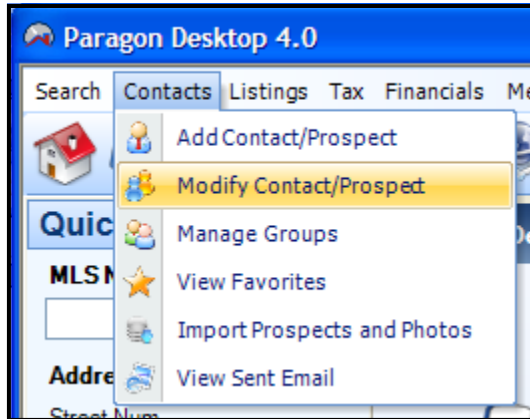


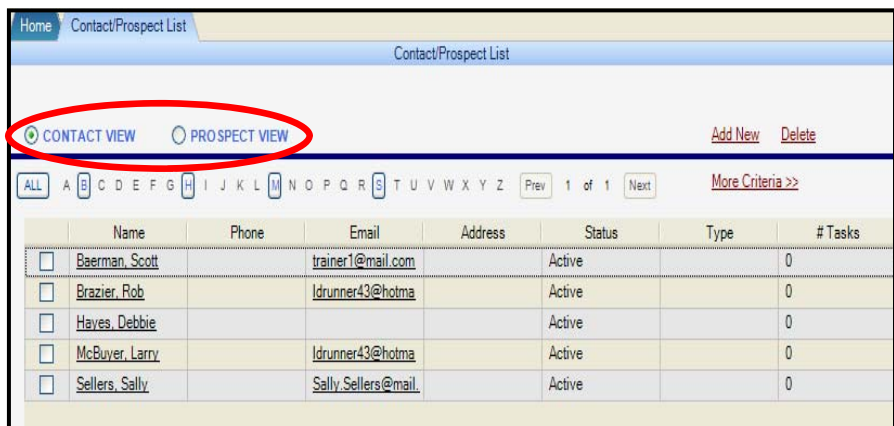
## View / Modify Contacts

### Quick Start Guide Paragon Desktop 4.0

To View or to Manage your Contacts, click on Contacts and then click on Modify Contact/Prospect.



A lined column spreadsheet of your Prospects will appear in alphabetical order by last name. An alpha bar search tool will be available to help you quickly navigate to the person you might be trying to find. From this view you can add or delete contacts. You can switch from Prospect view to Contact view by clicking Option Button.



Clicking on the name brings up the Modify Contact window, Clicking on the clients email address brings up a compose email window.

When Modifying a Contact remember to save your changes.

**Synchronize** often to send your info to Paragon 4.

