There are a number of ways to access NamePal records. You can use the
sample records that come with NamePal to demonstrate these various
selection commands. The INQUIRE command lets you look at records on
your file, but not revise them. If you choose INQUIRE from the Main
menu, the next thing you see is the "Selection" menu.

The Selection menu shows all the ways you can choose records. This
same Selection menu appears with the other primary commands (PRINT,
CHANGE, DELETE, and MODEL). After you learn how to select records
using INQUIRE, you will know how to select records for any purpose.

Notice that the lower left-hand corner of the Selection menu screen
displays the menu choice you made previously (in this case, INQUIRE).
This "history" of menu choices appears on every display after the
Main Menu. It shows all the menu choices you made prior to the
current menu.

PERSONAL AND BUSINESS NAMES

If you choose PERSONAL NAMES on the "Selection" menu, NamePal chooses
all the names on the file added with the "Personal" record format.
Using the file that comes with NamePal, you see the record for:
Robert A. Sample. The Key to this record is the last name: Sample.
This is the only "Personal" record on the file. If there were more
than one "Personal" record, you would first see all the Last Names
with their Record Numbers, and you could choose the one you wanted.

Now select INQUIRE again, and then BUSINESS NAMES. With the initial
file you see there are two Keys displayed in alphabetical order. If
there were more than 28 selected records, "more..." will appear on
the screen. Pressing the F2 (More) function key will display the next
28 Keys, until all Keys have been displayed. Pressing F1 (Done) will
send you back to the Main Menu. You can enter the Record Number shown
next to the Keys to see the record you want, in this case an example
of the Business format.

KEYS

This search finds records whose KEY matches exactly the data you
enter. If you select INQUIRE on the Main Menu, and then on the next
menu choose LAST NAME/KEY, NamePal asks "Which Key?". Type in
"Sample" (capital "S") and push <Enter> -- use the Backspace key to
correct mistakes. You should see "Searching" and then the record for
Robert A. Sample.