

NR_key_name: E54E38DDF6C4246385256419006CAEFA
SendTo: CN=Jeremy Gunn/O=ARRB @ ARRB
CopyTo: R&A;CN=Dave Montague/O=ARRB @ ARRB
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Cathy Rodriguez/O=ARRB
DisplayFromDomain:
DisplayDate: 01/08/1997
DisplayDate_Time: 2:48:27 PM
ComposedDate: 01/08/1997
ComposedDate_Time: 2:47:07 PM
Subject: Quick correct

Body: I just recieved this from Chet. Since you all frequently write your own drafts, do you have any suggestions?
recstat: Admincc: From: Chet Rhodes/ARRBDate: 01/08/97 02:44:44 PMSubject: Quick correctI will soon be adding Memo and letterhead templates to every computer in the office, along with that I would like to provide QUICK CORRECT codes to the staff of the most common items used in letters and memos. the quick correct feature in word perfect will automatically replace one item with another as you type. For example we could have a code called A* that would be replaced with the name of our agency as the person types in that code. I would like to put a set of 15-20 of these codes on every machine and give staff a card with the codes and instructions on how to use the templates.If you could provide me with a list of common names or items that are type in, I will create the codes and add them to the office wide system. I will follow-up with some training once we get this place over the next week or so.Thanks in advance.
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: