

HELP FILE

Welcome to the WordPerfect 5.1 version of the 1993 Environmental Products and Services Directory. There is no complicated software to learn or additional hardware to purchase; You already have the capability to make this software work for you.

This Help File is divided into seven sections:

1. Common Questions
2. General Overview
3. Searching - Detailed instructions
4. Sorting - Detailed instructions
5. Moving - Detailed instructions
6. Printing - Detailed instructions
7. Glossary

Recommendation: Make a copy of these two diskettes to use as a working copy and keep the original disks as back-ups!!!

- Hints:**
1. When following computer instructions to press a key, be careful to not hold your finger on the key for too long.
 2. If at any stage in the computer instructions you feel you have done something wrong, just press **F1** to cancel what you were doing and begin again.