

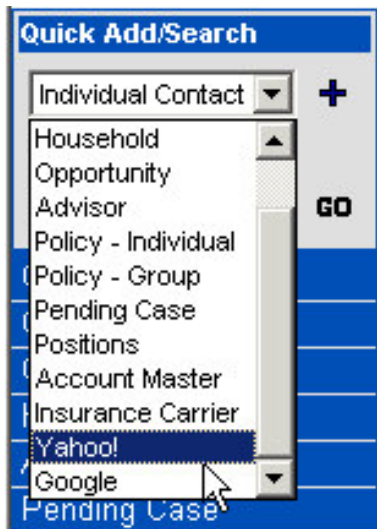
Fast•Class File

SmartOffice

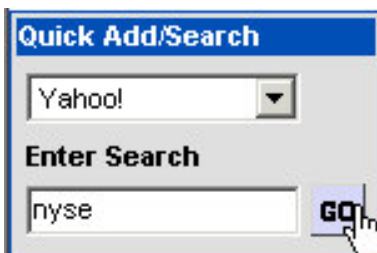
Volume Six: Useful Internet Tools

To perform a Yahoo! search in SmartOffice –

- Click on the drop-down arrow in the **Quick Add Search** drop-down field.
- Select Yahoo! from the list of options in the drop-down.



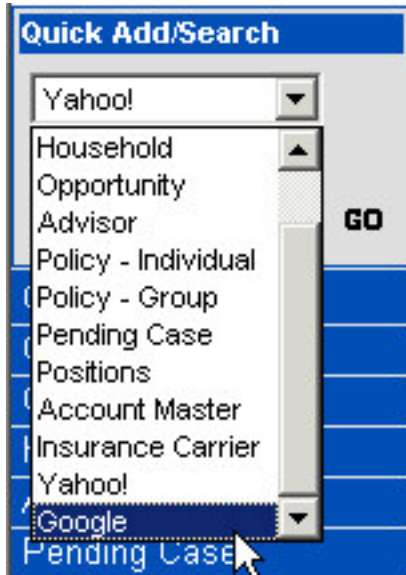
- Type the criteria for your Yahoo! search in the **Enter Search** field.



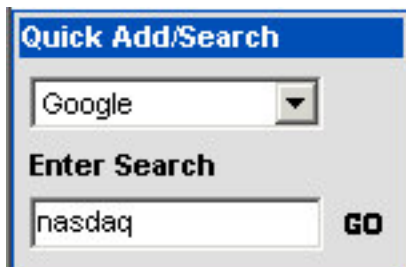
- Click on the **Go** button or tap the **Enter** key on your keyboard to execute the search.
- A new **Internet Explorer** window will open to display the results of your search.
- When you have finished gathering the information you need, close or minimize the new explorer window to return to work in SmartOffice.

To perform a Google search in SmartOffice –

- Click on the drop-down arrow in the **Quick Add Search** drop-down field.
- Select Google from the list of options in the drop-down.







- Type the criteria for your Google search in the **Enter Search** field.



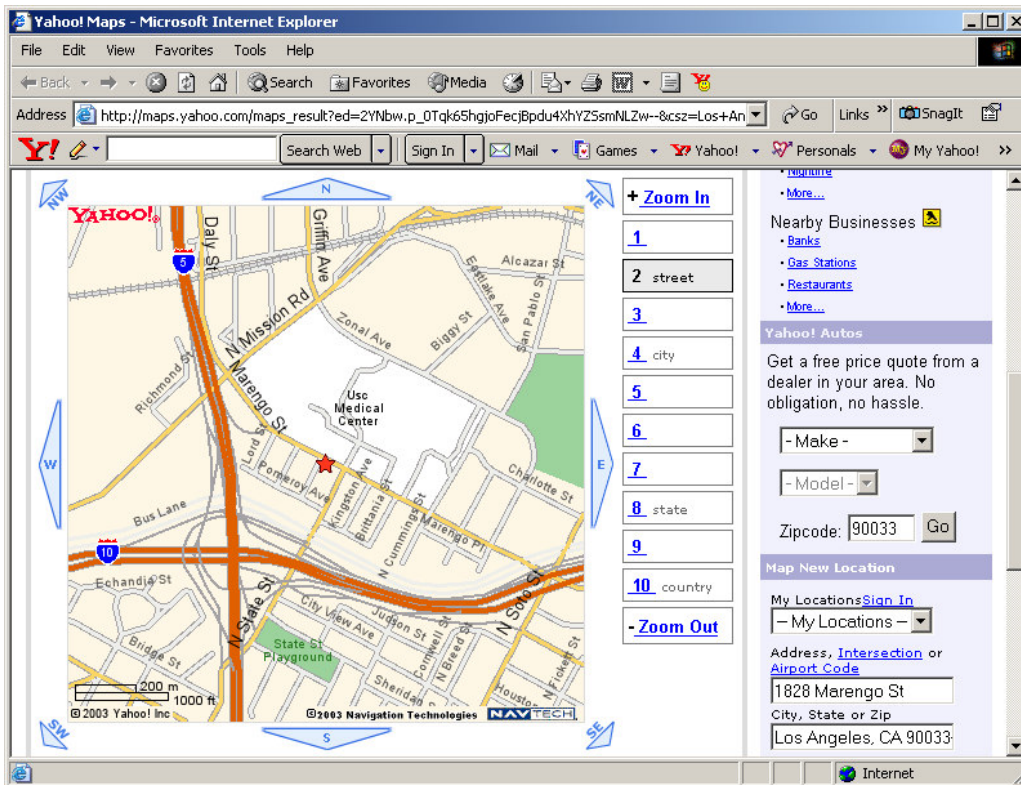
- Click on the **Go** button or tap the **Enter** key on your keyboard to execute the search.
- A new **Internet Explorer** window will open to display the results of your search.
- When you have finished gathering the information you need, close or minimize the new explorer window to return to work in SmartOffice.

To display a Yahoo! Map for an address entered in SmartOffice –

- In the **Address** section on the **Personal** tab of a **Contact** record, click on the **Globe** icon in the **Map** column.

Addresses			
Type	Street	City	Map
<input type="checkbox"/> Business	1828 Marengo Street	Los Angeles	
<input type="checkbox"/> Vacation	24530 Indian Hill Lane	West Hills	
<input type="checkbox"/> Business	144 Wilshire Blvd., Suite 250	Los Angeles	
<input type="checkbox"/> Residence	488 S. Oakland Avenue	Pasadena	

- A new **Internet Explorer** window will open displaying a Yahoo! Map for the address entered in SmartOffice.



- Use the tools in Yahoo! Maps to print or e-mail a copy of the map or print driving directions for the specified location.
- When you have finished using Yahoo! Maps, close or minimize the new explorer window to return to work in SmartOffice.