

## WordPerfect: How to Open a closed or missing address book in WordPerfect

• WordPerfect Office Suite

This article applies to WordPerfect X3 onward.

Sometimes after a reinstall a WordPerfect address book may not automatically re-open. In this case, you'll need to open it. Here's how:

- 1. Open WordPerfect
- 2. Click Tools, Address Book
- 3. Click File, Open
- 4. If you see the Address book(s) listed here:
- 4a. Double-click on the first address book listed.
- 4b. If that was the last address book you needed to open, great! You're done.
- 4c. If you need to open more address books, go to step 3.
- 5. If you do NOT see it listed, click "CorelCENTRAL..." at the right.
- 6. If you see your address book listed:
- 6a. Highlight it and click OK
- 6b. If that was the last one, great! You're done.
- 6c. If not, go to Step 3.
- 7. If you don't see your books listed, you can click the file folder icon at the end of the path. If your files were restored from a backup, they may have been restored to a different location.

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