

# ACT! 2010

## Administrator Guide

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**USING THIS GUIDE**

The following formatting and terms are used in this manual:

- ***Bold Italicized Arial 10 point*** text is used to describe Menu Command navigation
- Button click will initiate an action
- Icon click will initiate an action

**Mouse Actions**

The following terms will be used to describe mouse actions:

- Click
- Double-click
- Right-click
- Click and hold
- Click and drag