)
- Calendar View
- PhoneBook View
- To use the Complete
- Quick Notes
- Daily Journal
- Other Templates
- New Notepad views a
- To eliminate these ins
- To eliminate the samp

**Sample Data**

- Get Life Organized
- Need to register Ecco
- Mountain Biked
- Need to get Sandi a ba
- Biked
- Lee was late again
- Ran
- Make Journal entries here.
- Capture ideas just like you would on a piece of paper.

Show Columns Alt+Z  
 Insert Column ▶  
 Remove Column  
 Merge Column Values...  
**Properties...**  
 Heading...  
 Format ▶  
 Alignment ▶  
 Width...  
 Max Height ▶  
 Persistent Sort ▶  
 Move Column...  
 Show Home Folder  
 Make Public

Calendar PhoneBook How To Use This File Daily Journal Files

Folder

Search:



Filter

Hilite



EMLinK



Ecco Folders (0/217)

EMLinK #

+ PhoneBook (8/55)

- Call Status

Call Back

Left Msg

Last Call

- Scheduling (0/121)

Date Stamp (113) \*

Daily Journal (8)

Appointments

Done (1)

Start Dates

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Instructions (10)

Sample Data (9)

- New Columns (0/4)

Net Location (4) \*

Recurring Note Date

Expenses Due

Billable Hours

Billing Code

Hourly Rate

Expense Type

Expense Amount

Expense Date

ItemID

Priority (4)

## Instructions

- How to use this file: (double-click the item bullet at left to expand)

- Calendar View

- PhoneBook View

## Column Properties: Number Folder



Format: General

OK

Alignment: Right

Cancel

Caption: EMLinK

Width...

 Word wrap

For each Item, cell displays:

- Item's "EMLinK" numeric value
- Sub Folders of "EMLinK" that contain Item
- Linked item text/folder of the column

Selection Base Folder:

Cell Display Folder:

Item Text

 Include this column in new notepads by default

- Make Journal entries here.

- Capture ideas just like you would on a piece of paper.

Calendar

PhoneBook

How To Use This File

Daily Journal

Files

Folder

Search: [ ] Filter Hilite EMLinK

Instructions

- How to use this file: (double-click the item bullet at left to expand)
- Calendar View
- PhoneBook View

**Column Properties: Number Folder** [?] [X]

Format: General

Alignment: Right

Caption: EMLinK

Word wrap

For each Item, cell displays:

Item's "EMLinK" numeric value

Sub Folders of "EMLinK" that contain Item

Linked item text/folder of the column

Selection Base Folder: [ ] Cell Display Folder: Item Text

Include this column in new notepads by default

OK

Cancel

Width...

• Make Journal entries here.

• Capture ideas just like you would on a piece of paper.

Calendar PhoneBook How To Use This File Daily Journal Files

4/28/10 7:02 PM



Folder

- Ecco Folders (0/217)
  - EMLink #
  - PhoneBook (8/55)
    - Call Status
      - Call Back
      - Left Msg
      - Last Call
    - Scheduling (0/121)
      - Date Stamp (113) \*
      - Daily Journal (8)
    - Appointments
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    - Search Results
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      - Expenses Due
      - Billable Hours
      - Billing Code
      - Hourly Rate
      - Expense Type
      - Expense Amount
      - Expense Date
      - ItemID
      - Priority (4)

Search: [ ] Filter Hilite

EMLink

- Instructions
  - How to use this file: (double-click the item bullet at left to expand)
  - Calendar View
  - PhoneBook View

**Column Properties: Number Folder** [?] [X]

Format: General [v] OK

Alignment: Right [v] Cancel

Caption: EMLink Width...

Word wrap

For each Item, cell displays:

- Item's "EMLink" numeric value
- Sub Folders of "EMLink" that contain Item
- Linked item text/folder of the column

Selection Base Folder: [ ] Cell Display Folder: Item Text [v]

stepads by default

- EMLink (num)
- PhoneBook (check) [mouse cursor]
- Mr./Ms.
- Job Title
- Company
- Address 1 - Business
- Address 2 - Business
- City - Business
- State - Business
- Zip - Business
- Country - Business
- Work #
- Home #

Journal entries here.

ideas just like you would on a piece of

Folder

Search:



Filter

Hilite



EMLinK



Ecco Folders (0/217)

EMLinK #

+ PhoneBook (8/55)

- Call Status

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- Calendar View

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Format: General

OK

Alignment: Right

Cancel

Caption: EMLinK

Width...

 Word wrap

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Selection Base Folder:

Cell Display Folder:

PhoneBook (check)

Item Text

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Calendar

PhoneBook

How To Use This File

Daily Journal

Files



Folder

Search: Filter Hilite EMLinK

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Calendar PhoneBook How To Use This File Daily Journal Files

4/28/10 7:03 PM

Folder

Search:



Filter

Hilite

EMLinK

- [-] Ecco Folders (0/217)
  - [-] EMLinK #
  - + [-] PhoneBook (8/55)
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      - [-] Call Back
      - [-] Left Msg
      - [-] Last Call
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    - [-] Done (1)
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    - [-] To-Do's (4)
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      - [-] Net Location (4) \*
      - [-] Recurring Note Date
      - [-] Expenses Due
      - [-] Billable Hours
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Calendar

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How To Use This File

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Ecco Folders (0/217)

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- PhoneBook View

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Format: General

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Alignment: Center

Cancel

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PhoneBook (check)

Item Text

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Calendar

PhoneBook

How To Use This File

Daily Journal

Files

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Instructions

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- Calendar View
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**Column Properties: Number Folder** ? ×

Format: General

Alignment: Center

Caption: Contact

Word wrap

For each Item, cell displays:

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- Linked item text/folder of the column

Selection Base Folder: PhoneBook (check)

Cell Display Folder: Item Text

Include this column in new notepads by default

OK

Cancel

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Make Journal entries here.

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Calendar PhoneBook How To Use This File Daily Journal Files

4/28/10 7:03 PM

Folder

Search:



Filter

Hilite

EMLinK

Ecco Folders (0/217)

EMLinK #

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Calendar

PhoneBook

How To Use This File

Daily Journal

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Calendar

PhoneBook

How To Use This File

Daily Journal

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Search:



Filter

Hilite



Contact



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## Instructions

- How to use this file: (double-click the item bullet at left to expand)
- Calendar View
- PhoneBook View
- To use the Completed Work view:
- Quick Notes
- Daily Journal
- Other Templates
- New Notepad views and columns
- To eliminate these instructions:
- To eliminate the sample data:

## Sample Data

- Get Life Organized
- Need to register Ecco
- Mountain Biked
- Need to get Sandi a baby shower gift
- Biked
- Lee was late again
- Ran
- [Make Journal entries here.](#)
- Capture ideas just like you would on a piece of paper.



Calendar

PhoneBook

How To Use This File

Daily Journal

Files





Search:

Filter Hilite

Contact

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Filter Hilite

Contact

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Search:




Filter

Hilite

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Filter Hilite

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## Sample Data

- Get Life Organized
  - Buy Ecco!
- Need to register Ecco
- Mountain Biked
- Need to get Sandi a baby shower gift
- Biked
- Lee was late again
- Ran
- Make Journal entries here.
- Capture ideas just like you would on a piece of paper.

EMLinK?

Search:

Filter Hilite

Contact

## Instructions

- How to use this file: (double-click the item bullet at left to expand)
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EMLinK?

Search:

✕ ✓ Filter Hilite

Contact

## Instructions

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## Sample Data

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- Need to register Ecco
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- Make Journal entries here.
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- ECCO Magic
- ECCO Sales
- ECCO Technical Support - E
- ECCO Technical Support - W
- ECCO Tools
- ECCO Wiki
- NetManage, Inc.
- Yahoo! Ecco\_Pro Forum

Search:

Filter Hilite

Contact

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ECCO Magic  
ECCO Sales  
ECCO Technical Support - E  
ECCO Technical Support - W  
ECCO Tools  
ECCO Wiki  
NetManage, Inc.  
Yahoo! Ecco\_Pro Forum



Search:

[X] [✓] Filter Hilite

Contact [▶]

**Instructions**

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**Sample Data**

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ECCO Sales



Search:

✕ ✓ Filter Hilite

Contact

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## Sample Data

- Get Life Organized
  - Buy Ecco!
- 
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ECCO Sales

EMLinK?

Search:






Contact

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- Other Templates
- New Notepad views and columns
- To eliminate these instructions:
- To eliminate the sample data:

## Sample Data

- Get Life Organized
  - Buy Ecco!
- Buy cool stuff & download cool free stuff for ecco !
- Need to register Ecco
- Mountain Biked
- Need to get Sandi a baby shower gift
- Biked
- Lee was late again
- Ran
- Make Journal entries here.
- Capture ideas just like you would on a piece of paper.

ECCO Sales

EMLinK?

Search: [ ] [X] [✓] Filter Hilite

Contact [ ] [ ] [ ]

Instructions

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- Calendar View
- PhoneBook View
- To use the Completed Work view:
- Quick Notes
- Daily Journal
- Other Templates
- New Notepad views and columns
- To eliminate these instructions:
- To eliminate the sample data:

Sample Data

- Get Life Organized
  - Buy Ecco!
- Buy cool stuff & download cool free stuff for ecco !
- Need to register Ecco
- Mountain Biked
- Need to get Sandi a baby shower gift
- Biked
- Lee was late again
- Ran
- Make Journal entries here.
- Capture ideas just like you would on a piece of paper.

ECCO Sales  
EMLinK?



Search:    Filter Hilite

Contact

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ECCO Sales

  ESC  
 ECCO Magic  
 ECCO Sales  
 ECCO Technical Support - E  
 ECCO Technical Support - W  
 ECCO Tools  
 ECCO Wiki  
 NetManage, Inc.  
 Yahoo! Ecco\_Pro Forum

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ECCO Sales

ECCO Magic

Calendar

PhoneBook

How To Use This File

Daily Journal

Quick Notes

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ECCO Sales  
ECCO Magic

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ECCO Sales  
ECCO Magic

EMLink?





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ECCO Sales  
ECCO Magic

ECCO Magic  
ECCO Sales  
ECCO Technical Support - E  
ECCO Technical Support - W  
ECCO Tools  
ECCO Wiki  
NetManage, Inc.  
Yahoo! Ecco\_Pro Forum

Search:

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ECCO Sales  
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Calendar

PhoneBook

How To Use This File

Daily Journal

Quick Notes


Completed Work

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- Get MV ! EMLinK?
- Get Life Organized
  - Buy Ecco! ECCO Sales
  - Buy cool stuff & download cool free stuff for ecco ! ECCO Magic
- Need to register Ecco
- Mountain Biked Yahoo! Ecco\_Pro Forum
- Need to get Sandi a baby shower gift
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- ECCO Magic
- ECCO Sales
- ECCO Technical Support - E
- ECCO Technical Support - W
- ECCO Tools
- ECCO Wiki
- NetManage, Inc.
- Yahoo! Ecco\_Pro Forum

Search:

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Contact

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- Quick Notes
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- Other Templates
- New Notepad views and columns
- To eliminate these instructions:
- To eliminate the sample data:

## Sample Data

- |  |                       |
|--|-----------------------|
| • Get MV !   | ECCO Magic            |
| • Get Life Organized                                     |                       |
| • Buy Ecco!  | ECCO Sales            |
| • Buy cool stuff & download cool free stuff for ecco !   | ECCO Magic            |
| • Need to register Ecco                                  |                       |
| • Mountain Biked   | Yahoo! Ecco_Pro Forum |
| • Need to get Sandi a baby shower gift                   |                       |
| • Biked  |                       |
| • Lee was late again                                     |                       |
| • Ran  |                       |
| • Make Journal entries here.                             |                       |
| • Capture ideas just like you would on a piece of paper. |                       |

Calendar

PhoneBook

How To Use This File

Daily Journal

Quick Notes

Completed Work

Files

Search:  Filter Hilite

Contact

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Now we jump to the PhoneBook entry of this Contact...

ECCO Magic

ECCO Sales

ECCO Magic

Yahoo! Ecco\_Pro Forum

	Srch	Nx	Call Status	Type
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Z				

Now we pull ALL the tasks linked to this Contact...

New Name... Query...

**ECCO Magic** EccoMagic.com

Name (Last, Fir... **ECCO Magic**

Mr./Ms.

Job Title

Company **EccoMagic.com**

Work #

Home #

Cell #

Fax #

Alt #

E-Mail **support@eccomagic.com**

Address 1 - Bu...

Address 2 - Bu...

City - Business

State - Business

Zip - Business

Country - Busin...

Address 1 - Ho...

Address 2 - Ho...

City - Home

State - Home

Zip - Home



A  
B  
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V  
W  
X  
Y  
Z

	Srch	Nx	Call Status	Type
			<i>Call Status?</i>	<i>Type?</i>

New Name... Query...

**Buy cool stuff & download cool free stuff for**

Name (Last, Fir...	<b>Buy cool stuff &amp; download cool free stuff for ecco !</b>
Mr./Ms.	
Job Title	
Company	
Work #	
Home #	
Cell #	
Fax #	
Alt #	
E-Mail	
Address 1 - Bu...	
Address 2 - Bu...	
City - Business	
State - Business	
Zip - Business	
Country - Busin...	
Address 1 - Ho...	
Address 2 - Ho...	
City - Home	
State - Home	
Zip - Home	

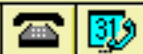
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Y  
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Srch Nx

Call Status Type

New Name...

Query...



Get MV !	
• very cool	Call Status? Type?
• Buy cool stuff & download cool free stuff for ecco!	

We can edit as usual, and then we'll flip back to the contact this action item is linked to...

Get MV !	
Name (Last, Fir...)	Get MV !
Mr./Ms.	
Job Title	
Company	
Work #	
Home #	
Cell #	
Fax #	
Alt #	
E-Mail	
Address 1 - Bu...	
Address 2 - Bu...	
City - Business	
State - Business	
Zip - Business	
Country - Busin...	
Address 1 - Ho...	
Address 2 - Ho...	
City - Home	
State - Home	
Zip - Home	
Country - Home	

	Srch	Nx	Call Status	Type
A				
B				
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X				
Y				
Z				

New Name... Query... [Phone Icon] [Refresh Icon]

ECCO Magic		EccoMagic.com
Name (Last, Fir...)	ECCO Magic	
Mr./Ms.		
Job Title		
Company	EccoMagic.com	
Work #		
Home #		
Cell #		
Fax #		
Alt #		
E-Mail	support@eccomagic.com	
Address 1 - Bu...		
Address 2 - Bu...		
City - Business		
State - Business		
Zip - Business		
Country - Busin...		
Address 1 - Ho...		
Address 2 - Ho...		
City - Home		
State - Home		
Zip - Home		
Country - Home		

		Srch	Nx	Call Status	Type
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Y					
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New Name... Query...

Buy cool stuff & download cool free stuff for	
Name (Last, Fir...)	<b>Buy cool stuff &amp; download cool free stuff for ecco !</b>
Mr./Ms.	
Job Title	
Company	
Work #	
Home #	
Cell #	
Fax #	
Alt #	
E-Mail	
Address 1 - Bu...	
Address 2 - Bu...	
City - Business	
State - Business	
Zip - Business	
Country - Busin...	
Address 1 - Ho...	
Address 2 - Ho...	
City - Home	
State - Home	
Zip - Home	

	Srch	Nx	Call Status	Type
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New Name... Query... [Phone Icon] [Refresh Icon]

**ECCO Magic** EccoMagic.com

Name (Last, Fir... **ECCO Magic**

Mr./Ms.

Job Title

Company **EccoMagic.com**

Work #

Home #

Cell #

Fax #

Alt #

E-Mail **support@eccomagic.com**

Address 1 - Bu...

Address 2 - Bu...

City - Business

State - Business

Zip - Business

Country - Busin...

Address 1 - Ho...

Address 2 - Ho...

City - Home

State - Home

Zip - Home

Search:

✕ ✓ Filter Hilite

Contact

## Instructions

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- Calendar View
- PhoneBook View
- To use the Completed Work view:
- Quick Notes
- Daily Journal
- Other Templates
- New Notepad views and columns
- To eliminate these instructions:
- To eliminate the sample data:

## Sample Data

- Get MV !
  - very cool!
- Get Life Organized
  - Buy Ecco!
- Buy cool stuff & download cool free stuff for ecco !
- Need to register Ecco
- Mountain Biked
- Need to get Sandi a baby shower gift
- Biked
- Lee was late again
- Ran
- Make Journal entries here.
- Capture ideas just like you would on a piece of paper

ECCO Magic

ECCO Sales

ECCO Magic

Yahoo! Ecco\_Pro Forum

Calendar

PhoneBook

How To Use This File

Daily Journal

Quick Notes

Completed Work

Files



Instructions

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- Quick Notes
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- Other Temp
- New Notepa
- To eliminate
- To eliminate

Now let's try to pull the linked contact(s) as a context view...

Sample Data

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ECCO Magic


ECCO Sales  
ECCO Magic

Yahoo! Ecco\_Pro Forum

Search:    Filter  Contact

Search:    Filter

<div style="border: 1px solid black; padding: 2px;">  <b>Instructions</b> </div>		
<ul style="list-style-type: none"> <li>• How to use this file: (double-click the item bullet on the left to expand)</li> <li>• Calendar View</li> <li>• PhoneBook View</li> <li>• To use the Completed Work view:</li> <li>• Quick Notes</li> <li>• Daily Journal</li> <li>• Other Templates</li> <li>• New Notepad views and columns</li> <li>• To eliminate these instructions:</li> <li>• To eliminate the sample data:</li> </ul>		
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<div style="border: 1px solid black; padding: 2px;">  Context'em                 </div>		
<ol style="list-style-type: none"> <li>1. • NetManage, Inc.  <ol style="list-style-type: none"> <li>1. • ECCO Sales</li> </ol> </li> </ol>		



Search:    Filter  Contact

<ul style="list-style-type: none"> <li>• How to use this file: (double-click the item bullet on left to expand)</li> <li>• Calendar View</li> <li>• PhoneBook View</li> <li>• To use the Completed Work view:</li> <li>• Quick Notes</li> <li>• Daily Journal</li> <li>• Other Template</li> <li>• New Notepad views and columns</li> <li>• To eliminate these instructions:</li> <li>• To eliminate the sample data:</li> </ul>	
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Search:    Filter  Hilite

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Search: [ ] Filter Contact

• Daily Journal	
• Other Template	
• New Notepad views and columns	
• To eliminate these instructions:	
• To eliminate the sample data:	
Sample Data	
• Get MV !	ECCO Magic
• very cool!	
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• Buy Ecco!	ECCO Sales
• Buy cool stuff & download cool fr stuff for ecco !	ECCO Magic
• Need to register Ecco	
• Mountain Biked	Yahoo! Ecco_Pro Foru
• Need to get Sand a baby shower g	
• Biked	
• Lee was late aga	
• Ran	

Search: [ ] Filter Hilite

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Search:

Context'em
1. • Yahoo! Ecco_Pro Forum
2. • ECCO Magic
3. • NetManage, Inc.
1. • ECCO Sales

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Mounte	Srch	Nx	Call Status	Type
•			ECCO Magic	Business
■			ECCO Sales	Business
•			Yahoo! Ecco_Pro Forum	Personal

New Name... Query...

**Yahoo! Ecco\_Pro Forum**

Name (Last, Fir...)	Yahoo! Ecco_Pro Forum
Mr./Ms.	
Job Title	
Company	
Work #	
Home #	
Cell #	
Fax #	
Alt #	
E-Mail	
Address 1 - Bu...	
Address 2 - Bu...	
City - Business	
State - Business	
Zip - Business	
Country - Busin...	
Address 1 - Ho...	
Address 2 - Ho...	
City - Home	
State - Home	
Zip - Home	
Country - Home	