

This Personal record appears because it's the first one on the file with a KEY of "Sample" (in this case, the man's Last Name). Now push "Y" to "Look for another" and you see the I. M. Sample Company. This Business format has a separate KEY of Sample. Press "Y" again and you see a Notecard format, which also has a KEY of Sample.

PARTIAL KEYS

With PARTIAL KEYS, you specify a "part of a Key" and NamePal finds all the KEYS (or Last Names) with these letters. This search lets you enter the first few letters of a name, then NamePal will give you a list of all the names starting with these letters. You may then choose any name from this list.

On the Main Menu, select INQUIRE and then KEY: PARTIAL. NamePal will ask "Which Key?" Type in "Sam" and push <Enter>. Now NamePal displays all records whose KEYS contains the letters "Sam" next to each other, like our "Sample" Keys. You could also use just the first letter to find all the keys that start with that letter. As with all NamePal searches, the capital letters must match too ("sam" is not the same as "Sam").

CATEGORY(s) or Cat.(s)

A CATEGORY is a way of classifying groups of name records. For example, you might assign people in your Art Class the category of "A". NamePal lets you assign up to eight categories for each name on your file. Once you have coded the people in your Art Class with an "A" in their category field, you can use a CATEGORY select to print a roster of the class, or create mailing labels for the class, etc.

On the main menu, if you select INQUIRE and then CATEGORY, NamePal will ask "Which Category?". Type in "A" (capital letter) and push <Enter>. From the initial disk you will see that two records have been selected. If you enter their record numbers, you see that they have an "A" in the CATEGORY field.

There are many ways to use categories. You could put a category of "C" on the records of everyone who receives your Christmas or Chanukah cards. Then with one category selection, you could print address labels for all these cards.

If you want to keep track of certain birthdays, you could put a code for birthday month in the category field. You could use JAN, FEB, etc. or month numbers from 1 to 9 then O, N, and D for October, November, and December (single letters and numbers are always the best choice). After coding, a Category "Selection" displays all the people with birthdays in May, or next month, etc. (you can keep the exact date of the birthday in the comment section).