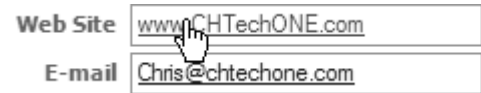


**Web Info**

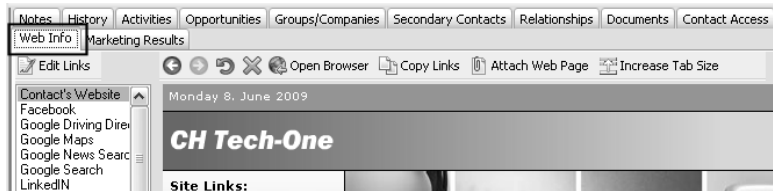
The Internet is an integral part of most of our business lives. In an age where information is key, accessing more information about our clients and prospects could make the difference between being awarded the next deal and missing out because we didn't realize that the company offices had moved since we last spoke with them.

As a very basic method of fact finding, if the Contact has a URL entered in their **Web Site** field, when your mouse pointer moves over the field, it displays as a hand and the link changes color. If you click the address, the Web site opens in your default Internet browser window.




**Web Info Tab**

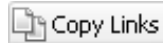
But wait, there's more. You don't even have to leave ACT! to view the contact's web site. There are several options for doing Internet research on your contacts inside the Web Info tab.




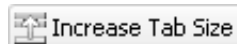
**Procedure: To use the Web Info tab**


1. Look up the Contact you wish to research.
2. Click the desired research link at the left. (See a description of the options next.)
3. If you'd like to open the current web site in its own window, click the **Open Browser** icon.
 

	Opens the current URL into your default Internet browser window.
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4. Click the **Copy Links** icon to paste the current URL into a document or e-mail
 

	Since you can't see an Address bar, this is a handy way to access the current web link.
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4. To take a snapshot of the current Web site, click the **Attach Web Page** icon.
 

	This option attaches a static view of any web page that you think might change over time to the History tab.
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5. Click the **Increase Tab Size** icon on the tab's toolbar to maximize the tab.
 

	To return the tab to its regular half-size, click the <b>Decrease Tab Size</b> icon.
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 You can used **Edit Links** to add URLs which use database fields.