

Quick Start Guide To:

The Swiftpage for ACT! Snapshot Tool: The Who Is Window

The Who Is window in Snapshot allows you to perform a number of online searches across multiple search engines, to learn about who your contact is, what they look like and who else may talking about them. You can save images, text and links to have as a future reference. To access the Who Is window in ACT!, first click on the Snapshot tab in the Contacts view in ACT!. Then, click on the Who Is tab, and the Who Is features will be shown:

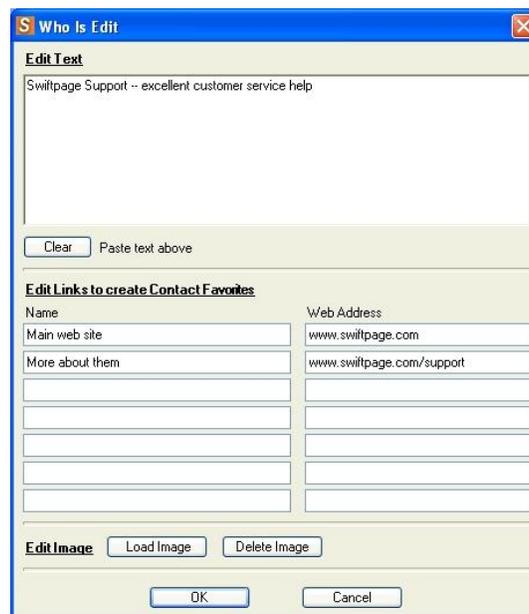
Image view:

Links view:

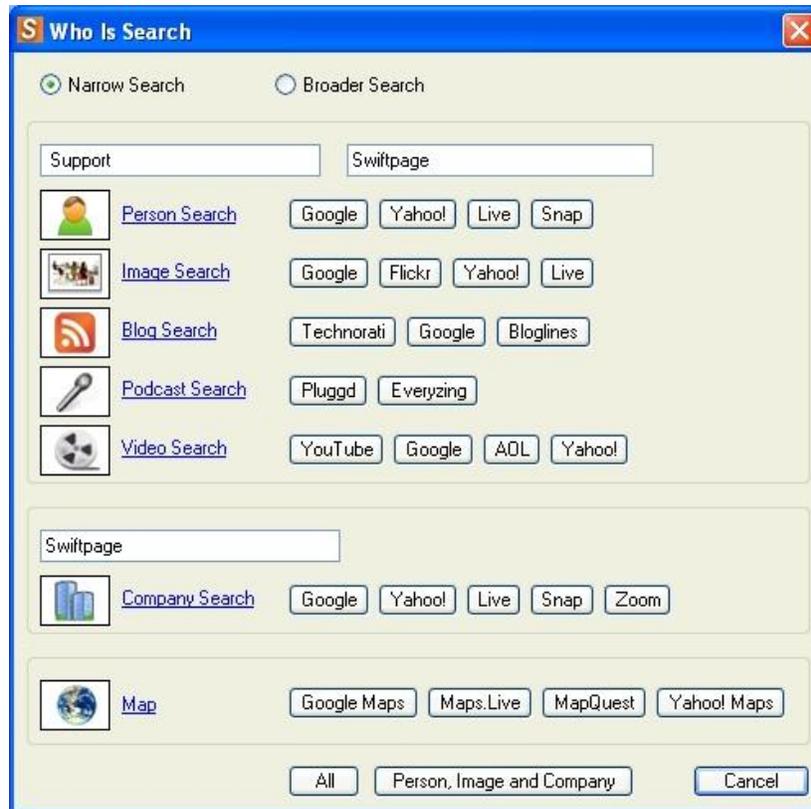
Text view:



- The Image button shows you the image associated with this contact. The Links button shows you any links associated with the contact. The text button shows you any text you may want to insert about the contact.
- To edit the Image, Links or Text, simply click on the blue Edit button. The following window will appear, which allows you to insert text, create links and upload an image related to your contact:



- The Search button allows you to create an Internet search based on your contact's name and/or company details (including address). Clicking on the Search button will display this screen:



Simply choose the search criteria you want and a browser window (or windows) will be launched, giving you the information requested. The “Person, Image and Company” button opens three separate browsers, one of which performs a search for the person’s name, the second of which searches for an image based on the person’s name, and the third of which performs a search based on the company name.