

## Prioritize Plus



Pocket Guide

### Add Contact to Phonebook

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Add New].
- Step 2** Select [Name], then click [Add New].
- Step 3** Complete the details and click [Add].

### Add Buddy

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Add New].
- Step 2** Tick [B] the desired contact and then click [Add New].



### Make a Call

- Step 1** Enter the tel. no. in the Dial [ ] box.
- Step 2** Click [Call].

### Make a Call via Phonebook/Buddy List

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Phonebook].
- Step 2** Click a name in the Phonebook/Buddy List for the Phonebook record, select the tel. no. from the pull-down menu first.

Pick up your handset when it rings and let connected.

### Make a Conference Call

- Step 1** Enter the tel. no. in the Dial [ ] box and press [Add] on your keyboard, or click the [Add] to the name from the Phonebook/Buddy list to add the telephone no./ the name into the call list.
- Step 2** Click [Call] to initiate the conference call.

### Listen to Voicemail

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Voicemail].
- Step 2** Click [Listen] under Subject to listen your chosen Voicemail.



### Personal Fax

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Personal Fax].
- Step 2** Enter the fax no. [ ] in the input box or select fax no. from [Select Number], then click [Add].
- Step 3** Click [Send] to upload your file and then click [Send].

### Webmail

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Webmail].
- Step 2** Click the sender name to view the new message or click [New] to write a new message.

## 優先自選通訊服務



使用指南

### 在電話簿內新增聯絡人

- 步驟一** 請在「優先自選通訊」工具列中，按下 [▼] 選擇新增聯絡人 [Add New]。
- 步驟二** 選擇 [姓名] 的選項，然後按 [Add New]。
- 步驟三** 輸入聯絡人資料，然後按 [Add]。

### 新增夥伴

- 步驟一** 請在「優先自選通訊」工具列中，按下 [▼] 選擇新增聯絡人 [Add New]。
- 步驟二** 對電話簿夥伴名單中，選擇並按新增之聯絡人，以選擇其通訊方式，按 [Add] 即可新增聯絡人至通訊名單。



### 撥號

- 步驟一** 於號碼 [ ] 內輸入你想撥出的電話號碼。
- 步驟二** 按 [撥電話] 按鈕。

### 以電話簿夥伴名單撥號

- 步驟一** 請在「優先自選通訊」工具列中，按下 [▼] 選擇新增聯絡人 [Add New]。
- 步驟二** 於電話簿夥伴名單中，選擇並按新增之聯絡人，以選擇其通訊方式，按 [Add] 即可新增聯絡人至通訊名單。

當您的電話號碼響起時，請接聽電話。

### 電話會議

- 步驟一** 在號碼 [ ] 內輸入你想撥出的電話號碼，然後按號碼上的 [Add] 或按電話簿夥伴名單中的 [Add] 選擇新增之聯絡人，以選擇其通訊方式，按 [Add] 即可新增聯絡人至通訊名單。
- 步驟二** 按 [撥電話] 按鈕。

### 收發留言信箱

- 步驟一** 請在「優先自選通訊」工具列中，按下 [▼] 選擇新增聯絡人 [Add New]。
- 步驟二** 於號碼下的留言信箱中按 [Add]。



### 私人傳真

- 步驟一** 請在「優先自選通訊」工具列中，按下 [▼] 選擇新增聯絡人 [Add New]。
- 步驟二** 於號碼 [ ] 內輸入你想撥出的電話號碼，然後按 [Add] 即可新增聯絡人至通訊名單。
- 步驟三** 按 [撥電話] 按鈕，然後按 [Add] 即可新增聯絡人至通訊名單。

### 網上電郵

- 步驟一** 請在「優先自選通訊」工具列中，按下 [▼] 選擇新增聯絡人 [Add New]。
- 步驟二** 於號碼下的網上電郵中按 [Add]。

# Pocket Guide Word Template

**Marsha Diamond**



## **Pocket Guide Word Template:**

**Word Pocket Guide** Walter J. Glenn, 2002 Microsoft Word the ubiquitous word processing program we all know and love So rich in features is Word that regardless of your level of expertise there s always more you can master Whether you are a power user help desk staff or anyone who wants to use advanced shortcuts or solve problems you ll want to keep a copy of the Word Pocket Guide nearby Packed with information this compact guide is a useful condensed tool that covers Microsoft Word s keyboard shortcuts user interface commands and tasks This handy little book is easy to use anywhere it s the perfect quick reference for all users who want to complete tasks faster without having to plow through a thousand page tutorial The Word Pocket Guide covers Word 2002 2000 and 97 It includes A brief explanation of how Word works behind the scenes An extensive guide section for common tasks as well as little known solutions Reference tables for keyboard shortcuts regular expressions and common file locations If you re new to Word this book will get you up to speed quickly If you consider yourself an advanced user you ll be surprised and pleased with some of the new Word tricks this book will teach you

Word Pocket Guide Walter Glenn, 2004-04-26 Millions of people use Microsoft Word every day and chances are you re one of them Like most Word users you ve attained a certain level of proficiency enough to get by with a few extra tricks and tips but don t get the opportunity to probe much further into the real power of Word And Word is so rich in features that regardless of your level of expertise there s always more to master If you ve ever wanted a quick answer to a nagging question or had the thought that there must be a better way then this second edition of Word Pocket Guide is just what you need Updated for Word 2003 this compact book covers Microsoft Word s keyboard shortcuts user interface commands and tasks Following an overview of fundamental Word concepts the guide explains how to accomplish specific tasks such as formatting spelling editing printing customizing and more It also provides reference tables so you can quickly zoom in on the information you need like keyboard shortcuts regular expressions and common file locations This handy little book makes a perfect quick reference when you want to complete tasks faster without having to plow through a thousand page tutorial Word Pocket Guide Second Edition is ideal for those making the move to Word 2003 In addition it covers Word 2002 2000 and 97 The book includes A brief explanation of how Word works behind the scenes An extensive guide section for common tasks as well as little known solutions Reference tables for keyboard shortcuts regular expressions and common file locations If you re a Word power user help desk staff or anyone who wants to use advanced shortcuts or solve problems Word Pocket Guide Second Edition is a must have     The Complete Idiot's Pocket Guide to Word for Windows Sherry Kinkoph, 1993 The Complete Idiot s Pocket Guide to Word for Windows distills the most essential information from the original Idiot s Guide and presents it in a handy lightweight guide Organized by task the book provides a fast and easy refresher on how to start the program create and edit a document add a few fancy touches save it print it and get on with your life     **RTF Pocket Guide** Sean M. Burke, 2003-07-22 Rich Text Format or RTF is the internal markup language used by Microsoft Word and understood

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**Mac OS X Panther Pocket Guide** Chuck Toporek, 2004 The Mac OS X Panther Pocket Guide introduces users to the fundamental concepts of using Mac OS X Panther Version 10.3 The book starts out with a Mac OS X Survival Guide which shows Mac users what's changed from Mac OS 9 and also helps Windows and Unix switchers get acclimated to their new OS

**Microsoft Office XP Exam Reference Pocket Guide** Course Technology, Jennifer Campbell, 2002 A great tool to use as a study companion reference guide or to brush up on Microsoft Office skills

**Word Hacks** Andrew Savikas, 2004-11-22 As one of the applications in Microsoft Office Word is the dominant word processing program for both Windows and Mac users Millions of people around the globe use it But many if not most of them barely skim the surface of what is possible with Microsoft Word Seduced by the application's supposed simplicity they settle for just what's obvious even if it doesn't satisfy their wants and needs They may curse the wretched Bullets and Numbering buttons multiple times a day or take hours to change the font size of every heading in a lengthy report yet they're reluctant to dig deeper to take advantage of Word's immense capabilities and limitless customization tools Let Word Hacks be your shovel Let it carve your way into Word and make this most popular and powerful application do precisely what you

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**OS X Mountain Lion Pocket Guide** Chris Seibold,2012-07-25 Get the concise information you need to start using OS X Mountain Lion the latest version of the Mac operating system This handy guide goes right to the heart of the OS with details on system preferences built in applications utilities and other features Once you re familiar with the fundamentals use this book as a resource for problem solving on the fly You get configuration tips lots of step by step instructions guides for troubleshooting and other advice all in an easy to read format Learn what s new including improved iCloud integration and other iPad inspired features Discover how working with multiple devices is easier and more streamlined with Mountain Lion Get a guide to the Finder Dock user accounts and other essentials Use Mountain Lion s system preferences to customize your Mac Take advantage of OS X applications such as FaceTime and Time Machine Manage passwords and secure your data Work more efficiently with a complete list of keyboard shortcuts

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*Interactive Notebooks Word Study, Grade K* Carson Dellosa Education, 2017-03-16 Interactive Notebooks Word Study for kindergarten features engaging activities for standards based concepts such as sight words letter sounds decoding syllables Interactive notebooks allow students to create their own language arts reference that they can use throughout the year Interactive Notebooks Word Study makes it easy for you to reinforce effective note taking by encouraging students to create personalized pages for each word study topic Students will learn organization color coding summarizing and other useful skills while creating portfolios of their individual learning This comprehensive language arts workbook guides you through setting up creating and maintaining interactive notebooks throughout the year The Interactive Notebooks series features workbooks for kindergarten to fifth grade Each 96 page book contains a teacher's guide lesson plans reproducibles for creating notebook pages on a variety of topics and generic

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