

The WHITEROCK Alternative
THE MAILING LIST

MENU: {Alt} M

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The WHITEROCK Alternative

SAL	FNAME	MI	LASTNAME
Mr.	Bert	H.	Hoff
Dr.	Zorba	The	Greek
Mr.	John	L.	Jones
Ms.	Jane	L.	Jones
Dr.	Joe	J.	Jones

TITLE
President
President
President
Vice-President
Custodian

==== =====

END OF DATABASE

=====

Sheet1

COMPANY	ADDRESS	CITY	STATE	ZIP
The Whiterock Alternative	P.O. Box 45458	Seattle	WA	98145
Free Expression Dance Studio	1553 Main	Zyglapolis	Greece	10000
Jones Enterprises	15543 Jones Place	Jonesville	JO	99999
Jones Enterprises	15543 Jones Place	Jonesville	JO	98888
Jones Enterprises	15543 Jones Place (bsmt)	Jonesville	JO	97777

===== END OF DATABASE =====

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.....

.....

.....

.....

Sheet1

⋮
⋮
⋮
⋮
⋮
⋮
⋮
⋮
⋮

=====

CRITERION:
SAL

OUTPUT:
SAL
Dr.

=====

=====

useful, please become a Registered User.

registers with us through their copy of the program. Become a Registered User and the program pays for itself if only 5 of your friends like the program.

an installment loan analyzer, a "transportable" macro library and a checkbook ledger.

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To print: Press {Alt} P



FNAME

FNAME
Zorba

=====
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.....
.....
.....

Please read the message about this User-supported software.

Press

=====
=====

This worksheet is User-Supported software. If you find it

A payment of only \$25 is requested. Please send to:

Registered Users earn commissions of \$5 for everyone who

Send for a description of the other useful templates, including

{Enter}

=====

Date:

TO:

1 - "The Mailing List" Lotus 1-2-3 \$25 \$25
template.

=====

TO RETURN TO MAIN MENU: PRESS {Alt} M



Sheet1

(Formulas: Row 7, col. A-O -- e.g. ZIP "+J7>90000")
LASTNAME
Gr*

MI

MI
The

LASTNAME
Greek

=====
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The WHITEROCK Alternative :.....:

THE MAILING LIST :.....:

This mailing list database has room
for up to three codes, to help you
identify and quickly select entries
according to criteria you specify.

Its menus streamline use of 1-2-3's
powerful Data Query Extract capability
to select out those entries you need.

{Enter} to continue. MENU: {Alt} M

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=====

The WHITEROCK Alternative
P.O. Box 45458
Seattle, WA 98145

to continue.

=====
=====

The WHITEROCK Alternative
P.O. Box 45458
Seattle, WA 98145

Sheet1

INVOICE

PRICE AMT. DUE

=====

/pprINVOICE~agq

===== END OF DATABASE

Sheet1

TITLE	COMPANY	ADDRESS
President	Free Expression Dance Studio	1553 Main

=====
=====
4201

.....

=====
=====

IF YOU NEED AN INVOICE:
PRESS {Ctl}{Brk}, then {Alt} I
=====

4201

=====

{Alt} I
{goto}INV1~{goto}INVOICE~

=====

CITY

CITY
Zyglapolis

```
=====
=====
MACRO
=====
```

```
HELP
```

```
On-line HELP screens. (Can also see by pressing {Alt} H )
```

```
/wwc
```

```
{goto}MESSAGE~
```

```
{goto}MESSAGE1~
```

```
{?}
```

```
{goto}HELP~
```

```
{?}
```

```
{goto}HELP~
```

```
/xmMAINMENU~
```

```
\M
```

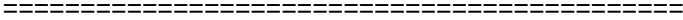


STATE

STATE
Greece

```
=====
=====
                        MENUS
=====
GO DATABASE
Go to start of database.
/wwc
{goto}{Home}~{Down}{Down}{Down}{Down}{Down}{Down}
/wwh{window}
```

/xmMAINMENU~



ZIP

ZIP

10000

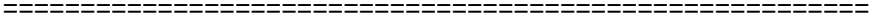
=====
=====

=====
DATA ENTRY

Make a new entry (put cursor in SAL column FIRST !! {Ctl}{Brk} to abort.

```
{?}~{Right}{?}~{Right}{?}~{Right}{?}~{Right}~  
{?}~{Right}{?}~{Right}'{?}~{Right}{?}~{Right}~  
{?}~{Right}{?}~{Right}'{?}~{Right}'{?}~{Right}~  
{?}~{Right}{?}~{Right}{?}~{Right}  
/x|[CtlBrk] to stop, [Enter] to continue.~entdata~  
{down}{End}{Left}  
/xgdataloop~
```

\H



PHONE1

PHONE1
(ZY1) 555-1414

=====
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CRITERIA

Specify criteria for data to be extracted.

/wwc

{goto}CRITERION~{up}

/xlPress [Enter] then specify criterion.~CRITPMPT~

{?}~

/xl Next pause- highlight criterion range.~CRITPMPT~

/DQC{?}~q

/xmMAINMENU~

/rncHERE~~{goto}HELP~{?}

{goto}HELP~{goto}HERE~

/rndHERE~

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THE MAILING LIST

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HELP

STEP 1:

STEP 2:

MENU CHOICES:

GO DATABASE:

DATA ENTRY:

CRITERION:

EXTRACT:

NEW FILE:

EXIT:

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PHONE2

PHONE2

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=====

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EXTRACT
Extract data meeting specified criteria.
/wwc
/dreq
{goto}OUTPUT~{up}
/xmMAINMENU~

=====
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Use ARROW, {PgUp}{PgDn} keys to scroll.
Press {Enter} when done.

Save this file or make a copy of it under SOME OTHER NAME
than MAILLIST.

This is your ONLY copy of this file !!

Play with a COPY of this file, to get used to it.
There are already sample entries. Add some more
and experiment. THEN make another copy of
this file and start using it.

Go to the database (INPUT range), the heart of this

file. This command splits the screen to leave the column heads visible as you scroll down the screen.

The database presently has room for 300 entries. To expand it, use / Worksheet Insert Row in an empty row BETWEEN ROW 280 AND ROW 300. (If you use a higher row you can obliterate the menu system or this help panel. If you go below Row 300, Lotus will not automatically expand the INPUT range.)

This menu choice moves you across the screen, to make a new entry.

PUT THE CURSOR IN THE FIRST COLUMN OF AN EMPTY ROW FIRST !!

If you have forgotten to do this, the prompt reminds you you can press {Ctl}{Brk} to exit the menu and line up the cursor in an empty row.

When you've done this, simply press {Alt} M and try again.

ZIP is the only numeric entry. To prevent Lotus' beeping when you make a label entry beginning with a number (e.g. address "1234 Main Street"), this command automatically provides a label prefix for:

ADDRESS
PHONE1
PHONE2

One danger -- if you use this command to RE-ENTER a row of data, the label prefix " " will OVERWRITE the entry already in that column. You MUST re-enter these fields.

At the end of the row, you will be prompted to:

Press {Ctl}{Brk} if you are done
OR
Press {Enter} to enter another row of data.

This choice guides you through the process of designating data to be extracted with Data Query Extract.

It reminds you that criteria involving formulas depend on Row 7. For example, to select cases with

Sheet1

ZIP codes 90000 and higher, go to the ZIP column and enter:

+J7>90000

(ZIP codes are in column J.)

Once you have specified the criterion, press {Enter}
and the criterion range will be highlighted.

BE SURE IT DOES NOT INCLUDE ANY EMPTY ROWS!!
Otherwise Lotus will extract ALL records.

This command extracts records meeting the criteria
you have specified.

The OUTPUT range goes to Row 150, allowing extraction
of up to 143 records.

Automatically saves file and either exits Lotus
or prompts you to retrieve another file.

Press {Enter} to return to Main Menu



CODE1

CODE1

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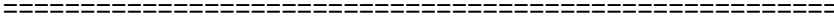
REVIEW

Exit menu system to review results. Press {Alt} M to return to menu.

/xq

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DO IT NOW !!!



Sheet1

CODE2

CODE3

CODE2

CODE3

=====
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NEW FILE	QUIT
Save file and return to Mastrer Menu to select new file.	Save file and quit.
/wwc	/wwc
{GOTO}OPEN~	{GOTO}OPEN~
/FS~R	/FS~R
/FRauto123~	/QY

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