

## **Word Perfect 9 Address Book Save**

1. Open Word Perfect. Click TOOLS...click ADDRESS BOOK. The Address book opens.
2. Click to select the particular Address Book which you wish to save to a floppy disk.
3. Click File on the Address Book screen. And select EXPORT.
4. An EXPORT document screen pops up and there is a SAVE IN box. Click the down arrow in this box and select Floppy disk. You may have to scroll to find it. The name of the address book will already appear in the FILE NAME box. After you've got FLOPPY A in the top SAVE IN box, just click SAVE that is beside the FILE NAME box. The book will be saved to the floppy disk.

### **Import Addresses from Floppy back into WP**

1. Open Word Perfect. Click Tools...click Address Book. The address book will open.
2. Click to select the particular Address Book file on the Floppy A: that you want to import into WP.
3. Click File on the Address Book Screen and select Import.
4. An Import/Export document screen pops up and there is a SAVE IN box. Click the Word Perfect Address book.
5. With Word Perfect address book in the top box, click SAVE and the book from the floppy should be imported right into Word Perfect.

### **WORD PERFECT**

Make a copy of your WP address book:

1. Click the address book you want to save.
2. Click Book Save As.
3. Select A:\ if you're saving to a floppy disk or the folder if saving it to a folder on your hard drive.
4. Type a new name for the book, then click OK.

Saving an address book with a different name makes a copy of the current book.

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