Monday, April 10, 1995

**Chip Rose**

**Bright Idea**

**American Division**

**1320 Tower Road**

**Schaumburg, Illinois 60173**

Dear Chip,

Many thanks to you and your associates for the hospitality extended to my team and me while we traveled in France last month. Enclosed is the informatoin you requested about Microsoft Word that can help you write more efficiently and effectively.

You can use a Word command to insert the current date instantaneously and easily. First, click to position the insertion point where you want the date. Then, from the Insert menu, choose Date and Time. Select the date that's written the way you like, and then choose the OK button. Word inserts today's date, as set on your computer. Notice that the Date and Time feature allows me to select the European convention of placing the day before the month.

How many times have you typed “Sincerely,” three or four blank lines, and your name and title at the end of a letter? Well, you can store text that you repeatedly as an AutoText entry, so you never have to type it again. The next time you type text that you know you will use again, select the text and, from the Edit menu, choose AutoText. Type a short name to identify the selected text. You could name the closing of a letter “closing,” for example. At the end of your next letter, simply type “closing” and press the F3 key. Word inserts “Sincerely,” along with any blank lines you included in the selection, and your name and title. You can store any text or graphics that you extensively use. For example, you may want to store a standard opening or closing paragraph, or your company logo.

These features makes letter writing faster and easier for me. AutoText in particular is a excellent time saver. In addition, I use AutoCorrect not only to fix common typos I make all the time, but also as an expeditious way to insert stored text. I hope these suggestions have a significant affect on your letter writing!

Sincerely,

Chris Hamilton

West Coast Sales